

# Research Terms of Reference

Joint Market Monitoring Initiative (JMIMI)

CAR1903

Central African Republic

08.04.2019

v1

**REACH** Informing  
more effective  
humanitarian action

## 1. Executive Summary

<b>Country of intervention</b>	Central African Republic (CAR)		
<b>Type of Emergency</b>	<input type="checkbox"/> Natural disaster	<input checked="" type="checkbox"/> Conflict	
<b>Type of Crisis</b>	<input type="checkbox"/> Sudden onset	<input type="checkbox"/> Slow onset	<input checked="" type="checkbox"/> Protracted
<b>Mandating Body/ Agency</b>	Cash Working Group (CWG)		
<b>Project Code</b>	26iAIZ / 26DQJ		
<b>Overall Research Timeframe</b> (from research design to final outputs / M&E)	15/03/2019 to 14/03/2020		
<b>Research Timeframe</b> Add planned deadlines (for first cycle if more than 1)	1. Start collect data: 08/04/2019	5. Preliminary presentation: __/__/____	
	2. Data collected: 12/04/2019	6. Outputs sent for validation: 25/04/2019	
	3. Data analysed: 19/04/2019	7. Outputs published: 29/05/2019	
	4. Data sent for validation: 19/04/2019	8. Final presentation: __/__/____	
<b>Number of assessments</b>	<input type="checkbox"/> Single assessment (one cycle)		
	<input checked="" type="checkbox"/> Multi assessment (more than one cycle) : <i>Monthly</i>		
<b>Humanitarian milestones</b> Specify <i>what</i> will the assessment inform and <i>when</i> e.g. The shelter cluster will use this data to draft its Revised Flash Appeal;	<b>Milestone</b>		<b>Deadline</b>
	<input type="checkbox"/>	Donor plan/strategy	__/__/____
	<input type="checkbox"/>	Inter-cluster plan/strategy	__/__/____
	<input type="checkbox"/>	Cluster plan/strategy	__/__/____
	<input type="checkbox"/>	NGO platform plan/strategy	__/__/____
<input checked="" type="checkbox"/>	CWG strategy ; ONG plan/strategy	Continu	
<b>Audience Type &amp; Dissemination</b> Specify <i>who</i> will the assessment inform and <i>how</i> you will disseminate to inform the audience	<b>Audience type</b>		<b>Dissemination</b>
	<input type="checkbox"/> Strategic	<input checked="" type="checkbox"/> Programmatic	<input checked="" type="checkbox"/> General Product Mailing (e.g. mail to NGO consortium; HCT participants; Donors)
	<input checked="" type="checkbox"/> Operational	<input type="checkbox"/> [Other, Specify]	<input checked="" type="checkbox"/> Cluster Mailing (Education, Shelter and WASH) and presentation of findings at next cluster meeting
			<input checked="" type="checkbox"/> Presentation of findings (e.g. at HCT meeting; Cluster meeting)
			<input checked="" type="checkbox"/> Website Dissemination (Relief Web & REACH Resource Centre)
			<input type="checkbox"/> [Other, Specify]

<b>Detailed dissemination plan required</b>	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
<b>General Objective</b>	<i>To provide the Central African Republic (CAR) Cash Working Group (CWG) and other humanitarian partners with timely, and precise marketplaces data regarding the price and the availability of Survival Minimum Expenditure Basket (SMEB<sup>1</sup>) items across the country in order to guide market-based responses in CAR.</i>			
<b>Specific Objective(s)</b>	<i>To provide price and stock information on basic commodities (as per the MEB designed by the CWG in 2018, and revised in 2019 to provide a SMEB) in assessed marketplaces, specifically:</i> <ol style="list-style-type: none"> <li>1. Determine SMEB total cost</li> <li>2. Monitor the SMEB prices fluctuation over months</li> <li>3. Identify SMEB items shortages / reasons of these shortages</li> </ol>			
<b>Research Questions</b>	<ol style="list-style-type: none"> <li>1. (a) What are the prices of key MEB items in assessed marketplaces ? (b) What is the median total cost of MEB in CAR ?</li> <li>2. (a) How do the prices of MEB items fluctuate over time ? (b) How do prices of MEB items fluctuate over locations ?</li> <li>3. (a) What are the key shortages of MEB items ? (b) How long those shortages last ? (c) Where are these shortages located ? (d) What are the main shortages reasons ?</li> <li>4. (a) What are the barriers/challenges faced by retailers to supply their stock ? (b) What is the average time to re-supply ?</li> </ol>			
<b>Geographic Coverage</b>	<i>The evaluation targets a selection of large marketplaces across CAR; however, the actual geographical scope will be determined by the support of CWG partners on the data collection stage, with the condition that selected marketplaces will have to be monitored every month. A progressive expansion of partners and geographic coverage is expected.</i>			
<b>Secondary data sources</b>	<i>Rapid Response Mechanism Multi-Sector Assessments, reports shared by the CWG, WFP mVAM reports</i>			
<b>Population(s)</b> <i>Select all that apply</i>	<input type="checkbox"/>	IDPs in camp	<input type="checkbox"/>	IDPs in informal sites
	<input type="checkbox"/>	IDPs in host communities	<input type="checkbox"/>	IDPs [Other, Specify]
	<input type="checkbox"/>	Refugees in camp	<input type="checkbox"/>	Refugees in informal sites
	<input type="checkbox"/>	Refugees in host communities	<input type="checkbox"/>	Refugees [Other, Specify]
	<input type="checkbox"/>	Host communities	<input checked="" type="checkbox"/>	Market vendors in the main marketplaces of CAR
<b>Stratification</b> <i>Select type(s) and enter number of strata</i>	<input checked="" type="checkbox"/>	Geographical #: 10 marketplaces Population size per strata is known? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/>	Group #: Retailers <sup>2</sup> (at least 5 per marketplace) Population size per strata is known? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<input type="checkbox"/>		<input type="checkbox"/>	[Other Specify] #: __ Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Data collection tool(s)</b>	<input checked="" type="checkbox"/>	Structured (Quantitative)		<input type="checkbox"/> Semi-structured (Qualitative)
		<b>Sampling method</b>		<b>Data collection method</b>
<b>Structured data collection tool # 1</b>	<input checked="" type="checkbox"/>	Purposive		<input checked="" type="checkbox"/> Key informant interview (Target #): At least 5 retailers per marketplace
	<input type="checkbox"/>	Probability / Simple random		<input type="checkbox"/> Group discussion (Target #):_ _ _ _ _
	<input type="checkbox"/>	Probability / Stratified simple random		

<sup>1</sup> See page 7 for full SMEB list

<sup>2</sup> Traders whom sales target final consumers

Select sampling and data collection method and specify target # interviews	<input type="checkbox"/> Probability / Cluster sampling <input type="checkbox"/> Probability / Stratified cluster sampling <input type="checkbox"/> [Other, Specify]		<input type="checkbox"/> Household interview (Target #):_____	
			<input type="checkbox"/> Individual interview (Target #):_____	
			<input type="checkbox"/> Direct observations (Target #):_____	
			<input type="checkbox"/> [Other, Specify] (Target #):_____	
Data management platform(s)	X	IMPACT	<input type="checkbox"/> UNHCR	
	<input type="checkbox"/>	[Other, Specify]		
Expected output type(s)	<input type="checkbox"/>	Situation overview #: __	<input type="checkbox"/> Report #: 2 longitudinal reports	<input type="checkbox"/> Profile #: __
	<input type="checkbox"/>	Presentation (Preliminary findings) #: __	<input type="checkbox"/> Presentation (Final) #: __	X Factsheet #: One factsheet per month (10 in total) informing at locality level
	<input type="checkbox"/>	Interactive dashboard #:_	<input type="checkbox"/> Webmap #: __	<input type="checkbox"/> Map #: __
	<input type="checkbox"/>	[Other, Specify] #: __		
Access	X	Public (available on REACH resource center and other humanitarian platforms)		
	<input type="checkbox"/>	Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)		
Visibility Specify which logos should be on outputs	To be defined with the CWG.			

## 2. Rationale

### 2.1. Rationale

Since 2013, and the beginning of the crisis in Central African Republic (CAR), insecurity, lack of transportation means, deterioration of roads and marketplaces, along with taxes raised by armed groups have disrupted the market systems in most parts of the country. As a consequence, access to basic goods and services for crisis-affected households has become a challenge in CAR. Indeed, livelihoods have been severely affected, as many households have been displaced and access to land has become increasingly insecure. Purchasing power has decreased as well as the overall food production. Furthermore, as recalled in the 2018's HNO, "exile of wholesalers, recurrent attacks on merchandise convoy, and deteriorated roads limits supply to marketplaces [have led] to an increase of prices in some localities".<sup>3</sup> Furthermore, as mentioned in the last HRP, one of the criteria to implement CASH programs is to make sure partners have "the capacity to monitor prices before and after the distribution".

Still, little is known regarding prices levels across the region, reaction of markets and supply chains to sudden-onset shocks, and seasonal impacts on marketplaces, especially during the rainy season. There is currently no systematic monitoring of MEB items in Central African Republic. Regarding food items, WFP ran its mobile Vulnerability Analysis Mapping (mVAM) since September 2016, collecting prices along with markets information on a monthly basis.<sup>4</sup> Some CWG members have also conducted ad-hoc monitoring to plan their CASH response. However, overall, there is no coordinated and comprehensive approach, nor harmonized methodology and tools to monitor SMEB items.

In January 2019, the CWG issued its priorities for 2019; one of them was the setting up of a market monitoring system. Moreover, given an increased demand by the humanitarian coordination to scale-up cash based response; there is a need

<sup>3</sup> [www.humanitarianresponse.info/en/operations/central-african-republic](http://www.humanitarianresponse.info/en/operations/central-african-republic)

<sup>4</sup> [vam.wfp.org/sites/mvam\\_monitoring/index.html](http://vam.wfp.org/sites/mvam_monitoring/index.html)

to better understand how markets function and react to the crisis. Based on this information gap and lack of coordinated monitoring system, a comprehensive marketplaces monitoring would help market-based cash response.

To address outlined information gaps and demands, REACH will work in close collaboration with the CASH Working Group to launch and coordinate a Joint Market Monitoring Initiative (JMMI). These activities aim at further improving the cash based response in Central African Republic, increasing information sharing, discussion and analysis among CWG members.

## 3. Methodology

### 3.1 Methodology overview

The JMMI is a collaborative initiative with the CWG and its member organisations. The methodology is defined with the CWG members, within a JMMI technical sub-Working Group. Data collection is based on purposive sampling at marketplace level. Coverage of marketplaces will be designed upon partners and REACH's capacity. Data will be collected every month by partners and REACH staff through harmonized tools. REACH will also consolidate data, and analysis will be conducted in collaboration with the CWG, using partners' inputs. Data will be collected in 10 monthly cycles and published in the form of monthly datasets and factsheets.

#### Key definition

*Marketplace:* a physical location where exchange (in terms of means goods, services or money) takes place.

*Central markets:* Marketplace with at least 3 permanent wholesalers, opens every day, all-yearlong (exception can be made for areas severely impacted by the rainy season, such as marketplaces in Vakaga prefecture), and offering a large variety of items (food, NFI, WASH items)

*Satellite markets:* marketplaces that can't match all the above mentioned criteria, regarding hosting permanent wholesalers, diversity of items, opening days but which are still key marketplaces in their respective areas.

*Wholesalers:* Traders whom sales target retailers. A semi-wholesaler has a share of its offer that targets final consumers.

*Retailers:* Traders whom sales target final consumers.

### 3.2 Population of interest

Key informants are well-established retailers (shop owners / shop managers) in identified marketplaces across the country.

Geographical coverage will be coordinated with the CWG, and its JMMI technical sub working group. It will depend on both the capacity of partners to contribute to the initiative by collecting data and on REACH staff to cover areas with limited external capacity. However, the same marketplaces will be monitored every month in order to be able to do trends analysis. Should a partner pull out temporarily, REACH and other JMMI partners will attempt to cover the gap.

During the pilot (08-12 April 2019), data will be collected in the following marketplaces and reported at locality level (except for Bangui where several markets could be assessed and aggregated at locality level):

ADMIN 1 - Prefecture	ADMIN 2 - Sous- prefecture	Locality	Marketplace	Status	Partner
Mbomou	Bangassou	Bangassou	Central market	Confirmed	ACTED
Haut-Mbomou	Obo	Obo	Central market	Second round	ACTED
Haut-Mbomou	Zemio	Zemio	Central market	Second round	ACTED
Ouaka	Bambari	Bambari	Central market	Confirmed	ACTED
Nana-Gribizi	Kaga-Bandoro	Kaga-Bandoro	Central market	Confirmed	Solidarités International
Ouham-Pendé	Paoua	Paoua	Central market	Confirmed	Solidarités International
Nana-Mambéré	Bouar	Bouar	Central market	Confirmed	ACF
Ouaka	Kouango	Kouango	Central market	Confirmed	Concern Worldwide
Basse-Kotto	Alindao	Alindao	Central market	Confirmed	ACF
Kémo	Sibut	Sibut	Central market	Second round	ACTED
Ombella M'Poko	Bossebele	Bossebé	Central market	Confirmed	Concern Worldwide
Ouham	Bossangoa	Bossangoa	Central market	Confirmed	ACF
Haute-Kotto	Bria	Bria	Central market	To be confirmed	ACTED/Oxfam
Ouham-Pendé	Bocaranga	Bocaranga	Central market	To be confirmed	IRC/Cordaid
Ouham	Batangafo	Batangafo	Central market	To be confirmed	Oxfam

### 3.3 Secondary data review

SOURCES	Information
MSA RRM (all reports from 2017, see ToRs CAR1701 for MSA's methodology)	Inform on markets (presence, opening days/period, items available) during rapid assessments conducted by RRM partners. Available information is unequal upon reports.
Enquête nationale des marchés, République Centrafricaine, WFP, June 2016	Inform on items available as of 2016, supply chains functioning / challenges, integration of markets
Etude de faisabilité des interventions monétaires en République Centrafricaine, UNHCR, May 2018	Inform of Cash-based intervention feasibilities across RCA
Profil des moyens d'existence. Zone périurbaine de Bria, OXFAM, April 2015	Inform on Bria's marketplace, supply chain, availability of items, prices as of 2015
Profil de la zone des moyens d'existence, Zone Paoua, OXFAM, April 2016	Inform on Paoua's marketplace, supply chain, availability of items, prices as of 2016

Etude de faisabilité des interventions monétaires dans le cadre du mécanisme RRM en RCA, CashCAP/ACF, October 2017	Inform of Cash-based intervention feasibilities across RCA
Foire aux AME, Ndomété, Retour d'expérience, Solidarités International, February 2018	Inform on one cash-based response conducted by Solidarite International near Kaga-Bandoro, Nana-Gribizi ; info on markets assessment and prices monitoring methodology.

### 3.4 Primary Data Collection

The JMMI is a joint exercise coordinated by REACH in close collaboration with the CWG and its members. The JMMI technical sub-Working Group, is a sub-group of the CWG and is composed of core members of the CWG interested in participating in this initiative. This group defines the methodology and the markets' coverage of the initiative. ToRs are being drafted, and aims at having it co-led by REACH and the CWG co-leads.

The quality and the scope of the JMMI will largely depend on CWG's capacity to make it useful to its members in order to increase interest and involvement in the JMMI. Contribution to the JMMI is done on a voluntary basis. REACH and the CWG leads will make sure this initiative is driven by the CWG, and not as a REACH project. Therefore, any communication related to REACH/JMMI products will be done by CWG leads.

The methodology used for the market monitoring is based on purposive sampling. The JMMI is a key informant assessment that targets purposively sampled retailers in marketplaces of interests. Marketplaces are identified by CWG partner organisations based on the following criteria:

Assessed marketplaces will be identified through the SDR and marketplaces mapping with partners involved in the JMMI. The selection of marketplaces will be carried out in close collaboration with JMMI partner organisations; especially through information gathered at the local level to ensure localized contextual knowledge informs selection of the viable and relevant marketplaces.

Central marketplaces are selected based on the following criteria:

- (1) Marketplaces must be large enough to host at least 3 wholesalers;
- (2) Open every day;
- (3) Diversity of items available in the marketplace should be wide enough to cover all (or most of) the items in the list below;
- (4) Spread out to avoid having several central marketplaces assessed in one locality (when it's not relevant, i.e. central markets in Bangui can be an exception).

Secondary / satellite marketplaces, could be included in monitored marketplaces if partners have the capacity to monitor them.

It will be completed by a KI interview with a marketplace's local authority, in order to confirm the mapping, and collect main marketplace information such as opening day/period, most active days, type of items sold in the marketplace (food, NFI and WASH) categories, opening hours, estimated number of wholesalers and permanent retailers, and GPS coordinates. This KI interview will be conducted every six months in order to ensure the consistency of the marketplaces identification.

Shops are selected based on the following criteria:

- (1) Shops need to be large enough to sell all (or most of) the items in the list below.
- (2) The shop is of permanent nature as since they will be monitored every month
- (3) The retailer has a certain stock capacity; they should at least have a closed infrastructure that allows overnight storage (we may expect some flexibility with this rule, as some key marketplaces may not have hard structures)
- (4) The largest retailers' shops of the marketplace will be prioritized;
- (5) As much as possible, the same shops will be monitored each month;
- (6) If the retailer owns more than one shop in the marketplace, the additional shops will not be considered for the assessment.

The indicators to be collected will focus on the price, availability and supply chain information of certain key items. These products will be based on the SMEB for critical needs, as defined by the CAR CWG in November 2018 and revised in March 2019. Yet some modifications will be integrated to the list as suggested by the CWG partners. The following table compiles the last version of the selected products to be assessed by four groups of products (Food, WASH, NFI, fuel), however this list might be subject to changes:

SMEB			MEB	
Category	Item	Unit	Category	Item
Non-Food items	Mosquito nets	Square	Non-Food items	Bowl (big size)
	Jerry-cans	20 litres		Spoon
	Sheet	2 people size		Fork
	Pagnes (wrap skirt)	6 yard		Knife
	Sleeping mat	1 person		Mug
	Tarpaulin	4x5 meters		Spatula
	Cooking pot	5 litres		Bowl (small size)
	Basin	30 litres		Plate
Food	Maize flour	1 kg	WASH	Sanitary towel
	Manioc	1 kg		Flashlight
	Beans	1kg		Bleach
	Rice	1kg		Soap (clothes)
	Peanut	1 kg		
	Meat (beef)	1 kg		
	Eggs	1 piece		
	Cooking oil (vegetal)	1 litre		
	Sugar	1 kg		
	Salt	1 kg		
WASH	Soap	1 piece		
	Bucket	20 litres		
Other	Fuel	1 litre		
	Firewood bundle	1 standard bundle		

For each item, 5 quotations will be collected by different retailers of the marketplace; thus at least 5 shops will be visited in the same marketplace. Each quotation will focus on the cheapest available price of the product, in order to capture the minimum budget required to assure that the critical needs of the most vulnerable population are fulfilled. If an item is never sold in a location, or is sold seasonally, or non-available in the entire marketplace, no price data for this item will be

collected. 5 quotations are asked in order to have at least 3 quotations per item after data cleaning and subsequent potential entries deletion.

JMMI is based on partnership with other humanitarian actors (NGO, UN agency, etc.) Data will be collected by these actors, with an expected long-term engagement. REACH has capacity to provide ad-hoc support to fill gap, such as cases where a partner would not be able to collect data during one month.

REACH will train the organisations participating in the JMMI on the methodology and collection tools. At a first stage, REACH will attempt to train the enumerators of each partner organisation. In case this is not possible, given the potential logistics issues (internet / transportation), each partner will nominate one focal point to whom REACH will provide the training so that he/she can transmit the information to their teams. Using technical questionnaires and guidelines, enumerators of JMMI partner organisations (including REACH) will collect the price, availability and further key information about the SMEB items on monthly basis.

In order to ensure data consistency, the collection period of all partners will take place simultaneously during one-week every month. The participant organizations will agree on one specific week per month for the collection in order to respect the comparative nature of the assessment. The participants shall commit to assuring the availability of their enumerators within the decided period.

Data is collected via the Kobo mobile data collection platform and all the organizations will agree to use the same questionnaire. Partners' focal points will have access to the REACH Kobo account from where they can download the latest version of the forms and submit their completed forms following data collection. Questionnaires will be reviewed every month should modifications be made, and shared ahead of the data collection window to every partners. During the data collection period, partners will upload their data on the REACH data server, in order to allow REACH staff to perform surveys tracking and initial data cleaning.

### 3.5 Data Processing & Analysis

All data is collected through one Kobo form on mobile devices. The raw dataset will be compiled and saved on the REACH CAR server. It will be cleaned by checking outliers, identifying missing data and typos by REACH staff on a daily basis, with regular feedbacks given to partners' enumerators to ensure consistencies in further rounds. Cleaning process will look for (but not limited to):

- (1) Outliers
- (2) Typos
- (3) GPS coordinated of entries to ensure monitored retailers are effectively within the marketplaces perimeters
- (4) Duration of survey per location
- (5) Number of errors/inconsistencies per location – if more than 3 errors are observed in one same form, the line will be deleted.
- (6) Number of prices per item received per location.

All the changes made to the raw dataset will be indicated on the log sheet in the consolidated dataset.

In addition, following each round of data collection; REACH assessment staff will clean and triangulate the data with partners through three different steps:

- (1) Comparison of most recently collected data with previous round to identify inconsistencies;
- (2) Review of secondary data, if existing and publicly available;
- (3) Consult the JMMI sub working group in order to cross-check data quality on sub working group members' knowledge of assessed shops and/or economic situation in the surrounding area.

Once the clean dataset is finalised, data is analysed as following:

- (1) Market will be analysed at locality level; if several markets are assessed if one locality, data will be aggregated;
- (2) Median prices are calculated for each item per assessed marketplace. Mean is not used as it can be affected by outliers;
- (3) Significant price changes will be investigated, including through local context information gathered from partners;
- (4) Shortages of items are identified as following:
  - a. If an item is usually sold by the shopkeeper but not available, the day the assessment is conducted;
  - b. If an item is available during the day the assessment is conducted, but the shopkeeper indicated shortages during the past four days;
  - c. If an item is never available in the marketplace, it will not be considered as a shortage. This will be assessed through the “usual availability of item” indicator.
- (5) To inform cash transfer value considerations, but also to compare price levels across locations, REACH calculates the cost of the MEB per marketplaces. When an item’s median price is not available in a given location – for example, in the event of a market shortage – the missing price is dealt with in one of two ways:
  - a. *If residents of the affected location have freedom of movements:* The missing price is imputed by replacing it with the median price for that item in the nearest assessed marketplace within the same sous-prefecture.
  - b. *If the median price is not available for any marketplace within the same sous-prefecture OR if residents of the affected location do not have freedom of movement:* The missing price is not imputed; the lack of data is treated as evidence of a market shortage, and the index remains incomplete.
- (6) Average time of shortages over the last 30 days / average time stock can last / average time to re-supply

The final factsheet will inform on the following:

- (1) Front page: methodology, coverage, partners, assessed locations and shops figures, key findings and key figures;
- (2) Table and maps displaying MEB total cost per location (plus 1 and 6 month changes)
- (3) Table and maps displaying MEB per category (NFI, WASH, Food).
- (4) Graph with MEB prices over time
- (5) Graph with key items prices over time
- (6) Boxplot of key item prices
- (7) Main shortages products and factors analysis when relevant
- (8) Regional graphs/tables as needed
- (9) Links to previous JMMI outputs

## 4. Roles and responsibilities

Table 2: Description of roles and responsibilities

<b>Task Description</b>	<b>Responsible</b>	<b>Accountable</b>	<b>Consulted</b>	<b>Informed</b>
Research design	Assessment Officer (AO)	AO	CWG, HQ	
Data collection tools	AO	AO		CWG
Training	AO, FO	AO		CWG
Supervising data collection	AO, FO	AO		CWG
Data processing (checking, cleaning)	Database assistant / AO	AO		

Data analysis	AO	AO	CWG, HQ
Output production	AO, GIS	AO	HQ
Dissemination	AO	AO	
Monitoring & Evaluation	AO	AO	HQ
Lessons learned	AO	AO	HQ

**Responsible:** the person(s) who executes the task

**Accountable:** the person who validates the completion of the task and is accountable of the final output or milestone

**Consulted:** the person(s) who must be consulted when the task is implemented

**Informed:** the person(s) who need to be informed when the task is completed

**NB: Only one person can be Accountable; the only scenario when the same person is listed twice for a task is when the same person is both Responsible and Accountable.**

## 5. Data Analysis Plan

Questions de recherche	IN #	Methode de collecte de données	Groupe d'indicateurs	Indicateur / Variable	Question	Instructions	Responses	Niveau de collecte de données
NA	0.1	KI Interview	Informations clés	Date	Date d'aujourd'hui	Date		Marché
	0.2.1	KI Interview		Organisation qui collecte	Nom de l'organisation	Sélection unique	Liste Partenaires	Marché
	0.2.2	KI Interview		Enquêteur	Nom de l'enquêteur	Texte		Marché
	0.3.1	KI Interview		Préfecture	Nom de la préfecture	Sélection unique	Liste Préfectures	Marché
	0.3.2	KI Interview		Sous-préfecture	Nom de la sous-préfecture	Sélection unique	Liste Sous-préfectures	Marché
	0.3.3	KI Interview		Commune	Nom de la commune	Sélection unique	Liste Communes	Marché
	0.3.4	KI Interview		Ville	Nom de la localité	Sélection unique	Liste Localités	Marché
	0.3.5	KI Interview		Nom du marché	Nom du marché	Texte		Marché
	0.3.6	KI Interview		Type de marché	Type de marché	Sélection unique	Central ; Satellite ; Autre	Marché
	0.3.6	KI Interview		Coordonnées géographiques	Enregistrez les coordonnées géographiques	GPS	Latitude, longitude	Magasin
0.4	KI Interview	Nom du magasin	Nom du magasin	Texte		Magasin		

Quels articles du MEB sont disponibles dans le marché et à quel prix?	1	KI Interview	Disponibilité	Disponibilité / rupture de stock	Vendez-vous habituellement cet article ?	Sélection unique	Oui; Non	Produit
	1.1	KI Interview		Disponibilité / rupture de stock	Si "oui", cet article est-il disponible actuellement ?	Sélection unique	Oui; Non	Produit
	1.1.1	KI Interview		Disponibilité / rupture de stock	Si "non", pourquoi ?	Sélection multiple	Insécurité sur les routes ; Insécurité en ville ; Mauvais état des routes ; Absence de moyen de transport ; Ce n'est pas un article de saison ; Je n'ai pas souhaité faire un réapprovisionnement ; Article trop cher ; Problème de stockage ; Article indisponible chez les fournisseurs ; Mauvaise relation avec les fournisseurs ; Autre (précisez) ; Je ne sais pas / Je ne souhaite pas répondre	Produit
	1.1.2	KI Interview	Prix*	Unité	Si cet article est disponible, est-ce que [le produit] est vendu par [unité]	Sélection unique	Oui; Non	Produit
	1.1.1	KI Interview		Unité	Si non, merci de spécifier la quantité en [unité]	Texte		Produit
	1.2	KI Interview		Prix	Quel est le prix du [produit] en XAF?	Chiffre		Produit
	1.3		Approvisionnement	Origine	Quelle est l'origine de [produit] ?		Origine local; régional; national; international	
	1.4	KI Interview		Disponibilité / rupture de stock	Est-ce que vous avez eu une rupture de stock de [produit]	Sélection unique	Oui; Non	Produit

				pendant les 30 derniers jours ?			
1.4.1			Facteurs	Si "oui", pour quelle raison ?	Selection multiple	Insécurité sur les routes ; Insécurité autour du marché ; Mauvais état des routes ; Absence de moyen de transport ; Ce n'est pas un article de saison ; Je n'ai pas souhaité faire un réapprovisionnement ; Article trop cher ; Problème de stockage ; Article indisponible chez les fournisseurs ; Mauvaise relation avec les fournisseurs ; Autre (précisez) ; Je ne sais pas / Je ne souhaite pas répondre	
1.4.2	KI Interview		Durée	Combien de jours cela a-t-il pris pour être réapprovisionné ?	Chiffre		Produit
1.5	KI Interview		Durée	Aujourd'hui, combien de jours votre stock du [produit] peut-il durer avant d'être épuisé ?	Chiffre		Produit
1.6	KI Interview		Durée	Combien de jours cela prends-t-il pour être réapprovisionné en [produit] dès que la commande est passée ?	Chiffre		Produit

## 6. Data Management Plan

Administrative Data		
Research Cycle name	Joint Market Monitoring	
Project Code	CAR1903	
Donor	OFDA	
Project partners	CWG members	
Research Contacts	Paul-Antoine CHATAING, AO, <a href="mailto:paul-antoine.chataing@reach-initiative.org">paul-antoine.chataing@reach-initiative.org</a>	
Data Management Plan Version	Date: 06/03/2019	Version: 01
Related Policies	None	
Documentation and Metadata		
What documentation and metadata will accompany the data? <i>Select all that apply</i>	<input checked="" type="checkbox"/> Data analysis plan	<input checked="" type="checkbox"/> Data Cleaning Log, including: <input type="checkbox"/> Deletion Log <input type="checkbox"/> Value Change Log
	<input type="checkbox"/> Code book	<input type="checkbox"/> Data Dictionary
	<input type="checkbox"/> Metadata based on HDX Standards	<input type="checkbox"/> [Other, Specify]
Ethics and Legal Compliance		
Which ethical and legal measures will be taken?	<input checked="" type="checkbox"/> Consent of participants to participate	<input type="checkbox"/> Consent of participants to share personal information with other agencies
	<input type="checkbox"/> No collection of personally identifiable data will take place	<input type="checkbox"/> Gender, child protection and other protection issues are taken into account
	<input checked="" type="checkbox"/> All participants reached age of majority	[Other, Specify]
Who will own the copyright and Intellectual Property Rights for the data that is collected?	<i>Only the anonymized dataset will be shared to CWG partners (i.e shop names will be deleted) Raw data will only be shared with the respective organisation that uploaded the data via the Kobo server.</i>	
Storage and Backup		
Where will data be stored and backed up during the research?	<input checked="" type="checkbox"/> IMPACT/REACH Kobo Server	<input type="checkbox"/> Other Kobo Server: <i>[specify]</i>
	<input type="checkbox"/> IMPACT Global Physical / Cloud Server	<input checked="" type="checkbox"/> Country/Internal Server
	<input type="checkbox"/> On devices held by REACH staff	<input type="checkbox"/> Physical location <i>[specify]</i>
	<input type="checkbox"/> [Other, Specify]	
Which data access and security measures have been taken?	<input checked="" type="checkbox"/> Password protection on devices/servers	<input checked="" type="checkbox"/> Data access is limited to REACH staff
	<input type="checkbox"/> Form and data encryption on data collection server	<input type="checkbox"/> Partners signed an MoU if accessing raw data
	<input type="checkbox"/> [Other, Specify]	
Kobo Access Rights		
Kobo Access	Person	Account Name
View Form	JMMI partners	reach_rca_partners
View and Edit Form	REACH RCA	reach_rca
View Form and Submit Data	JMMI partners	reach_rca_partners

Download Data	Paul-Antoine CHATAING	paulantoinechataing
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**Raw Data Access Rights**

Raw Data Access	Reason	Person
Accountable	Accountable	Paul-Antoine CHATAING
Access	Ensure data compilation and data cleaning	Database assistant
Access	Check surveys' GPS coordinates to ensure matching with marketplaces localisation for quality purposes	GIS assistant

**Preservation**

Where will data be stored for long-term preservation?	<input checked="" type="checkbox"/> IMPACT / REACH Global Cloud / Physical Server	<input type="checkbox"/> OCHA HDX
	<input checked="" type="checkbox"/> REACH Country Server	<input type="checkbox"/> [Other, Specify]

**Data Sharing**

Will the data be shared publically?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No, only with mandating agency / body
Will all data be shared?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No, only anonymized/ cleaned/ consolidated data will be shared
	<input type="checkbox"/> No, [Other, Specify]	
Where will you share the data?	<input checked="" type="checkbox"/> REACH Resource Centre	<input type="checkbox"/> OCHA HDX
	<input type="checkbox"/> HumanitarianResponse	<input checked="" type="checkbox"/> CWG mailing list

**Data protection risk assessment**

Have you completed the Indicators Risk Assessment table below?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No, no information that potentially allows identification of individuals is to be collected.
[Please complete the first 4 columns in the Indicators Risk Assessment table below]		

Risk indicator	Type of identification risk	Disclosure implications	Benefits	Class	Required mitigation
KI phone number	Direct contact/identification of KI	Potential target of armed actors	Follow up for data cleaning	[To be completed by IMPACT HQ]	[To be specified by IMPACT HQ]
KI shopname	Direct contact/identification of KI	Potential target of armed actors	Follow up for data cleaning		

**Responsibilities**

Data collection	Paul-Antoine CHATAING, paul-antoine.chataing@reach-initiative.org
Data cleaning	Paul-Antoine CHATAING, paul-antoine.chataing@reach-initiative.org
Data analysis	Paul-Antoine CHATAING, paul-antoine.chataing@reach-initiative.org
Data sharing/uploading	Paul-Antoine CHATAING, paul-antoine.chataing@reach-initiative.org

## 7. Monitoring & Evaluation Plan

- Please complete the M&E Plan column in the table and use the corresponding Tools in the Monitoring & Evaluation matrix to implement the plan during the research cycle.

IMPACT Objective	External M&E Indicator	Internal M&E Indicator	Focal point	Tool	Will indicator be tracked?
<b>Humanitarian stakeholders are accessing IMPACT products</b>	Number of humanitarian organisations accessing IMPACT services/products  Number of individuals accessing IMPACT services/products	# of downloads of x product from Resource Center	Country request to HQ	User_log	<input type="checkbox"/> Yes
		# of downloads of x product from Relief Web	Country request to HQ		<input type="checkbox"/> Yes
		# of downloads of x product from Country level platforms	Country team		<input type="checkbox"/> No
		# of page clicks on x product from REACH global newsletter	Country request to HQ		<input type="checkbox"/> Yes
		# of page clicks on x product from country newsletter, sendingBlue, bit.ly	Country team		<input type="checkbox"/> Yes
		# of visits to x webmap/x dashboard	Country request to HQ		<input type="checkbox"/> No
<b>IMPACT activities contribute to better program implementation and coordination of the humanitarian response</b>	Number of humanitarian organisations utilizing IMPACT services/products	# references in HPC documents (HNO, SRP, Flash appeals, Cluster/sector strategies)	Country team	Reference_log	<i>CAR HNO / HRP 2020</i>  <i>Ad-hoc partner organisations/agencies documents published</i>
		# references in single agency documents			
<b>Humanitarian stakeholders are using IMPACT products</b>	Humanitarian actors use IMPACT evidence/products as a basis for decision making, aid planning and delivery  Number of humanitarian	Perceived relevance of IMPACT country-programs	Country team	Usage_Feed back and Usage_Survey template	<i>Usage survey to be conducted in January 2020, following the release of 8 factsheets, targeting at least 75% of partners</i>
		Perceived usefulness and influence of IMPACT outputs			
		Recommendations to strengthen IMPACT programs			

	documents (HNO, HRP, cluster/agency strategic plans, etc.) directly informed by IMPACT products	Perceived capacity of IMPACT staff Perceived quality of outputs/programs Recommendations to strengthen IMPACT programs			
<b>Humanitarian stakeholders are engaged in IMPACT programs throughout the research cycle</b>	Number and/or percentage of humanitarian organizations directly contributing to IMPACT programs ( <i>providing resources, participating to presentations, etc.</i> )	# of organisations providing resources (i.e.staff, vehicles, meeting space, budget, etc.) for activity implementation	Country team	Engagement_log	<input type="checkbox"/> Yes
		# of organisations/clusters inputting in research design and joint analysis			<input type="checkbox"/> Yes
		# of organisations/clusters attending briefings on findings;			<input type="checkbox"/> Yes

**ANNEX 1: METHODOLOGY NOTES (IF RELEVANT)**

**ANNEX 2: [OTHER SPECIFY]**