

Research Terms of Reference

Konduga Cash Suitability Assessment

Nigeria

December 2017

Research Cycle ID: NGA1706

REACH Informing
more effective
humanitarian action

1. Summary

Country of intervention	Nigeria					
Type of Emergency		Natural disaster	X	Conflict	X	Emergency
Type of Crisis		Sudden onset		Slow onset		Protracted
Mandating Body/ Agency	Food Security Sector					
Project Code						
REACH Pillar	X	Planning in Emergencies		Displacement		Building Community Resilience
Research Timeframe	November-December 2017					
General Objective	To determine the most appropriate food assistance modality in the town of Konduga.					
Specific Objective(s)	<ol style="list-style-type: none"> 1. Identify beneficiary preferences between food assistance modalities 2. Determine the capacity of markets in Konduga to increase supply of food items in case of a growth in demand. 					
Research Questions	<p>A. Beneficiary preferences:</p> <ol style="list-style-type: none"> 1) Which food assistance modalities do beneficiaries prefer? 2) Are there differences in preference based on the settlement type that beneficiaries live in? 3) Why do beneficiaries prefer one modality over another? 4) What security or non-security barriers do beneficiaries face in accessing food from markets or distributions? 5) Do beneficiary preference diverge from those of Bulamas (community leaders)? <p>B. Market expansion capacity:</p> <ol style="list-style-type: none"> 1) What security or non-security barriers do food vendors in Konduga face in conducting business? 2) From where are food vendors in Konduga supplied with the food items they sell? 3) How are food items transported to food vendors in Konduga? What challenges are faced in transporting food items? 4) To what extent are food vendors in Konduga able to increase the amount of food they supply? How would they going about doing so, and what challenges would they face? 					
Research Type		Quantitative		Qualitative	X	Mixed methods
Geographic Coverage	Konduga Town					
Target Population(s)	<ul style="list-style-type: none"> • Households living in Konduga Town • Food vendors in Konduga Town 					

Data Sources	<p>Secondary Data: Nigeria Basic Needs and Response Analysis Framework: Pilot (multiple humanitarian actors, June 2017); Northeast Nigeria Joint Livelihood and Market Recovery Assessment (multiple humanitarian actors, August 2017); Konduga Joint Rapid Assessment (multiple humanitarian actors, September 2017); information provided verbally and in document form by operational partners during the course of the assessment.</p> <p>Primary data: All primary data to be collected from 16-28 November. Household data collected with 95% confidence and 10% margin of error across 4 settlement types in Konduga Town (IDPs in camps, IDPs in host community; households in informal sites; host/returnee population). Key informant (KI) interviews with Bulamas aiming to cover the whole town. Interviews with food vendors, aiming to cover all vendors selling rice, maize, beans, vegetable oil, and onions. 10 household Focus Group Discussions (FGDs). 3 vendor FGDs. 2 semi-structured interviews with heads of traders. Short semi-structured interviews with Maiduguri-based suppliers of Konduga-based food vendors.</p>	
Expected Outputs	Cleaned and raw datasets, 2 factsheets, joint analysis workshop, report/profile.	
Audience	Audience type	
	X	Operational
	X	Programmatic
		Strategic
		Other
Access	X	Public (available on REACH Resource Centre and other humanitarian platforms)
		Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)
		Other
Visibility	REACH visibility on all published outputs. Nigeria Food Security Sector visibility on the final report/profile	
Dissemination	All outputs disseminated through SendInBlue over REACH Nigeria mailing list (other than joint analysis workshop presentation, which is to be presented rather than disseminated). Report to be shared with Cash Working Group. Food Security Sector to determine any additional dissemination they wish to carry out Presentations to the Cash Working Group at Abuja and Maiduguri level outlining the assessment approach and findings.	

2. Background & Rationale

Following eight years of conflict in Northeast Nigeria, the region is experiencing significant humanitarian needs. In Borno State, the area most heavily affected by the crisis, 1.37 million people were internally displaced as of the start of 2017,¹ and 41% of the population reportedly faced critical food insecurity situations as of March 2017.² In response to this food security

¹ UN Office for the Coordination of Humanitarian Affairs, [Nigeria Northeast: Humanitarian Overview 2017](#), September 2016.

² Food and Agriculture Organisation, [Cadre Harmonise for Identification of Risk Areas in Sixteen States of Nigeria](#), March 2017.

crisis, humanitarian actors have sought to provide vulnerable populations with food assistance through both in-kind food distributions and cash-based food assistance.

It is within this context, that the Nigeria Food Security Sector approached REACH to conduct an assessment in order to determine the most appropriate food assistance modality in the town of Konduga, the capital of Konduga Local Government Area (LGA) in Borno State. As Sector members intended to provide food assistance to the entire population of the town, which they estimated to be approximately 60,000, the assessment targeted both IDP and host populations.³

3. Research Objectives

Primary objective : To determine the most appropriate food assistance modality in the town of Konduga.

Specific objectives :

1. Identify beneficiary preferences between food assistance modalities
2. Determine the capacity of markets in Konduga to increase supply of food items in case of a growth in demand.

4. Research Questions

In order to address the objectives of this research, the following research questions will be considered based on the following 4 categories: 1) Beneficiaries' preferences and access, 2) Bulamas' preferences, 3) Market elasticity in Konduga, 4) Supply chain resilience from Maiduguri to Konduga. These questions will be refined following input from WFP and operational partners in Konduga.

A. Beneficiary preferences:

1. Which food assistance modalities do beneficiaries prefer?
2. Are there differences in preference based on the settlement type that beneficiaries live in?
3. Why do beneficiaries prefer one modality over another?
4. What security or non-security barriers do beneficiaries face in accessing food from markets or distributions?
5. Do beneficiary preference diverge from those of Bulamas (community leaders)?

B. Market expansion capacity:

1. What security or non-security barriers do food vendors in Konduga face in conducting business?
2. From where are food vendors in Konduga supplied with the food items they sell?
3. How are food items transported to food vendors in Konduga? What challenges are faced in transporting food items?
4. To what extent are food vendors in Konduga able to increase the amount of food they supply? How would they going about doing so, and what challenges would they face?

5. Methodology

5.1. Methodology overview

Overall, the assessment will use a mixed methodology, consisting of both representative and purposive sampling, and collecting both quantitative and qualitative data, to answer the research questions. The focus of the assessment is on two main areas: understanding beneficiary preferences for food assistance modality in Konduga, and evaluating the capacity of the food markets in Konduga to expand in case of a growth in demand. These two segments of the assessment will include the following data collection components:

- Understanding beneficiary preferences:
 - Household interviews
 - Household focus group discussions (FGDs)
 - Bulama (community leader) interviews

³ The vast majority of host population households are returnees, as there had been a previous mass displacement from the town due to conflict, followed by returns.

- Evaluating market expansion capacity:
 - Food vendor interviews
 - Food vendor FGDs
 - Head of trader interviews
 - Maiduguri supplier interviews

The assessment will be conducted in close collaboration with operational partners that have recently been involved in the provision of food aid to Konduga Town, and will be coordinated through the Food Security Sector.⁴ The overall approach of the assessment will be developed together with partners, who will have the opportunity to review all questionnaires and assessment tools before their deployment, and to conduct field visits to observe the data collection being carried out by REACH. Following data collection, a Joint Analysis Workshop will be held in Maiduguri, in which partners provide input on interpreting the data and agree upon the findings and recommendations of the assessment. Further, partners will have the opportunity to review and provide feedback on the assessment report prior to publication.

Household interviews will be conducted with a stratified representative sample of households,⁵ with stratification based on the following four settlement types: 1) IDPs in camps; 2) IDPs living in the host community; 3) Households living in informal sites; 4) Host population (including returnees). The sample for each population group will have a 95% confidence level and a 10% margin of error, with a 95% confidence level and a 5% margin of error for the overall population when aggregating across population groups. Following the completion of household interviews, a total of 10 FGDs will be conducted with residents of the town, each consisting of 8 individuals: one men's and one women's FGD for each of the four sampled population groups, along with one men's and one women's FGD for IDPs who have arrived within the past month. In addition, short interviews will be conducted with Bulamas (traditional community leaders) in order to understand whether their preferences between food assistance modalities for their communities differed from household preferences.

Individual interviews will be conducted with vendors in Konduga selling rice, maize, beans, vegetable oil, and onions, with the aim of interviewing all vendors in the town selling these items. REACH teams will visit both of the main markets in Konduga to find vendors for these interviews: Mandarari market and Tashan Kifi market. The vendor interviews will focus on security and non-security challenges to conducting business, as well as how they are supplied, the process of transporting goods to Konduga, and their estimated volumes of trade.

Following the individual vendor interviews, three FGDs will be conducted with groups of 8 vendors. Two of the FGDs will be conducted with vendors in the Mandarari market and one with vendors in Tashan Kifi. The aim of these FGDs is to gather qualitative information not captured in the individual interviews, but will generally explore similar themes to those of the interviews. In addition, short semi-structured interviews will be conducted with the head of traders in each of the two markets, which will focus on the evolution and recent history of the markets. Finally, interviews will be conducted with Maiduguri-based suppliers of food vendors in Konduga, as a means of verifying information that will have already collected on vendor-supplier networks and the transportation of goods to vendors in Konduga. Supplier contact information will be obtained from Konduga-based food vendors, and the length and number of the supplier interviews will be determined based on the extent of information gaps deemed to be remaining after the Konduga vendor interviews and FGDs.

5.2. Populations of Interest

The populations of interest for this assessment are:

- Households residing in Konduga town

⁴ Operational partners involved in the assessment include World Food Programme (WFP), Save the Children, International Rescue Committee (IRC), and Danish Refugee Council (DRC).

⁵ The formula used by REACH to calculate the sample size was first outlined by Krejcie and Morgan in 1970 and has been widely used in social research, including humanitarian research, ever since (3,313 known citations). It is described as follows: $n = \frac{X^2 \times N \times (1-P)}{(ME^2 \times (N-1)) + (X^2 \times P \times (1-P))}$

Where: n = Sample size, X² = Chi-square for the specified confidence level at 1 degree of freedom, N = Population size, P = Population proportion (assumed to be 0.5 to generate maximum sample size), ME = desired Margin of Error (expressed as proportion) - Krejcie and Morgan (1970) "Determining Sample Size for Research Activities" (Educational and Psychological Measurement, 30, pp. 607-610)

- Food vendors selling rice, maize, beans, vegetable oil, and onions in Konduga town

Households residing in Konduga town

As population data providing the total population of Konduga town and disaggregating it by settlement type is not available, approximate population estimates for sampling and weighting purposes have been derived through the triangulation of sources. The following sources were used as part of this triangulation: 1) International Organisation for Migration Displacement Tracking Matrix (IOM DTM); 2) Figures provided by operational partners in Konduga for the estimated population of each neighbourhood/area of the town; 3) Estimates gathered from community leaders and observation by REACH field teams conducting a preliminary visit to the town.

Food vendors in Konduga

Based on estimates gathered through observation during a joint field visit by REACH and operational partners, the total number of vendors selling rice, maize, beans, vegetable oil, and/or onions in Konduga town is believed to be 54. This includes vendors in both Mandarari and Tashan Kifi markets.

5.3. Secondary data review

Assessments relevant to the current investigation have been conducted in the past. Of particular note are three assessments that have provided recommendations on aid modalities for Konduga, of which two provided LGA-level recommendations and one provided a recommendation for Konduga Town. The Basic Needs and Response Analysis Framework pilot assessment, conducted in Konduga, Maiduguri, and Jere LGAs recommended in-kind food assistance for Konduga LGA (although many of the assessed sites were outside Konduga Town).⁶ Meanwhile, the Northeast Nigeria Joint Livelihood and Market Recovery Assessment recommended cash programming for Konduga LGA.⁷ The Konduga Joint Rapid Assessment, conducted in September 2017, focussed on Konduga Town and recommended in-kind aid.⁸ Some operational partners reported that they had conducted internal assessments for Konduga Town recommending cash, although these could not be obtained. These differing recommendations at both the LGA and town levels have informed the decision to utilise mixed qualitative and quantitative methodologies and a range of sources for this assessment, in order to provide additional thoroughness.

5.4. Primary Data Collection

The intended time period for primary data collection is 16-28 November. More detail on the processes for each type of data collection can be found below.

Understanding beneficiary preferences

As outlined in 5.1, the random sample for individual household interviews will be stratified based on the following four settlement types: 1) IDPs in camps; 2) IDPs living in the host community; 3) Households living in informal sites; 4) Host population (including returnees). The sample will be representative within each population group with a 95% confidence level and a 10% margin of error. When aggregated across population groups, this will be representative of the overall population with a 95% confidence level and a 5% margin of error. Within each group, interviews will also be distributed randomly across the different sites/neighbourhoods through probability-proportional-to-size (PPS) sampling (i.e. the likelihood of an interview being assigned to a particular site/neighbourhood is proportional to the estimated population size of that location).

⁶ Plan International, World Food Programme, Save the Children, ICAS, Okular Analytics ; [Nigeria Basic Needs and Response Analysis Framework: Pilot](#), June 2017.

⁷ USAID, Mercy Corps, Action Against Hunger, Cooperazione Internazionale, International Rescue Committee, Catholic Relief Services, Oxfam; [Northeast Nigeria Joint Livelihood and Market Recovery Assessment](#), August 2017.

⁸ Soeone, [Konduga Joint Rapid Assessment](#), September 2017.

Table 1: Sample sizes per population group

Population group	Estimated population size	Confidence/Error	Sample size (households interviewed)	Total sample
Host/returnee population	27,300	95/10	134	447
IDPs living in host community	10,200	95/10	99	
Households living in informal sites	13,800	95/10	105	
IDPs living in formal camps	10,300	95/10	109	

In parallel with the development of the sample, questionnaires will be developed for the individual household interviews and Bulama interviews. The individual household questionnaire will include sections on the following: demographic and displacement information, access to food, food modality preferences and reasons, access to cash, access to markets, and access to distributions. The Bulama questionnaire will be shorter, focussing just on Bulama food modality preferences for their community and the reasons for those preferences, with an additional short section on past experience with receiving aid. These questionnaires will be reviewed by partners, and following the incorporation of partner feedback, will be converted into XLS form format, so that it can be deployed through the mobile data collection platform KoBo Collect.

REACH assessment officers will then train enumerators and team leaders on the use of the questionnaires, highlighting definitions of terms and important points to bear in mind when asking certain questions in the survey. Once training is complete, teams will conduct a pilot round of data collection in the field in order to practice administering the questionnaire and using the Kobo form. This will allow identification of any additional required training or adjustments to the tool. Feedback from this process will be immediate, allowing issues to be addressed before the commencement of data collection and the tool to be amended if necessary.

Following this, data collection will commence. Households will be randomly selected according to the sampling framework, with the questionnaire being administered either to the head of household or anyone else able to speak on behalf of the household. For the Bulama questionnaire, Bulamas will be selected purposively, with the aim of interviewing all the neighbourhood and site Bulamas in Konduga town. Field coordinators will supervise the collection of data by enumerators, and will assist in case of any questions.

At the end of each day, the field coordinators will ensure that the data is uploaded from the smartphones used by the enumerators to the Kobo Collect server. The entries will then be checked and cleaned by the Assessment Officer, with any points for follow-up provided to the field coordinators.

Following the completion of individual interviews, a rapid analysis of data will be conducted to determine whether there are any points for qualitative follow-up. These will then be incorporated into the tool for FGDs with household representatives, which will also collect other qualitative information that is harder to capture in a structured questionnaire. Partners will review the questionnaires, and following the incorporation of comments, FGDs will commence. A total of 10 FGDs will be conducted with residents of the town, each consisting of 8 individuals: one men's and one women's FGD for each of the four sampled population groups, along with one men's and one women's FGD for IDPs who have arrived within the past month. FGDs will be conducted by one facilitator and one note-taker. The note-taker will use a note-taker version of the paper questionnaire (with additional spaces) to take notes on responses. These notes will then be copied into typewritten form, for ease of digital storage and use at the analysis stage.

Evaluating market expansion capacity

This portion of the assessment will focus primarily on five items: rice, maize, beans, vegetable oil, and onions. The number of items assessed here is limited in order to make the analysis more manageable, and because assessing these items will be sufficient to understand the market expansion capacity for food overall. All five items are from the Minimum Expenditure Basket (MEB) developed by the Food Security Sector and Cash Working Group, and cover a range of food types: staple foods (rice, maize), protein sources (beans), condiments (vegetable oil), and perishable vegetables (onions). In other words, if the market is unable to expand supply of these items, then it is unlikely to be able to meet food needs in case of increased demand, and vice versa.

Individual interviews will be conducted with as many vendors selling these items in Konduga town as can be located by REACH teams. Preliminary estimates from partners suggest that there may be 50-60 of these vendors. The tool development process for these interviews will be the same as that for the household interviews, with partners reviewing draft tools, conversion to XLSForm format for deployment through Kobo, training of enumerators and team leaders, and a pilot. REACH teams will collect vendor interviews from both Mandarari and Tashan Kifi markets. The vendor interview questionnaire will open with a general section on the vendor's displacement history, shop type, storage capacity, and barriers to conducting business. This is followed by sections specifically focussed on each of the assessed items (although vendors only need to respond for whichever of those assessed items that they stock), with questions on the location of their supplier for that item, the means of transportation of the item from the supplier to the vendor, the frequency of restocking, and the quantity restocked each time. Data will be cleaned daily, with follow-up sent back to the field teams.

Individual vendor interviews will be followed by three vendor FGDs consisting of eight individuals each. These will further investigate any findings from the individual interviews that require further investigation, while also collecting more qualitative information that is harder to collect from a structured interview, such as vendor-supplier relationships, and their views on the overall state of the market and its capacity to expand. Two of the vendor FGDs would be with vendors in Mandarari market, and one would be with vendors in the smaller Tashan Kifi market. Semi-structured qualitative interviews will also be conducted with the head of traders in each of the two assessed markets, focussing on the recent evolution of the market. Following vendor FGDs, a short questionnaire will be prepared for interviews with Maiduguri-based suppliers of Konduga food vendors, whose contact information would be obtained from the vendors. This questionnaire would just be used to triangulate information about supplier-vendor relations and barriers to transporting goods to Konduga. As with the other components of the data collection for this assessment, the tools will be reviewed by partners, and teams will be trained on their use, before deployment.

5.5. Data Analysis

Following data cleaning, the data will be analysed. During aggregation to the level of the overall population of the town, records from each population group will be weighted based on the estimated population size. Household data will be analysed using Excel and R at both the aggregate population level and that of each population group, in order to determine both aggregate findings and differences between population groups. Quantitative analysis for the individual vendor interviews will also be done through Excel and R, although no weighting is required for the vendor interviews as the sample was not stratified and will likely include all or the vast majority of vendors selling the assessed items. Analysis from quantitative analysis will be supplemented with qualitative findings from the FGDs and semi-structured interviews.

Following the analysis, findings will be assembled into a presentation for a Joint Analysis Workshop (JAW) with operational partner organisations. At the JAW, REACH will present the quantitative and qualitative findings, with partners providing their interpretations of findings (e.g. reasons why certain options were more frequently chosen than others for a given question) and thoughts on its implications, based on their sectoral and contextual knowledge. At the end of the presentation, REACH and partners will have a wrap-up discussion in which conclusions regarding the overall research objective are agreed upon, along with the recommendations for partners stemming from those conclusions.

Table 2: List of indicators with data collection methodologies for each

Indicator category	IN #	Indicator / Variable	Data collection method
Household demographic information	A1.1	Settlement type	HH surveys and HH FGDs
Household demographic information	A1.2	Site/neighbourhood name	HH surveys
Household demographic information	A1.3	Head of household age	HH surveys
Household demographic information	A1.4	Head of household gender	HH surveys
Household demographic information	A1.5	Interviewee age	HH surveys
Household demographic information	A1.6	Interviewee gender	HH surveys
Household demographic information	A1.7	Number of males and females in each of the following age categories: 0-2y, 3-5y, 6-17y, 18-59y, 60+y	HH surveys
Household demographic information	A1.8	Vulnerable groups living in the household	HH surveys
Household demographic information	A1.9	Area of origin for IDPs	HH surveys
Household demographic information	A1.10	Date of IDP arrival in Konduga	HH surveys
Household demographic information	A1.11	Dates of displacement and return to Konduga for returnees	HH surveys
Household access to food	A2.1	Main sources of food	HH surveys
Household access to food	A2.2	Previous food aid received over the past three months in Konduga	HH surveys
Household access to food	A2.3	Satisfaction with quality and quantity of past aid received	HH surveys
Household preferences and reasons	A3.1	Household preference between in-kind and cash-based food aid	HH surveys
Household preferences and reasons	A3.2	Reasons for household preference between in-kind and cash-based food aid	HH surveys
Household preferences and reasons	A3.3	Of those preferring cash-based food aid, household preference between unconditional cash and conditional food vouchers	HH surveys
Household preferences and reasons	A3.4	Reasons for preference between unconditional cash and conditional food vouchers	HH surveys
Household preferences and reasons	A3.5	Of those preferring unconditional cash, preference between hard cash and mobile money	HH surveys
Household preferences and reasons	A3.6	Reasons for preference between hard cash and mobile money	HH surveys

Household preferences and reasons	A3.7	Ranked food assistance modality preferences, with reasons, between hard cash, mobile money, conditional food vouchers, and in-kind aid	HH FGDs
Household preferences and reasons	A3.8	Past experiences affecting food assistance modality preferences	HH FGDs
Access to cash	A4.1	Main cash source for households in Konduga	HH surveys
Access to cash	A4.2	Number of days per month that households lack sufficient cash for food needs	HH surveys
Access to cash	A4.3	Coping strategies when insufficient cash for household food needs	HH surveys
Access to cash	A4.4	Safety of storing cash in households	HH surveys
Access to cash	A4.5	Safety of carrying cash in the community	HH surveys
Access to markets	A5.1	Frequency of household market use	HH surveys
Access to markets	A5.2	Security risks en route to markets	HH surveys and HH FGDs
Access to markets	A5.3	Security risks at markets	HH FGDs
Access to markets	A5.4	Non-security barriers to accessing food from markets	HH surveys and HH FGDs
Access to markets	A5.5	Modification of market access behaviour due to barriers	HH FGDs
Access to markets	A5.6	Availability of food at markets	HH surveys and HH FGDs
Access to markets	A5.7	Affordability of food at markets	HH surveys and HH FGDs
Access to in-kind food distributions	A6.1	Security risks en route to in-kind food distributions	HH surveys and HH FGDs
Access to in-kind food distributions	A6.2	Security risks at in-kind food distributions	HH surveys and HH FGDs
Access to in-kind food distributions	A6.3	Non-security barriers to accessing food from in-kind distributions	HH surveys and HH FGDs
History of the market and vendors	B1.1	Relocation of the market since the start of conflict	Head of traders interviews
History of the market and vendors	B1.2	Pre-conflict occupation of food vendors	Vendor interviews and head of traders interviews
History of the market and vendors	B1.3	Pre-conflict place of residence of food vendors	Vendor interviews and head of traders interviews
History of the market and vendors	B1.4	Time of arrival/return in Konduga (if displaced)	Vendor interviews
General vendor information	B2.1	Types of shops	Vendor interviews
General vendor information	B2.2	Storage types used by vendors for food items	Vendor interviews and vendor FGDs
General vendor information	B2.3	Total floor area for storage of food items	Vendor interviews and vendor FGDs
General vendor information	B2.4	Security challenges to conducting business	Vendor interviews and vendor FGDs
General vendor information	B2.5	Non-security challenges to conducting business	Vendor interviews and vendor FGDs
General vendor information	B2.6	Food items sold (of the five assessed items)	Vendor interviews

Supply and transportation of food items to vendors	B3.1	Vendors' main source of supply for each assessed item	Vendor interviews
Supply and transportation of food items to vendors	B3.2	Method of transportation from supplier to vendor for each assessed item	Vendor interviews and vendor FGDs
Supply and transportation of food items to vendors	B3.3	Challenges in transportation for each assessed item	Vendor interviews, vendor FGDs, and head of trader interviews
Supply and transportation of food items to vendors	B3.4	Method by which vendors choose suppliers	Vendor FGDs and supplier interviews
Ability of food vendors to respond to increased demand	B4.1	Total amount sold per week for each assessed item	Vendor interviews
Ability of food vendors to respond to increased demand	B4.2	Duration of time (including permanent/none) for which vendors can increase supply by 25% for each assessed item	Vendor interviews
Ability of food vendors to respond to increased demand	B4.3	Duration of time (including permanent/none) for which vendors can increase supply by 100% for each assessed item	Vendor interviews
Ability of food vendors to respond to increased demand	B4.4	Barriers to permanently increasing supply of each assessed item	Vendor interviews and vendor FGDs
Ability of food vendors to respond to increased demand	B4.5	Method for increasing supply of each assessed item	Vendor interviews and vendor FGDs
Ability of food vendors to respond to increased demand	B4.6	Factors that would cause vendors to stop conducting business	Vendor FGDs
Ability of food vendors to respond to increased demand	B4.7	Barriers for new people to become food vendors	Vendor FGDs
Ability of food vendors to respond to increased demand	B4.8	Provision of credit from supplier to vendor	Vendor FGDs and supplier interviews
Ability of food vendors to respond to increased demand	B4.9	Provision of credit from vendor to customer	Vendor FGDs
Ability of food vendors to respond to increased demand	B4.10	Vendor plans for use of profit in case of increased sales	Vendor FGDs
Ability of food vendors to respond to increased demand	B4.11	Ability of suppliers to increase sales to vendors in Konduga	Vendor FGDs and supplier interviews

5.6. Limitations

The main limitations that have been identified for this assessment are the following:

- Findings from this assessment will apply only to food assistance in the town of Konduga. They cannot be extrapolated to apply to other parts of Konduga LGA, other towns or areas outside the LGA, or to non-food aid.
- Population numbers for Konduga Town, and the breakdown of population between settlement types in the town, are approximate estimates obtained through the triangulation of various sources, rather than precise figures. This may lead to the introduction of minor errors during aggregation and weighting of data between population groups.
- Data comes from self-reporting by households and vendors, rather than external observations and monitoring of markets and households.

6. Product Typology

Table 3: Type and number of products required

Type of Product	Number of Product(s)	Additional information
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Factsheet	2	These will be produced soon after data analysis, and will be shared with partners along with the report. There will be one factsheet from household data and one from vendor data.
Quantitative Dataset	1	This dataset will contain the raw and cleaned data from the quantitative data collection tools, in addition to a cleaning log showing changes made during data cleaning. It will be available to partners on request.
Joint Analysis Workshop	1	REACH will present the findings of the assessment to partners, who will assist in interpreting their significance.
Final Profile/Report	1	This will be the last output produced for this assessment, and will contain a recommendation regarding the initial assessment objective.

7. Accountability to affected populations

Assessed households and vendors have given time to contribute to the assessments, answering to questionnaires and participating in focus groups discussions. Likewise, REACH will take the time to share the results of the assessments back with them when and if possible.

Resources are not currently available to provide feedback to participating communities. However, subsequent assessments in forthcoming research cycles will be conducted in the same areas. When REACH returns to assessed areas, providing the political climate allows, they will share the key findings with communities and obtain their feedback, which will potentially be used to inform further assessments or provide updates to previous products.

8. Management arrangements and work plan

8.1 Roles and Responsibilities, Organogram

- Country Focal Point (1x)
 - External engagement
 - Review of tools, methodology, plans and outputs
- Assessment Officer (1x)
 - Coordinate and oversee data collection processes
 - Develop research design, methodology, work plans, assessment implementation plans
 - Create data collection tools and training materials
 - Lead output production
- Senior Field Officer (1x)
 - Coordinates access to research locations
 - Identification of enumerators
 - Conduct training of field teams
 - Oversight of fieldwork
 - Communication point between field and assessment/ analysis teams
- Field Officer (2x)
 - Support FGDs through community mobilisation, translation and facilitation
 - Conduct training of field teams
 - Management of field teams and oversight of fieldwork
 - Communication point between field and assessment/ analysis teams
- Enumerators x 10
 - Conduct data collection in the field

Table 4: Descriptions of roles and responsibilities

<i>Task Description</i>	<i>Responsible</i>	<i>Accountable</i>	<i>Consulted</i>	<i>Informed</i>
Define research scope	AO	CFP	Food Security Sector, Konduga operational partners, REACH Global Team	Donors
Design questionnaire	AO	CFP	Food Security Sector, Konduga operational partners, REACH Global Team	Donors
Define sampling frame	AO	CFP	Food Security Sector, Konduga operational partners, REACH Global Team	
Organise Data collection	Senior Field Officer	AO	CFP, Logs	ACTED CD
Data cleaning	AO	AO	Field Officers	CFP
Factsheet production	AO	CFP	AO, FOs, REACH Global Team, Protection Sector, DRC, NRC Food Security Sector, Konduga operational partners, REACH Global Team	Donors
Report production	AO	CFP	Food Security Sector, Konduga operational partners, REACH Global Team	Donors

Responsible: the person(s) who execute the task

Accountable: the person who validate 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

8.2 Resources: HR, Logistic and Financial

REACH will use its existing funding from ECHO, which is to be used to provide information management support to humanitarian activities in North East Nigeria, to finance the HR and logistical costs for this assessment. This arrangement has been approved by ECHO.

8.3 Work plan

Activity	November				December			
	1	2	3	4	1	2	3	4
Tool design	█	█	█	█				
Tool review		█	█	█				
Tool validation			█	█				
TOR/ Methodology design	█							
TOR/ Methodology review		█	█	█				
TOR/ Methodology validation			█	█				
Training			█	█				
Assessment pilot			█	█				
Data collection			█	█				
Data aggregation and analysis				█	█			
Joint analysis workshop						█	█	
Report drafting							█	█
Report review								█
Report dissemination								█

9. Risks & Assumptions

Table 4: List of risks and mitigating action

Risk	Mitigation Measure
Change in security situation makes areas inaccessible to REACH or partner enumerators	Security situation will be monitored up to the start of data collection, with partners to be contacted for contingency planning in case Konduga Town becomes inaccessible.
Security situation results in travel time to certain areas being increased	The security situation will be continually monitored and alternative routes identified. Partners will be contacted to let them know of a longer data collection period in case longer travel time slows down data collection.
It is not possible to obtain approvals to collect data from certain areas	Necessary requests for approval will be submitted in advance. Local authorities will be contacted prior to this assessment being conducted so as to notify them of the data collection teams' presence. The Assessment Officer will ensure the overall sample contains a 10% buffer, with the aim to survey 10% more respondents than needed to reach the target sample size
Randomly selected sample of households generate non-responses; interviewees in some areas are unwilling to participate in the assessment	The survey is anonymous and entirely voluntary, and all households will have the right to withdraw. Survey questions will respect humanitarian protection guidelines and enumerators will emphasise the importance of the assessment when approaching households. If households are unwilling to participate, enumerators will be instructed to move on and find other interviewees. The same applies to vendors.

10. Monitoring and Evaluation

Table 4: Monitoring and evaluation objectives and indicators

IMPACT Objective	External M&E Indicator	Internal M&E Indicator	Methodology	Focal point	Tool	Research-specific information
Humanitarian stakeholders are accessing IMPACT products	Number of humanitarian organisations accessing IMPACT services/products Number of individuals accessing IMPACT services/products	# of downloads of report, dataset and factsheets from Resource Centre	User monitoring	Country request to HQ	User_log	Y
		# of downloads of report, dataset and factsheets from Relief Web		Country request to HQ		Y
		# of downloads of report, dataset and factsheets from Country level platforms		Country team		Y
		# of page clicks on report, dataset and factsheets from REACH global newsletter		Country request to HQ		N
		# of page clicks on report, dataset and factsheets from country newsletter, SendInBlue, bit.ly		Country team		Y
		# of visits to x webmap/x dashboard		Country request to HQ		N
IMPACT activities contribute to better program implementation and coordination of the humanitarian response	Number of humanitarian organisations utilizing IMPACT services/products	# references in HPC documents (HNO, SRP, Flash appeals, Cluster/sector strategies)	Reference monitoring	Country team	Reference_log	Food Security Sector Strategy documents, CWG strategy documents
		# references in single agency documents				Save, IRC, WFP, CWG strategies
Humanitarian stakeholders are using	Humanitarian actors use IMPACT	Perceived relevance of IMPACT	Usage M&E	Country team	Usage_Feedback and	Decisions made and implemented on the basis of the assessment

IMPACT products	evidence/products as a basis for decision making, aid planning and delivery Number of humanitarian documents (HNO, HRP, cluster/agency strategic plans, etc.) directly informed by IMPACT products	country-programs			Usage_Survey template	– to be checked with operational and donor partners to ask what actions they took on the basis of the findings and recommendations. This assessment may also be included in a usage survey of partners if one is conducted in the future. Usage survey to be conducted at the end of the research cycle related to all outputs, targeting at least 10 partners A lessons-learned workshop will be conducted with partners to understand how to improve the assessment process for future use, and to discuss how this assessment process can be replicated more widely in the future.
		Perceived usefulness and influence of IMPACT outputs				
		Recommendations to strengthen IMPACT programs				
		Perceived capacity of IMPACT staff				
		Perceived quality of outputs/programs				
		Recommendations to strengthen IMPACT programs				
Humanitarian stakeholders are engaged in IMPACT programs throughout the research cycle	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	Engagement Monitoring	Country team	Engagement_Log	Number of partner organisations involved in the planning stages Number of partner organisations involved in the planning stages Number of partner organisations involved in the Joint Analysis Workshop
		# of organisations/clusters inputting in research design and joint analysis				
		# of organisations/clusters attending briefings on findings;				

11. Documentation Plan

- Terms of reference
- Data collection tools
- Raw datasets
- Cleaning log

- Clean datasets
- Joint Analysis Workshop presentation
- Full report
- Factsheets

Other internal documents :

- Workplans
- Sampling plan
- Analysis spreadsheets
- Kobo/ODK xls
- Training materials

12. Annexes

1. Data Management Plan
2. Data collection tools

Annex 1 : Data Management Plan

Administrative Data	
Project Name	Konduga Cash Suitability Assessment
Project Code	
Donor	
Project partners	
Project Description	Assessment to determine most appropriate food assistance modality in Konduga Town
Project Data Contacts	Aman Rizvi (Assessment Officer): aman.rizvi@reach-initiative.org; Tessa Richardson (Country Focal Point): tessa.richardson@reach-initiative.org
Data Collection	
What data will you collect or create?	<ol style="list-style-type: none"> 1. Quantitative dataset from household interviews 2. Quantitative dataset from Bulama interviews 3. Quantitative dataset from vendor interviews 4. Qualitative FGD data from households 5. Qualitative FGD data from vendors 6. Qualitative interview data from heads of traders 7. Qualitative interview data from Maiduguri-based suppliers
How will the data be collected or created?	<ol style="list-style-type: none"> 1. Quantitative datasets: collected with Kobo on smartphones, sent to Kobo server, exported to Excel 2. Focus Group Discussions and semi-structured interviews manually recorded, transcribed digitally into word documents
Documentation and Metadata	
What documentation and metadata will accompany the data?	Date, time, UUID, enumerator name, (for vendor forms) vendor name. Data cleaning logs will be kept.
Ethics and Legal Compliance	
How will you manage any ethical issues?	Liaise with partners on the ground, explain the assessment, and ensure that the principles of ethical data collection are adhered to.
How will you manage copyright and Intellectual Property Rights (IPR) issues?	Outputs will be provided to the public on the REACH Resource Centre with data available on request.

Storage and Backup	
How will the data be stored and backed up during the research?	Data from the household interviews, KI interviews and collective shelter surveys is uploaded to Kobo before being downloaded as an excel sheet. Any personal data collected will be stored only on password-protected servers and devices. All data will be backed up on the REACH dropbox system.
How will you manage access and security?	Access to the dropbox is only available to REACH staff who are part of the Africa regional team. The Kobo server and REACH staff computers are protected with passwords.
Selection and Preservation	
Which data should be retained, shared, and/or preserved?	Final copies with data cleaning logs will be kept.
What is the long-term preservation plan for the dataset?	Long term, will be kept on the dropbox system.
Data Sharing	
How will you share the data?	Final outputs will be shared to the public via the REACH Resource Centre, and an anonymised dataset will be shared on request.
Are any restrictions on data sharing required?	No personal details identifying interviewees will be shared.
Responsibilities	
Who will be responsible for data management?	The AO will be responsible for the cleaning, documentation and uploading data.

Adapted from:

DCC. (2013). Checklist for a Data Management Plan. v.4.0. Edinburgh: Digital Curation Centre. Available online: <http://www.dcc.ac.uk/resources/data-management-plans>

Annex 2 : Data collection tools

Structured interview questionnaires

- The questionnaire for the individual household interviews can be found [here](#).
- The questionnaire for the Bulama interviews can be found [here](#).
- The questionnaire for the individual vendor interviews can be found [here](#).

Focus group discussion and semi-structured interview questionnaires⁹

Household FGD questionnaire

SECTION I: PREFERENCES

Research questions: What food assistance modality do beneficiaries prefer? Why do beneficiaries prefer one modality over another?

Overall question

What would be your preferred means of receiving **food aid**? Why?

Explain what each of the below options mean (including demonstrating the voucher) before you record their answers

Answer	Number of participants that chose this answer
In-kind	

⁹ Instructions to facilitators have been excluded from the questionnaires for readability in this document

Hard cash	
Vouchers	
Mobile money	

Probing questions

- Why do you like [each option they say they like]? Why do you not like [options they do not choose as the preferred option]?
- Have you had positive or negative experiences with any of these food aid modalities in the past?
- [If the majority prefer hard cash] Other than hard cash, what are your preferences between the other possible modalities? Why do you have this preference?
- Are there specific items that you would prefer to receive through any particular modality? Why?
 - For this question, make sure it is clear to the participants that more of one modality means less of the other (e.g. if rice is received in-kind, then you would be given less cash because you would not be buying rice with cash)

SECTION II: MARKETS

Research questions: What are the main barriers to accessing food from markets? How able would the market be to meet growing demand in case of an increased cash response?

1. If you had enough cash to buy it, would there be enough food at markets in Konduga to meet your household needs?

Answer	Number of participants that chose this answer
Yes	
No	

- ➔ Note: This question is about quantities rather than affordability
- If not, which items do you need but are often unavailable?
 - Are there certain periods of the day / week / month / year when there not enough food in the market? Please tell us about these periods.
2. Which food items are generally affordable for you at markets in Konduga? Which food items that you would like to buy are generally unaffordable?
 3. If you got all your food from the market (and not through any other sources), do you think there would still be enough to meet your household needs? Why or why not?
 - Probing questions
 - If more people bought food from the market, do you think the existing shops would be able to sell more food than they do now? Why or why not?
 - If more people bought food from the market, do you think more people would become food vendors? To your understanding, how easy is it for new people to start selling food?
 - What problems do you think the market would face overall in expanding to meet people's needs?
 4. Do you face security risks on the route to markets, or at markets? What risks do you face?
 - (For participants that respond yes) Do you go to markets less frequently than you would prefer because of these security risks?

SECTION III: FOOD DISTRIBUTIONS (skip this section if no participants have been to food distributions)

Research question: Are there any challenges to accessing food through in-kind food distributions?

1. Have you received food through in-kind distribution before? Tell us about that process.
 - Probing questions
 - How easy was it to get to the distribution site?

- How safe did you feel travelling to the distribution site? How safe did you feel at the distribution site?
- How well managed was the distribution site?
- How long did you have to wait at food distributions? How satisfied were you with the food that you received?

Vendor FGD questionnaire

SECTION I: SUPPLY AND TRANSPORTATION

Research question: How are goods supplied to vendors in Konduga market? What barriers exist to the supply of vendors in Konduga?

1. Who supplies the following items to this market? Rice, maize, beans, onions, vegetable oil. Tell me more about these supply sources. (e.g. Are these suppliers from Maiduguri, local farmers from Konduga, or some other source? Are some items more commonly sourced locally, while others are more commonly bought from elsewhere (specify which items for both)?)
2. (If many participants use suppliers in Maiduguri) Does everyone use different suppliers, or are there certain suppliers in Maiduguri who are commonly relied on by people in Konduga? If there are commonly-used suppliers, who are they? How did/do you choose your suppliers?
(Instruction to facilitator: If there are commonly-used suppliers, get names and phone numbers)
3. How are goods generally transported from Maiduguri to Konduga?
 - a. Do you go to Maiduguri yourselves to get goods? If so, how often do you usually go? Do you hire vehicles for the journey? If so, what kinds of vehicles?
 - b. (For those who go to Maiduguri) what is the process of buying goods in Maiduguri? (e.g. when and how do you pay? Do you rely on relationships with suppliers or do you choose them at random?)
 - c. Are there professional transporters who transport food from many suppliers along the Maiduguri-Konduga route? If so, how many are there? Could we get their names and phone numbers?
 - d. Do you face any barriers to restocking? Do you face any difficulties with transportation on the Maiduguri-Konduga route?
4. Are there food items that are highly demanded but commonly unavailable in the market? If so, which items? Why are vendors unable to supply these items? How often are your suppliers out of stock for food items that you need?
(Instruction to facilitators: Try to focus on these items: rice, maize, beans, onions, vegetable oil. But if there are other items that many of them mention as highly demanded but often unavailable, then list those as well)
5. Does your supplier ever sell to you on credit? How often do you need to rely on credit from your supplier? (If there is credit) Do you face difficulties in paying back your suppliers? Do you rely on credit from anyone else other than your supplier? If so, tell us about these additional credit sources?
6. Do you allow your customers to buy from you on credit? Why or why not? How often do you provide your customers with credit? If so, do you face difficulties in recovering the money owed to you? How do you try to overcome these difficulties?

SECTION II: SUPPLY INCREASE CAPACITY AND FUTURE INTENTIONS

Research question: How able would the market be to meet growing demand in case of an increased cash response?

1. What are the main security challenges to conducting business that you face? In the past 3 months, how have you sought to cope with security risks and threats? How have you modified the way you run your business?

Probing questions (*list a, b, and c as examples of behaviour modification if they do not understand the question or are struggling to respond; ask d as an additional question*):

- a. Do you work only during certain hours?
 - b. Do you avoid certain routes to/from the market?
 - c. Do you stop operations for a period of time after a security incident?
 - d. Have other food vendors stopped selling food entirely (i.e. closed their shops permanently) due to security risks in the past 3 months? What occupations did they switch to instead?
2. What is the maximum amount by which existing vendors in the market could permanently increase the supply of the following items in case of an increase in demand in the future? (Rice, maize, beans, vegetable oil, onions) (Instruction to facilitators: ask respondents to phrase their answers in terms of current supply, e.g. double current supply, triple current supply, 2.5x, 4x etc.)
 - a. What would vendors do in order to increase supply? (e.g. go more often to Maiduguri to restock, find additional suppliers either in Maiduguri or locally, hire another vehicle in order to carry more food back during each restocking trip)
 3. What would be the main barriers to increasing supply in order to meet increasing demand?
 - a. If they do not mention initial cash flow, probe and ask: would vendors have enough initial cash flow to scale up supply? Do vendors have access to credit that they could use to scale up supply (and then pay back once they have increased their sales)?
 - b. If they do mention initial cash flow, ask: if initial cash flow was not a problem, would there be any other barriers to scaling up supply? (e.g. can't find enough cars to hire, can't get access to enough storage space)
 4. If demand for food from this market greatly increased, do you think former food vendors would resume selling food? Do you think new people would become food vendors? Why or why not?
 5. What are the main barriers to becoming a food vendor in Konduga?
 6. What specific events do you think would cause you and other vendors to stop selling food in this market? (Instruction to facilitator: this could include security barriers like AOG attacks or road closure, as well as economic events like price rises, or populations getting food from another source, or a new market/vendors starting business nearby)
 7. If your sales and profits increased, would you make any investments in your food vending business? If so, what types of investments would you make? (e.g. building/renting a solid structure for the shop, renting more storage space, stocking more goods) If not, why not – what would you do with the money instead?
-

Head of traders semi-structured interview

SECTION I: EVOLUTION OF THE MARKET

Research questions: How has the market been affected by conflict?

1. When did traders move out of the pre-conflict location of the main Konduga market? Why did they do so? Did they all leave around the same time, or move out gradually?
2. When did Mandarari market become the main market in Konduga town? Why was that location chosen? (ask this question only to the FGDs of vendors from Mandarari market)

3. How many vendors of staple foods (e.g. rice, maize, beans) were there in Konduga before the start of the conflict in 2009? Of those, how many have resumed selling food in Konduga? How many new vendors have begun selling staple foods in this market in the past 3 months?
4. What are the main security challenges to conducting business in this market?
5. What are the main challenges that vendors face in transporting goods from Maiduguri to Konduga? Are there any major security risks faced during the transportation of goods along the Maiduguri-Konudga route?
6. How many vendors rely on wholesalers in Konduga as an intermediary supplier? How many food wholesalers are there in Konudga?
7. Do you think the market would move back to the pre-conflict market site in Konduga in the future? Why or why not? If so, when do you think this might happen?

SECTION II: CUSTOMERS AND DEMAND

Research questions: What are the main barriers to accessing food from markets?

1. Compared to 3 three months ago, do traders in this market generally sell more or less of the following items? Rice, maize, beans, onions, vegetable oil. How much more/less? (If there was a change) why have the trade volumes changed over 3 months?
2. How many households do you estimate regularly use this market to buy food? Is this more or less 3 months ago? (If there was a change) why do you think the number of households using the market has changed over the past 3 months?
3. Do you think buyers are generally able to afford goods at market prices? If not, why?

Maiduguri supplier semi-structured interview

SECTION I: SUPPLY TO KONDUGA

To what extent are food vendors in Konduga able to increase the amount of food they supply? How would they going about doing so, and what challenges would they face?

1. Which of the following food items do you supply to food vendors in Konduga?
Rice, maize, beans, vegetable oil, onions
2. How did food vendors in Konduga find out about you? Why do you think they chose to buy from you?
3. How many mudu of each of the following items do you usually supply to Konduga per week?
 - a. Rice:_____
 - b. Maize:_____
 - c. Beans:_____
 - d. Vegetable oil (litres):_____
 - e. Onions:_____
4. Do you deliver food that you supply to Konduga, or do vendors from Konduga come and collect it from Maiduguri? If you deliver, have you faced any challenges in transporting food items along the Maiduguri-Konduga route? (e.g. theft, armed robbery, bribery/extortion, restrictions in accessing Konduga, etc.)
5. If demand were to increase, what is the maximum amount (mudu) that you would be able to supply to food vendors in Konduga per week?
 - a. Rice:_____
 - b. Maize:_____
 - c. Beans:_____

d. Vegetable oil (litres): _____

e. Onions: _____

What barriers would prevent you from increasing supply beyond that amount?

6. What challenges do you face in restocking the food you sell on time (i.e. receiving new stocks on time from your suppliers so that you can provide enough food items to food vendors when they buy from you)? In the past three months, have you ever had insufficient stocks to supply food vendors in Konduga? If yes, tell me more about this (which items, reason, how many times, for how long each time)
7. If demand for food increased in Konduga, do you think other suppliers in Maiduguri would be able to start selling to food vendors from there? What challenges would prevent them from doing so?