

# Research Terms of Reference

## Joint Cash Feasibility Assessment Nigeria

January 2018

Research Cycle ID: NGA1802

**REACH** Informing  
more effective  
humanitarian action

### 1. Summary

<b>Country of intervention</b>	Nigeria					
<b>Type of Emergency</b>		Natural disaster	<b>X</b>	Conflict	<b>X</b>	Emergency
<b>Type of Crisis</b>		Sudden onset		Slow onset		Protracted
<b>Mandating Body/ Agency</b>	Cash Working Group					
<b>Project Code</b>	35 iADN					
<b>REACH Pillar</b>	<b>X</b>	Planning in Emergencies		Displacement		Building Community Resilience
<b>Research Timeframe</b>	January – February 2018					
<b>General Objective</b>	To determine whether cash-based modalities are feasible in assessed LGA capitals of Northeast Nigeria for 1) food assistance; 2) hygiene NFI assistance; 3) household NFI assistance; 4) shelter repair material assistance; 5) fuel/firewood assistance.					
<b>Specific Objective(s)</b>	<ol style="list-style-type: none"> <li>1. Identify household preferences between modalities of assistance for each of the assessed types of items;</li> <li>2. Determine the capacity of markets in assessed towns to respond to an increase in demand for the assessed types of items.</li> </ol>					
<b>Research Questions</b>	<p>A. Beneficiary preferences:</p> <ol style="list-style-type: none"> <li>1) How do beneficiaries typically access assessed items?</li> <li>2) Which assistance modalities do beneficiaries prefer and why?</li> <li>3) What security or non-security barriers do beneficiaries face in accessing food from markets or distributions?</li> <li>4) What access do beneficiaries have to credit?</li> <li>5) Do beneficiary preference diverge from those of Bulamas (community leaders)?</li> </ol> <p>B. Market expansion capacity:</p> <ol style="list-style-type: none"> <li>1) How has the market been affected by conflict?</li> <li>2) What security and non-security barriers do vendors face in conducting business?</li> <li>3) To what extent would vendors be able to increase supply of assessed items?</li> <li>4) How are vendors supplied with the items they sell? Do they face challenges in supply and transportation?</li> </ol>					
<b>Research Type</b>		Quantitative		Qualitative	<b>X</b>	Mixed methods
<b>Geographic Coverage</b>	<p>The following towns in Borno, Yobe, and Adamawa states:</p> <ul style="list-style-type: none"> <li>• Borno: <ul style="list-style-type: none"> <li>○ Damboa</li> <li>○ Pulka</li> </ul> </li> </ul>					

	<ul style="list-style-type: none"> <li>○ Mafa</li> <li>○ Chibok</li> <li>○ Dikwa</li> <li>○ Gwoza</li> <li>○ Askira Uba</li> <li>○ Monguno</li> <li>● Yobe: <ul style="list-style-type: none"> <li>○ Damaturu</li> <li>○ Gulani</li> <li>○ Gujba</li> </ul> </li> <li>● Adamawa: <ul style="list-style-type: none"> <li>○ Madagali</li> <li>○ Michika</li> </ul> </li> </ul>															
<b>Target Population(s)</b>	<ul style="list-style-type: none"> <li>● Households living in assessed towns of Northeast Nigeria</li> <li>● Vendors of food, NFIs, shelter repair materials, and firewood/fuel in assessed towns of Northeast Nigeria</li> </ul>															
<b>Data Sources</b>	<p><b>Secondary data:</b> <a href="#">Nigeria Basic Needs and Response Analysis Framework: Pilot</a> (multiple humanitarian actors, June 2017); <a href="#">Northeast Nigeria Joint Livelihood and Market Recovery Assessment</a> (multiple humanitarian actors, August 2017); <a href="#">Konduga Cash Suitability Assessment</a> (REACH and FSS; November-December 2017).</p> <p><b>Primary data:</b> All primary data to be collected from 1-13 February 2018. In each assessed town, the following data will be collected:</p> <ul style="list-style-type: none"> <li>● Household data collected with 95% confidence and 10% margin of error each for IDPs and host populations.</li> <li>● Key informant (KI) interviews with up to 15 Bulamas (fewer if there are fewer than 15 Bulamas in the town, in which case all Bulamas will be interviewed).</li> <li>● Up to 60 interviews with vendors selling the assessed items. If there are fewer than 60 vendors selling the assessed items in the town, then all the vendors will be interviewed.</li> <li>● 4 household focus group discussions (FGDs): one men's FGD and one women's FGD each for IDPs and host populations.</li> <li>● 2-3 vendor FGDs: 2 if the two largest markets are of roughly equal size, and 3 if one market is much larger than the other.</li> <li>● 2 semi-structured interviews with heads of traders: one interview each for the two largest markets in the town.</li> </ul>															
<b>Expected Outputs</b>	Cleaned and raw datasets, joint analysis workshop, 13 factsheets (one per assessed location), overview document accompanying the factsheets.															
<b>Audience</b>	<table border="1"> <thead> <tr> <th colspan="2"><b>Audience type</b></th> <th><b>Specific actors</b></th> </tr> </thead> <tbody> <tr> <td><b>X</b></td> <td>Operational</td> <td>Operational actors seeking to determine whether cash assistance is feasible in their areas of intervention.</td> </tr> <tr> <td><b>X</b></td> <td>Programmatic</td> <td>Donors seeking to determine the assistance modalities they wish to support.</td> </tr> <tr> <td></td> <td>Strategic</td> <td></td> </tr> <tr> <td></td> <td>Other</td> <td></td> </tr> </tbody> </table>	<b>Audience type</b>		<b>Specific actors</b>	<b>X</b>	Operational	Operational actors seeking to determine whether cash assistance is feasible in their areas of intervention.	<b>X</b>	Programmatic	Donors seeking to determine the assistance modalities they wish to support.		Strategic			Other	
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<b>Access</b>	<b>X</b>	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
<b>Visibility</b>	REACH and CWG visibility on all published outputs. A logo page will be included in the overview document with visibility for all partners that provided data.	
<b>Dissemination</b>	Overview and factsheets disseminated through SendInBlue over REACH Nigeria mailing list (other than joint analysis workshop presentation, which is to be presented rather than disseminated), as well as the Cash Working Group mailing list.	

## 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,<sup>1</sup> and 41% of the population reportedly faced critical food insecurity situations as of March 2017.<sup>2</sup> In response to the crisis, humanitarian actors have sought to provide vulnerable populations with assistance through both in-kind distributions and cash-based assistance.

It is within this context that REACH and the Cash Working Group are conducting an assessment in order to determine the most appropriate food assistance modality in a number of locations in Borno, Yobe, and Adamawa States. This assessment is intended to build on the approach developed in November 2017 for a REACH and Food Security Sector assessment to determine the most appropriate food assistance modality in the town of Konduga. The assessment will target both IDP and host populations in the assessed towns, and will focus on food items, NFIs, firewood/fuel, and shelter repair materials, based on operational partner requests.

## 3. Research Objectives

**Primary objective :** To determine whether cash-based modalities are feasible in assessed LGA capitals of Northeast Nigeria for 1) food assistance; 2) hygiene NFI assistance; 3) household NFI assistance; 4) shelter repair material assistance; 5) fuel/firewood assistance.

**Specific objectives :**

1. Identify household preferences between modalities of assistance for each of the assessed types of items;
2. Determine the capacity of markets in assessed towns to respond to an increase in demand for the assessed types of items.

## 4. Research Questions

A. Beneficiary preferences:

1. How do beneficiaries typically access assessed items?
2. Which assistance modalities do beneficiaries prefer and why?
3. What security or non-security barriers do beneficiaries face in accessing food from markets or distributions?
4. What access do beneficiaries have to credit?
5. Do beneficiary preference diverge from those of Bulamas (community leaders)?

B. Market expansion capacity:

1. How has the market been affected by conflict?
2. What security and non-security barriers do vendors face in conducting business?
3. To what extent would vendors be able to increase supply of assessed items?

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

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

4. How are vendors supplied with the items they sell? Do they face challenges in supply and transportation?

## 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 modality preferences, and evaluating the capacity of markets to respond to an increase 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
- Evaluating market expansion capacity:
  - Vendor interviews
  - Vendor FGDs
  - Head of trader interviews

The assessment will be coordinated through the Cash Working Group (CWG) in Maiduguri, with data collected jointly by a number of CWG partner organisations.<sup>3</sup> 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. After the finalisation of tools, REACH will conduct a training on the tools for data collection teams. This training will be rolled out through a training of trainers approach, where REACH trains partner organisation focal points, who will then train their teams in the field. Following the trainings, data collection will begin in all assessed locations, and will take place over 13 days. 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 for each location. Further, partners will have the opportunity to review and provide feedback on the factsheets and overview prior to publication.

Household interviews will be conducted with a stratified representative sample of households,<sup>4</sup> with stratification based on population group (IDP or host population) in each location. The sample for each population group in each location will have a 95% confidence level and a 10% margin of error, with a 95% confidence level and 7% margin of error when aggregating across the two groups. Following the completion of household interviews, a total of 4 FGDs will be conducted with residents of the town, each consisting of 8 individuals: one men's and one women's FGD each for IDPs and host populations. In addition, short interviews will be conducted with Bulamas (traditional community leaders) in order to understand whether their preferences between assistance modalities for their communities differs from household preferences.

Individual interviews will be conducted with vendors, with the aim of interviewing at vendors in each town selling the assessed types of items, or – if there are more than 60 vendors in the town – at least 60 vendors. The vendor interviews will focus on security and non-security challenges to conducting business, as well as how they are supplied, the process of receiving goods from their suppliers, and their estimated ability to respond to an increase in demand.

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<sup>3</sup> Operational partners involved in the assessment include International Rescue Committee (IRC), Oxfam, World Food Programme (WFP), Plan International, CISCOPE, Adventist Development and Relief Association (ADRA), ACTED, Christian Aid, Lindii Peace Foundation, Tearfund/CRUDAN.

<sup>4</sup> 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,  $X^2$  = 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)

Following the individual vendor interviews, FGDs will be conducted with groups of 8 vendors. Two FGDs will be conducted in locations with fewer than 29 vendors in total, while 3 will be conducted in locations with 30 or more vendors. 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 markets in assessed locations, which will focus on the evolution and recent history of the markets.

## 5.2. Populations of Interest

The populations of interest for this assessment are:

- Households residing in towns in Northeastern Nigeria being covered by this assessment.
- Vendors selling food, hygiene NFIs, household (non-hygiene) NFIs, fuel/firewood, and shelter repair materials in assessed towns.

### Households residing in assessed towns

Estimated population sizes of IDPs and host populations in each assessed town will be determined by triangulating the International Organisation for Migration Displacement Tracking Matrix (IOM DTM) data with figures provided by operational partners engaged in data collection for each location.

### Vendors in assessed locations

Organisations participating in data collection will conduct initial scoping missions in each assessed location to determine the number of markets, the days of operation of those markets, and the total number of vendors selling the assessed items.

## 5.3. Secondary data review

Assessments relevant to the current investigation have been conducted in the past. The Northeast Nigeria Joint Livelihood and Market Recovery Assessment provides a baseline of market conditions across the region from August 2017.<sup>5</sup> Moreover, the Basic Needs and Response Analysis Framework pilot assessment, conducted in Konduga, Maiduguri, and Jere LGAs, included components evaluating the preferred assistance modalities in these LGAs.<sup>6</sup> The approach for this assessment builds on that developed during the Cash Feasibility Assessment for Food Assistance in Konduga, conducted by REACH in partnership with the Food Security Sector in November-December 2017.<sup>7</sup>

## 5.4. Primary Data Collection

The intended time period for primary data collection is 1-13 February. The following table shows the organisations responsible for data collection in each assessed location

State	Town	Organisation
Borno	Monguno	WFP REACH CAID
	Askira Uba	IRC Plan International Lindii Peace Foundation
	Gwoza	Plan International
	Dikwa	ADRA
	Chibok	Oxfam
	Dambo	Oxfam
	Pulka	Oxfam
	Mafa	Acted

<sup>5</sup> 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.

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

<sup>7</sup> REACH Initiative, Northeast Nigeria Food Security Sector, [Cash Suitability Assessment for Food Assistance in Konduga](#), December 2017.

Yobe	Damaturu	IRC, WFP
	Gulani	WFP
	Gujba	IRC, WFP
Adamawa	Madagali	IRC, CISCOPE, TearFund/CRUDAN, PLAN
	Michika	IRC, Plan International, CISCOPE, TearFund/CRUDAN

In locations where multiple organisations are collecting data, focal points from these organisations will coordinate to divide the data collection workload and assign responsibilities at the field level. 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 in each location by population group (IDP and host population). The sample will be representative within each population group in each location 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 7% margin of error for each location. While the IDP and host population estimates from each location will be determined by partners during the assessment (for weighting purposes), it can be assumed that each location has a population of both IDPs and non-IDPs of more than 5,000. This means that the required sample size per population group per location (if a 10% buffer is included) is 106, and that the total number of household interviews conducted across the 13 locations will be 2,756.

Table 1: Sample sizes per population group

Population group	Number of locations	Estimated population size	Confidence/Error	Sample size (households interviewed) per location	Total sample
Host/returnee population	13	TBD per location	95/10	106	2,756
IDPs living in host community	13	TBD per location	95/10	106	

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 and NFIs, modality preferences and reasons, access to cash, and access to markets. The Bulama questionnaire will be shorter, focussing just on Bulama modality preferences for their community and the reasons for those preferences, with an additional short section on past aid received by their community. 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.

On 30 January, REACH assessment officers will then train partner organisation focal points in Maiduguri on the use of the questionnaires, highlighting definitions of terms and important points to bear in mind when asking certain questions in the survey. Partner focal points will then cascade the training to their teams in the field, with REACH assessment officers available for contact in case of questions during these trainings.

Following this, data collection will commence on 1 February. 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 15 Bulamas per assessed location (or all Bulamas if the total number is less than 15). 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 in each location will ensure that the data is uploaded from the smartphones used by the enumerators to the Kobo Collect server. Submitted surveys from all location will be downloaded by the REACH Database Officer, who will check and clean the data, providing any points for follow-up to the partner organisation focal points.

Following the completion of individual interviews, data collection teams will conduct FGDs with households. In each location, there will be one male and one female FGD for IDPs and host population, resulting in 4 household FGDs per location and a total of 52 FGDs across all locations. 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 transferred into a spreadsheet for ease of analysis and readability of data, before being sent to the REACH Assessment Officer.

### **Evaluating market expansion capacity**

This portion of the assessment will focus on food, hygiene NFIs (e.g. bathing soap, laundry powder), household NFIs (e.g. sleeping mats, mosquito nets), fuel/firewood, and shelter repair materials (e.g. tarpaulin, nails). These item categories were chosen during the initial planning stages of the assessment, based on the interests and information needs of the operational partners involved.

Prior to data collection for this component of the assessment, data collection teams will conduct initial scoping missions in each assessed location to determine the number of markets, the days of operation of those markets, and the total number of vendors selling the assessed item categories. If there are 60 or fewer vendors in an assessed location, data collection teams will attempt to interview all of them. If there are more than 60, then at least 60 will be interviewed. 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, and cascaded training.

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 item categories (although vendors only need to respond for whichever of those assessed items that they stock), with questions on the location of their main supplier for that item category, the means of transportation of the items from the supplier to the vendor, any recent shortages, and the ability to respond to an increase in demand. Data will be cleaned daily, with follow-up sent back to the field teams.

Individual vendor interviews will be followed by vendor FGDs consisting of eight individuals each. For towns with fewer than 30 vendors selling the assessed items, there will be 2 vendor FGDs, while for towns with 30 or more vendors there will be 3 vendor FGDs. These will collect 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. Each vendor FGD will consist of vendors from the same market (i.e. if there are two markets, one FGD should include only vendors from one market, and the other FGD should include only vendors from the other market) Semi-structured qualitative interviews will also be conducted with the head of traders in each of the markets in an assessed location, focussing on the recent evolution of the market and informal systems operating within it. As with the household FGDs, notes from the vendor FGDs and heads of traders interviews will be entered by a member of the data collection team into a pre-prepared spreadsheet designed for ease of use and readability of data.

## **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 IDP and host populations each will be weighted based on the estimated population size of each group. Household data will be analysed using Excel and Stata at the level of each assessed location, although findings will also be disaggregated between IDP and host populations. Quantitative analysis for the individual vendor interviews will also be done through Excel and Stata, although no weighting is required for the vendor interviews as the sample was not stratified and will likely include all or the 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.

## 5.6. Limitations

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

- Findings from this assessment will apply only to towns covered in this assessment, and to the item categories assessed. They cannot be extrapolated to apply to other parts of the respective LGAs of these towns, other towns outside these LGAs, or to other categories of aid.
- Population numbers for assessed towns, and the breakdown of population between IDPs and the host community, 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
<b>Factsheet</b>	13	Drafts of these will be produced soon after data analysis, for the Joint Analysis Workshop. There will be one factsheet per assessed location. Recommendations for each location will be added following the JAW.
<b>Quantitative Dataset</b>	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.
<b>Joint Analysis Workshop</b>	1	REACH will present the findings of the assessment to partners, who will assist in interpreting their significance.
<b>Overview document</b>	1	This will accompany the factsheets for each location, introducing the assessment and describing overall patterns and recommendations that apply to all locations.

## 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)

- Strategic engagement
- Review of tools, methodology, plans and outputs
- Assessment Officer (1x)
  - Coordinate and oversee data collection processes with partners
  - Develop research design, methodology, work plans, assessment implementation plans
  - Create data collection tools and training materials
  - Lead data analysis output production
- Senior Field Officer (1x)
  - Coordinates access to research locations covered by REACH
  - Identification of enumerators in locations covered by REACH
  - Conduct training of field teams in locations covered by REACH
  - Oversight of REACH fieldwork
  - Communication point between field and assessment/ analysis teams
  - Partner organisations will likely have someone playing a similar role in each data collection location
- Enumerators x 8-10 per location
  - Conduct data collection in the field

**Table 4: Descriptions of roles and responsibilities**

<b>Task Description</b>	<b>Responsible</b>	<b>Accountable</b>	<b>Consulted</b>	<b>Informed</b>
Define research scope	AO, operational partners	CFP	CWG, REACH Global Team	Donors
Design questionnaire	AO	CFP, CWG	Operational partners, REACH Global Team	Donors
Define sampling frame	AO	CFP	CWG, Operational partners, REACH Global Team	
Organise Data collection	Senior Field Officer, operational partners	AO, CWG	CFP, Logs	ACTED CD
Data cleaning	AO, Database officer, operational partners	AO	Field Officers	CFP, CWG
Factsheet production	AO	CFP	CWG, 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 supply the assessment staff needed to design the tools, conduct trainings, analyse the data and produce the outputs, funded by its grant with ECHO. In addition, REACH will supply logistical, financial, and HR resources (also funded by ECHO) to support data collection in Monguno. The logistical, HR, and financial resources for data collection in other assessed towns will be provided by the partner organisations responsible for data collection in each location. For locations where more than one organisation is collecting data, the relevant organisations will coordinate to share the workload and costs for data collection in those locations.

## 8.3 Work plan

Activity	January				February				March			
	1	2	3	4	1	2	3	4	1	2	3	4
Tool design												
Tool review												
Tool validation												
TOR/ Methodology design												
TOR/ Methodology review												
TOR/ Methodology validation												
Training												
Data collection												
Data checking and cleaning												
Data aggregation and analysis												
Draft factsheet production												
Joint analysis workshop												
Factsheet revision and overview drafting												
Output review												
Output 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 locations become inaccessible.
Partner organisation data collection teams have difficulties using the tools and the Kobo Collect platform	A training will be conducted with partner organisation focal points before data collection. This will include a module on using Kobo and going through all the questionnaires to clarify any doubts.
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. Organisations responsible for data collection will liaise with local authorities to the extent necessary, 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	Number of humanitarian organisations utilizing	# references in HPC documents (HNO, SRP, Flash appeals,	Reference monitoring	Country team	Reference_log	CWG strategy documents

program implementation and coordination of the humanitarian response	IMPACT services/products	Cluster/sector strategies)				Participating organisations' strategies
		# references in single agency documents				
Humanitarian stakeholders are using IMPACT products	Humanitarian actors use IMPACT 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	Perceived relevance of IMPACT country-programs	Usage M&E	Country team	Usage_Feedback and Usage_Survey template	<p>Decisions made and implemented on the basis of the assessment – 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.</p> <p>Usage survey to be conducted at the end of the research cycle related to all outputs, targeting at least 10 partners</p> <p>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.</p>
		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 (providing resources, participating to presentations, etc.)	# of organisations providing resources (i.e. staff, vehicles, meeting space, budget, etc.) for activity implementation	Engagement Monitoring	Country team	Engagement_Log	<p>Number of partner organisations involved in the planning stages</p> <p>Number of partner organisations involved in the planning stages</p> <p>Number of partner organisations involved in</p>
		# of organisations/clusters inputting in research design and joint analysis				
		# of organisations/cl				

		usters attending briefings on findings;				the Joint Analysis Workshop
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## 11. Documentation Plan

- Terms of reference
- Data collection tools
- Raw datasets
- Cleaning log
- Clean datasets
- Joint Analysis Workshop presentation
- Factsheets
- Factsheet overview document

Other internal documents :

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

## 12. Annexes

1. Data Management Plan
2. Indicators and data collection methodologies
3. Data collection tools

### Annex 1 : Data Management Plan

Administrative Data	
Project Name	Joint Cash Feasibility Assessment
Project Code	
Donor	
Project partners	
Project Description	Assessment to determine the feasibility of cash assistance across assessed towns in Northeast Nigeria
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"> <li>1. Quantitative dataset from household interviews</li> <li>2. Quantitative dataset from Bulama interviews</li> <li>3. Quantitative dataset from vendor interviews</li> <li>4. Qualitative FGD data from households</li> <li>5. Qualitative FGD data from vendors</li> <li>6. Qualitative interview data from heads of traders</li> </ol>
How will the data be collected or created?	<ol style="list-style-type: none"> <li>1. Quantitative datasets: collected with Kobo on smartphones, sent to Kobo server, exported to Excel</li> <li>2. Focus Group Discussions and semi-structured interviews manually recorded, transcribed digitally into spreadsheets</li> </ol>
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.
<b>Ethics and Legal Compliance</b>	
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 and circulated by the CWG.
<b>Storage and Backup</b>	
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. The shared dataset will be anonymised.  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.
<b>Selection and Preservation</b>	
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. Anonymised version will be shared with partners and uploaded to the resource centre.
<b>Data Sharing</b>	
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.
<b>Responsibilities</b>	
Who will be responsible for data management?	The AO and DBO 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 : Indicator list with data collection methodologies

Indicator category	IN #	Indicator / Variable	Data collection method
Household basic info	H1.1	Enumerator Info	HH surveys
Household basic info	H1.2	Interview location	HH surveys
Household basic info	H1.3	Household displacement status	HH surveys
Household basic info	H1.4	Settlement Type	HH surveys
Household basic info	H1.5	GPS location	HH surveys
Household basic info	H1.6	Head of Household	HH surveys
Household basic info	H1.7	Relationship to Head of Household	HH surveys
Household basic info	H1.8	Interviewee Age	HH surveys

Household basic info	H1.9	Interviewee Gender	HH surveys
Household basic info	H1.10	Interviewee Phone Number	HH surveys
Household demographic info	H2.1	Head of Household Age	HH surveys
Household demographic info	H2.2	Head of Household Gender	HH surveys
Household demographic info	H2.3	Head of household marital status	HH surveys
Household demographic info	H2.4	Household size	HH surveys
Household demographic info	H2.5	Area of origin	HH surveys
Household demographic info	H2.6	Date of original returnee displacement	HH surveys
Household demographic info	H2.7	Time since arrival / return	HH surveys
Household access to items	H3.1	Means of access to food items	HH surveys
Household access to items	H3.2	Means of access to hygiene NFIs	HH surveys
Household access to items	H3.3	Means of access to household NFIs	HH surveys
Household access to items	H3.4	Means of access to firewood / cooking fuel	HH surveys
Household access to items	H3.5	Means of access to shelter repair materials	HH surveys
Household access to items	H3.6	Most commonly consumed food items	HH surveys
Household access to items	H3.7	Most needed food items	HH surveys
Household access to items	H3.8	More needed hygiene NFIs	HH surveys
Household access to items	H3.9	Most needed household NFIs	HH surveys
Household access to items	H3.10	Most needed shelter repair materials	HH surveys
Household access to items	H3.11	In-kind aid previously received	HH surveys
Household access to items	H3.12	Unrestricted cash aid previously received	HH surveys
Household access to items	H3.13	Restricted voucher aid previously received	HH surveys
Household modality preferences and reasons	H4.1	Preferred type of assistance for food	HH surveys and HH FGDs
Household modality preferences and reasons	H4.1.2	Reasons for preference for in-kind food assistance	HH surveys and HH FGDs
Household modality preferences and reasons	H4.1.3	Reasons for preference for cash-based food assistance	HH surveys and HH FGDs
Household modality preferences and reasons	H4.1.4	Preference for unconditional cash or vouchers for food assistance	HH surveys and HH FGDs
Household modality preferences and reasons	H4.1.5	Reasons for preference for unconditional cash for food assistance	HH surveys and HH FGDs
Household modality preferences and reasons	H4.1.6	Reasons for preference for conditional vouchers for food assistance	HH surveys and HH FGDs
Household modality preferences and reasons	H4.2	Preferred type of assistance for hygiene NFIs	HH surveys and HH FGDs
Household modality preferences and reasons	H4.2.2- H4.2.6	HH4.1.2-4.1.6 repeated, but for hygiene NFIs	HH surveys and HH FGDs
Household modality preferences and reasons	H4.3	Preferred type of assistance for household NFIs	HH surveys and HH FGDs
Household modality preferences and reasons	H4.3.2- H4.3.6	HH4.1.2-4.1.6 repeated, but for household NFIs	HH surveys and HH FGDs
Household modality preferences and reasons	H4.4	Preferred type of assistance for firewood/fuel	HH surveys and HH FGDs
Household modality preferences and reasons	H4.4.2- H4.4.6	HH4.1.2-4.1.6 repeated, but for firewood/fuel	HH surveys and HH FGDs
Household modality preferences and reasons	H4.5	Preferred type of assistance for shelter repair materials	HH surveys and HH FGDs
Household modality preferences and reasons	H4.5.2- H4.5.6	HH4.1.2-4.1.6 repeated, but for shelter repair materials	HH surveys and HH FGDs
Bulama modality preferences and reasons	B2.1	Preferred type of assistance for food	Bulama KI surveys
Bulama modality preferences and reasons	B2.1.2	Reasons for preference for in-kind food assistance	Bulama KI surveys

Bulama modality preferences and reasons	B2.1.3	Reasons for preference for cash-based food assistance	Bulama KI surveys
Bulama modality preferences and reasons	B2.1.4	Preference for unconditional cash or vouchers for food assistance	Bulama KI surveys
Bulama modality preferences and reasons	B2.1.5	Reasons for preference for unconditional cash for food assistance	Bulama KI surveys
Bulama modality preferences and reasons	B2.1.6	Reasons for preference for conditional vouchers for food assistance	Bulama KI surveys
Bulama modality preferences and reasons	B2.2	Preferred type of assistance for hygiene NFIs	Bulama KI surveys
Bulama modality preferences and reasons	B2.2.2- B2.2.6	HB2.1.2-4.1.6 repeated, but for hygiene NFIs	Bulama KI surveys
Bulama modality preferences and reasons	B2.3	Preferred type of assistance for Bulama NFIs	Bulama KI surveys
Bulama modality preferences and reasons	B2.3.2- B2.3.6	HB2.1.2-4.1.6 repeated, but for Bulama NFIs	Bulama KI surveys
Bulama modality preferences and reasons	B2.4	Preferred type of assistance for firewood/fuel	Bulama KI surveys
Bulama modality preferences and reasons	B2.4.2- B2.4.6	HB2.1.2-4.1.6 repeated, but for firewood/fuel	Bulama KI surveys
Bulama modality preferences and reasons	B2.5	Preferred type of assistance for shelter repair materials	Bulama KI surveys
Bulama modality preferences and reasons	B2.5.2- B2.5.6	HB2.1.2-4.1.6 repeated, but for shelter repair materials	Bulama KI surveys
Household access to cash	H5.1	Cash storage safety	HH surveys
Household access to cash	H5.2	Reasons why cash storage not safe	HH surveys
Household access to cash	H5.3	Cash carrying safety	HH surveys
Household access to cash	H5.4	Reasons why cash carrying not safe	HH surveys
Household access to cash	H5.5	Access to credit from vendors	HH surveys and HH FGDs
Household access to cash	H5.6	Access to credit other than from vendors	HH surveys and HH FGDs
Household access to cash	H5.7	Access to mobile phones	HH surveys
Household access to cash	H5.8	Ability to use mobile phones	HH surveys
Household access to cash	H5.9	Access to mobile phone network coverage	HH surveys
Household access to cash	HF1	Openness to mobile money transfers	HH FGDs
Household access to markets	H6.1	Markets and traders used	HH surveys
Household access to markets	H6.2	Time to market	HH surveys
Household access to markets	H6.3	Frequency of market visits	HH surveys
Household access to markets	H6.4	Security risks en route to market	HH surveys
Household access to markets	H6.5	Security risks at market	HH surveys
Household access to markets	H6.6	Non-security barriers to market access	HH surveys
Household access to markets	HF2	Household behaviour modification due to market access barriers	HH FGDs
Household access to markets	H6.7	Availability of items at markets	HH surveys and HH FGDs
Household access to markets	H6.8	Affordability of items at markets	HH surveys and HH FGDs
Household access to markets	HF3	Price stability at markets	HH FGDs
Gender aspects	H7.1	Access barriers for women to visit markets	HH surveys and HH FGDs
Gender aspects	H7.2	Women's involvement in household resource allocation	HH surveys and HH FGDs
Vendor basic info	V1.1	Enumerator Info	Vendor surveys
Vendor basic info	V1.2	Interview location	Vendor surveys
Vendor basic info	V1.3	Market location	Vendor surveys
Vendor basic info	V1.4	Food vendor name	Vendor surveys
Vendor basic info	V1.5	Shop name	Vendor surveys
Vendor basic info	V1.6	GPS location	Vendor surveys

Vendor basic info	V1.7	Interviewee Gender	Vendor surveys
Vendor basic info	V1.8	Interviewee Phone Number	Vendor surveys
Vendor demographic/general info	V2.1	Involvement in selling food before conflict	Vendor surveys
Vendor demographic/general info	V2.2	Pre-conflict location of vendor	Vendor surveys
Vendor demographic/general info	V2.3	Pre-conflict location of vendor	Vendor surveys
Vendor demographic/general info	V2.4	Displacement status of vendor	Vendor surveys
Vendor demographic/general info	V2.5	Displacement date of vendor	Vendor surveys
Vendor demographic/general info	V2.6	Return date of vendor	Vendor surveys
Vendor demographic/general info	V2.7	Date of resumption of food vending	Vendor surveys
Vendor demographic/general info	V2.8	Number of days conducting business	Vendor surveys
Vendor demographic/general info	V2.9	Shop type	Vendor surveys
Vendor demographic/general info	V2.10	Storage types	Vendor surveys
Vendor demographic/general info	V2.11	Storage capacity	Vendor surveys
Vendor demographic/general info	V2.12	Security challenges	Vendor surveys and vendor FGDs
Vendor demographic/general info	V2.13	Non-security challenges	Vendor surveys and vendor FGDs
Vendor demographic/general info	V2.14	Number of customers	Vendor surveys
Vendor demographic/general info	V2.15	Items sold	Vendor surveys
Vendor demographic/general info	V2.16	Ability to buy on credit	Vendor surveys
Vendor demographic/general info	V2.17	Access to other sources of credit	Vendor surveys
Vendor demographic/general info	V2.18	Willingness to sell on credit	Vendor surveys
Food items	V3.1	Supply sources - food items	Vendor surveys
Food items	V3.2	Main supply source - food items	Vendor surveys
Food items	V3.3	Supplier information - food items	Vendor surveys
Food items	V3.4	Transportation method - food items	Vendor surveys and vendor FGDs
Food items	V3.5	Transportation challenges - food items	Vendor surveys and vendor FGDs
Food items	V3.6	Shortages in the past month - food items	Vendor surveys and vendor FGDs
Food items	V3.7	Reasons for shortages - food items	Vendor surveys and vendor FGDs
Food items	V3.8	Restocking frequency - food items	Vendor surveys
Food items	V3.9	Ability to double supply - food items	Vendor surveys
Food items	V3.10	Barriers to doubling supply permanently - food items	Vendor surveys
Hygiene NFIs	V4.1-4.10	V3.1-V3.10 repeated, but for hygiene NFIs	Vendor surveys
Household NFIs	V5.1-5.10	V3.1-V3.10 repeated, but for Household NFIs	Vendor surveys
Firewood/fuel	V6.1-6.10	V3.1-V3.10 repeated, but for firewood/fuel	Vendor surveys
Shelter repair materials	V7.1-7.10	V3.1-V3.10 repeated, but for shelter repair materials	Vendor surveys

Supply and transportation	VF1	Methods of choosing suppliers	Vendor FGDs
Ability to of market to expand	VF2	Estimated amount by which the market can increase supply	Vendor FGDs
Ability to of market to expand	VF3	Ability of new people to become vendors	Vendor FGDs
Ability to of market to expand	VF4	Vendor willingness to re-invest profits	Vendor FGDs
Informal systems operating in markets	VF5	Presence and role of traders association	Vendor FGDs and head of trader interviews
Informal systems operating in markets	VF6	Presence of informal bartering between vendors	Vendor FGDs and head of trader interviews
Informal systems operating in markets	VF7	Presence of commercial dispute resolution mechanisms	Vendor FGDs and head of trader interviews
Informal systems operating in markets	VF8	Presence and barriers for women vendors	Vendor FGDs and head of trader interviews
Informal systems operating in markets	VF9	Payments necessary for vendors to sell in the market	Vendor FGDs and head of trader interviews
History of the market	VH1	Recent changes in vendor numbers in the market	Head of trader interviews
History of the market	VH2	Impact of conflict on the market	Head of trader interviews
History of the market	VH3	Recent changes in overall market demand	Head of trader interviews

## Annex 3 : 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 questionnaires<sup>8</sup>

#### Household FGD questionnaire

##### SECTION I: PREFERENCES

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

#### Overall question

What would be your preferred means of receiving the following types of aid: 1) food, 2) hygiene NFIs, 3) household NFIs, 4) firewood/fuel, 5) shelter repair items? **Why?**

**Explain what each of the below options mean (this is especially important for the vouchers) before you record their answers**

**Write the number of people preferring each modality in the table below**

Answer	Food	Hygiene NFIs	Household NFIs	Firewood/fuel	Shelter repair items
In-kind					
Unrestricted cash					
Vouchers					

#### Probing questions

- What could be a benefit of receiving aid through [each option]? What could be a risk of receiving aid through [each option]?
- Why do you like [each option they say they like]? Why do you not like [options they do not choose as the preferred option]?

<sup>8</sup> Instructions to facilitators have been excluded from the questionnaires for readability in this document

- (If preferences are not the same for all 5 types of items): Why do you have one preference for some items but a different preference for other items?
- Have you had positive experiences with any of these food aid modalities in the past?
- Have you had negative experiences with any of these food aid modalities in the past?
- [If the majority prefer unrestricted cash] Other than unrestricted cash, do you prefer vouchers or in-kind aid? Why do you have this preference?

## 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. Which items in the following categories are generally affordable for you at markets in this town? Which items that you would like to buy are generally unaffordable? 1) food, 2) hygiene NFIs, 3) household NFIs, 4) firewood/fuel, 5) shelter repair items.
2. Are prices at markets generally stable? If not, what do you think has caused prices to fluctuate?
3. If you had enough cash to buy it, would there be enough of the following items at markets in this town to meet your household needs? 1) food, 2) hygiene NFIs, 3) household NFIs, 4) firewood/fuel, 5) shelter repair items
  - ➔ **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 items in the market? Please tell us about these periods and which items are most affected.
4. If you got all of these items 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/NFIs/firewood/shelter repair items 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/NFIs/firewood/shelter repair items from the market, do you think more people would become 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?
5. 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? What other precautions do you take to reduce these risks?

## SECTION III: CASH

Research question: What access do households have to cash, phones, and credit?

1. Do you have access in this town to any means of receiving credit or cash? If so, how do people receive cash or credit? (e.g. bank loans, borrowing from friends/relatives, local money agent, mobile money transfers, traditional savings associations)
  - Probing questions
    - What do you do when you don't have enough cash? Are there people you can rely on in those situations?
    - If you receive money from relatives outside of this town, how do they send it to you?
2. Have you previously received money through mobile money transfers? How effective do you think this would be as a way of receiving money?
  - Do you own a mobile phone?
  - Is there generally network coverage in this town?

## SECTION IV: GENDER ASPECTS

1. Do women in the community generally visit markets? If not, why not?
    - Probing questions:
      - Do women face any unique (i.e. specific to women only) challenges that prevent them from accessing markets? E.g. any unique risks women face at markets, customs of the community, need/reasons for women to be at home.
      - Do households generally permit women to visit markets? If not, why not?
  2. Who typically makes decisions within households on how to spend money? Are women usually involved in these decisions?
    - When there are disagreements within households on how to spend money, how are these disagreements usually resolved?
- 

### 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 types items to this market? 1) food, 2) hygiene NFIs, 3) household NFIs, 4) firewood/fuel, 5) shelter repair items. Tell me more about these supply sources. (e.g. Are these suppliers from the state capital, local farmers, 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 from the same place) Does everyone use different suppliers, or are there certain suppliers who are commonly relied on by people in this town? If there are commonly-used suppliers, who are they?
  - a. How did/do you choose your suppliers?
  - b. Are there any wholesalers in this town? If so, where are they supplied from?
3. How are goods generally transported to this town?
  - a. Do you generally go yourselves to get goods from your suppliers? If so, can you describe how you go about it when you collect the goods yourself from the supplier and transport it to this town? What about vehicles (are they used, where are they sourced from, what types of vehicles)? How often do you go?
  - b. (For those who go to their suppliers) what is the process of buying goods from your suppliers? (e.g. when and how do you pay? How do you choose your suppliers? Randomly? What about recommendations/relationships?
  - c. Are there professional transporters who transport goods from many suppliers? If so, how many are there? Please describe them (e.g. type of vehicles used, where they are based, how commonly they are used)
  - d. Do you face any barriers to restocking? Do you face any difficulties with transportation of goods to this town? Please tell us about these difficulties.
4. Are there specific 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 items that you need? (Instruction to facilitators: Try to focus on these types of items: 1) food, 2) hygiene NFIs, 3) household NFIs, 4) firewood/fuel, 5) shelter repair items.

## 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 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 types of items in case of an increase in demand in the future? (1) food, 2) hygiene NFIs, 3) household NFIs, 4) firewood/fuel, 5) shelter repair item) (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, 10x etc.)
  - a. What would vendors do in order to increase supply? (e.g. go more often to their suppliers to restock, find additional suppliers either in elsewhere or locally, hire another vehicle in order to carry more goods back during each restocking trip)
  - b. Would it be easier to increase supply for some items more than others? If so, which items and why?
  
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 from customers in this market greatly increased, do you think former vendors would resume selling work? Do you think new people would become vendors? Why or why not?
  
5. What are the main barriers to becoming a food vendor in this town?
  
6. What specific events do you think would cause you and other vendors to stop selling 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 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?

### SECTION III: FINANCIAL SERVICES AND INFORMAL SYSTEMS

1. Does your supplier ever sell to you on credit? How often do you need to rely on credit from your supplier? Are there any other conditions attached to this 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?
  - Do you have access to any other financial services? (e.g. place to store savings, pooling together savings/funds with other vendors) If so, what are these services? Who organises and provides these services?

2. 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?
3. Is there a traders' association for vendors in this market? If so, what does the traders' association do? In what ways does it help you?
4. Do vendors in this market trade or barter goods informally with each other? If so, provide more information on when this happens and if it is regulated or supervised by someone.
5. How are commercial disputes between vendors usually resolved or mediated? What about commercial disputes between vendors and customers? Between vendors and suppliers? Are there people who would step in to help resolve the issue? If so who? How often do such disputes generally occur?
6. Approximately how many women vendors are there in this market? (If less than 5) Why do you think there are so few women vendors working in this market? Would women face any specific challenges, risks or restrictions if they were to work in this market?
7. Do vendors need to pay in order to sell at this market? Do only vendors who are renting a shop need to pay rent, or do vendors using a makeshift stall or selling in open air also need to pay for their space? If so, who needs to be paid and how much? (describe both one-time payments and recurring payments). Other than a space to sell, what else do you expect the people you are paying to provide you with?

### Head of traders semi-structured interview

This interview should be done with the Head of Traders for each assessed market. The head of traders is an informally-chosen person to speak on behalf of the market/traders with external actors. If there is no head of traders at the market, carry out this interview with a senior/experienced vendor in the market who knows about the general market conditions. The aim of this interview is to get a general sense of the market conditions and how the market has changed recently (e.g. has it been growing/strengthening or weakening/declining?), as well as the informal systems operating in the market.

**Interviewee name:**

**Interviewee phone number (if willing to provide):**

**Town name**

**Market name:**

**Is interviewee the head of traders for this market? (circle one)    YES            NO**

### SECTION I: EVOLUTION OF THE MARKET

1. Is this market the same site as the preconflict market site? If not, when and why did people move out? Why did they choose the current location?
2. In total, how many vendors of the following types of items (1) food, 2) hygiene NFIs, 3) household NFIs, 4) firewood/fuel, 5) shelter repair items) were there in this town before the start of the conflict in 2009? Of those, how many have resumed their work? How many new people have begun selling these items in this market in the past 3 months? Are these new people generally from within the community or elsewhere?
3. What are the main security challenges to conducting business in this market?
4. Where do supplies for this market mostly come from? Has the source of supply changed since the start of conflict? If so how?

5. What are the main challenges that vendors face in transporting goods to this town? Are there any major security risks faced during the transportation of goods? If so, what are they?
6. How many vendors rely on wholesalers in this town as an intermediary supplier? How many wholesalers are there here?
7. Is the market open every day, or only on certain days per week? If so, on which days is it open (or which days are the market days)? Why these days?

## **SECTION II: CUSTOMERS AND DEMAND**

1. Compared to 3 three months ago, do traders in this market generally sell more or less of the following items? 1) food, 2) hygiene NFIs, 3) household NFIs, 4) firewood/fuel, 5) shelter repair items. 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?

## **SECTION III: FINANCIAL SERVICES AND INFORMAL SYSTEMS**

1. Do vendors in this market generally have access to credit? If so, who provides these services? Do vendors operate any savings associations (to help each other save and provide credit)? If so, how are these organised?
2. Is there a traders' association in this market? If so, what does the traders' association do? What services does it provide?
3. How are commercial disputes between vendors usually resolved or mediated? What about commercial disputes between vendors and customers? Between vendors and suppliers? Are there people who would step in to help resolve the issue? If so who? How often do such disputes generally occur?
4. Do vendors in this market trade or barter goods informally with each other? If so, provide more information on when this happens and if it is regulated or supervised by someone.
5. Approximately how many women vendors are there in this market? [If not very many, e.g. less than 5] Why do you think there are so few women vendors working in this market? Would women face any specific challenges, risks or restrictions if they were to work in this market?