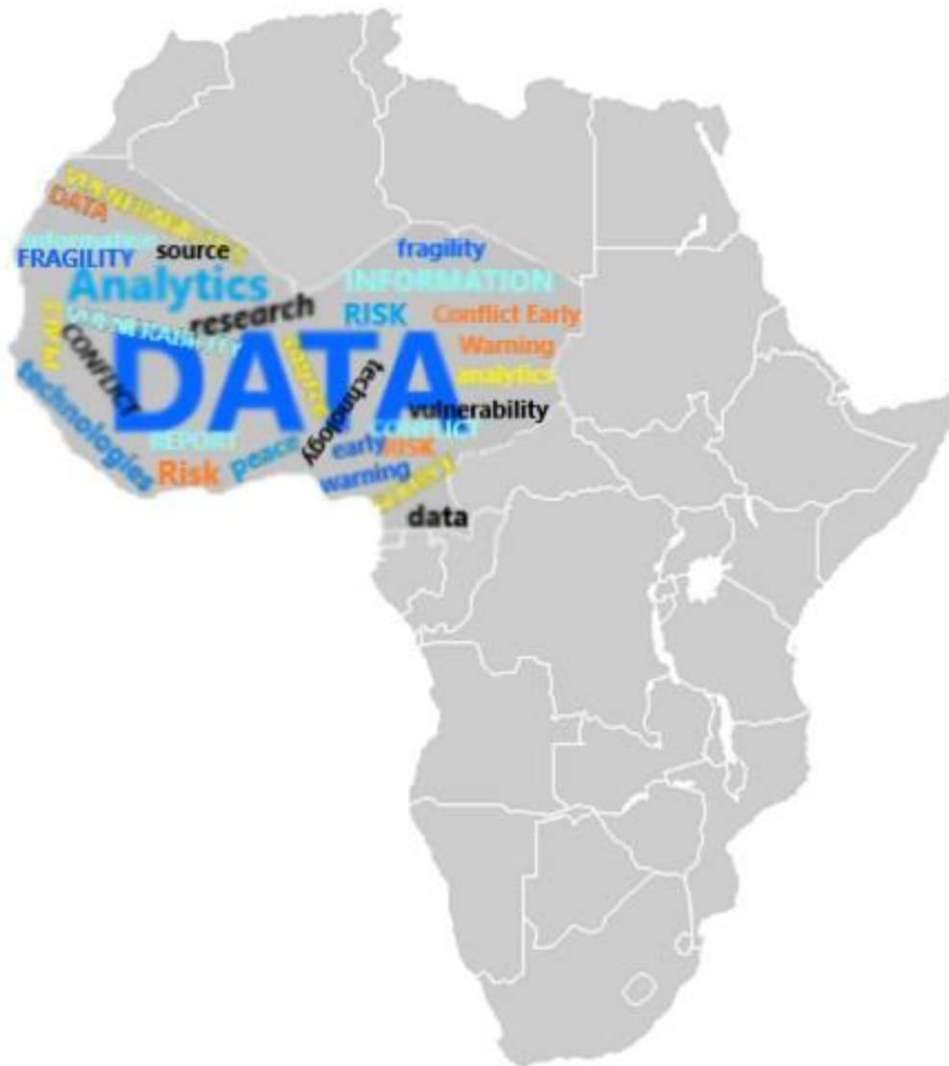


Human Security Risk and Vulnerability Assessment Manual

2020



This manual was developed with Support from the United States Agency for International Development (USAID) under the Reacting to Early Warning and Response Data in West Africa (REWARD) program.



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Acronyms and Abbreviations

ACLED	Armed Conflict Location and Event Data Project
AfDB	African Development Bank
AU	African Union
BTI	Bertelsmann-Stiftung Transformation Index
CEDAW	Committee on the Elimination of Discrimination Against Women
CMA	Coordination of Azawad Movements
CRA	Conflict Risk Assessment
DPA	ECOWAS Directorate of Political Affairs
ECAF	ECOWAS Conflict Analysis Framework
ECOWARN	ECOWAS Early Warning and Response Network
ECOWAS	Economic Community of West African States
ECPF	ECOWAS Conflict Prevention Framework
EWD	ECOWAS Directorate of Early Warning
FAO	Food and Agriculture Organization of the United Nations
FGD	Focus Group Discussion
GBV	Gender-based violence
GDP	Gross domestic product
GIS	Geographic Information System
HSRVA	Country Risk and Vulnerability Assessment
IDEA	International Institute for Democracy and Electoral Assistance
IDPs	Internally displaced persons
IFES	International Foundation for Electoral Systems
IMF	International Monetary Fund
IncReps	ECOWARN's Incident Reports
KII	Key Informant Interview
NCCRM	National Coordination Centers for Response Mechanisms
NGO	Non-Governmental Organization
OECD	Organization for Economic Co-operation and Development
REWARD	Reacting to Early Warning and Response Data in West Africa
SD	Standard Deviation
SitReps	ECOWARN Situation Reports
SNA	Stakeholder Network Analysis
UN	United Nations
UNDP	United Nations Development Programme
UNHCR	UN High Commissioner for Refugees
USAID	United States Agency for International Development
WHO	World Health Organization
WTO	World Trade Organization

Introduction

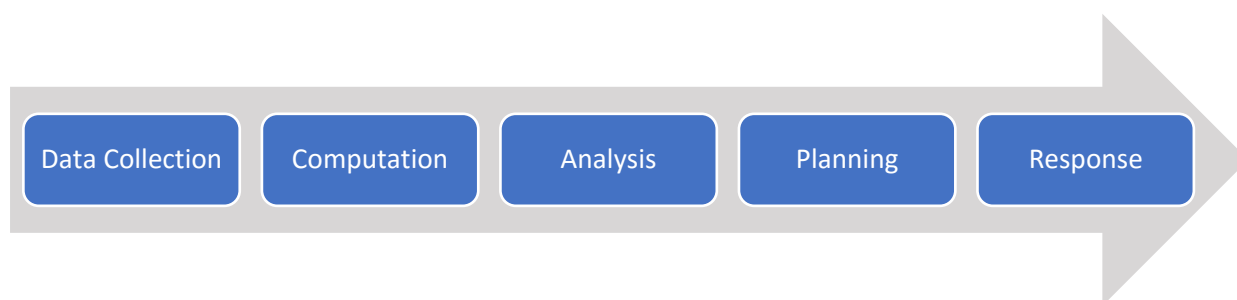
Purpose

This Human Security Conflict Risk and Vulnerability Assessment (HSRVA) Handbook, produced by the Economic Community of West African States (ECOWAS), aims to serve two objectives. The first is to explain the purpose and value of a HSRVA, and each of its constituent parts, in the context of ECOWAS and conflict prevention efforts in West Africa. The second is to provide detailed step-by-step guidance on how to undertake the HSRVA process, from research design through the generation of a final country report and recommendations.

In terms of structure, this handbook is divided into three sections. The **Methodology** section provides a high-level overview of the HSRVA process and methodology. The **Implementation Steps** section details each step in the HSRVA process. Finally, the **Next Steps and Broader Applications** section demonstrates the use of the HSRVAs in the broader process of early warning and response, and how they integrate into the rest of the ECOWAS conflict prevention institutional architecture. Appendices, templates and example reports have also been included to provide readers with additional guidance on undertaking and applying the HSRVA process.

Background and Context of the HSRVA Process

The HSRVAs were conducted by ECOWAS between 2016 and 2018 in collaboration with the United States Agency for International Development (USAID) Reacting to Early Warning and Response Data in West Africa (REWARD) project, to update and expand upon the Early Warning Directorate (EWD) Conflict Risk Assessment (CRA) 2013-2014 country reports. The HSRVA process and resulting reports are intended to help optimize the ECOWAS Early Warning and Response Network (ECOWARN) system, whereby data collection and computation flows into analysis, which then informs planning and response. The graphic below illustrates this integrated process.



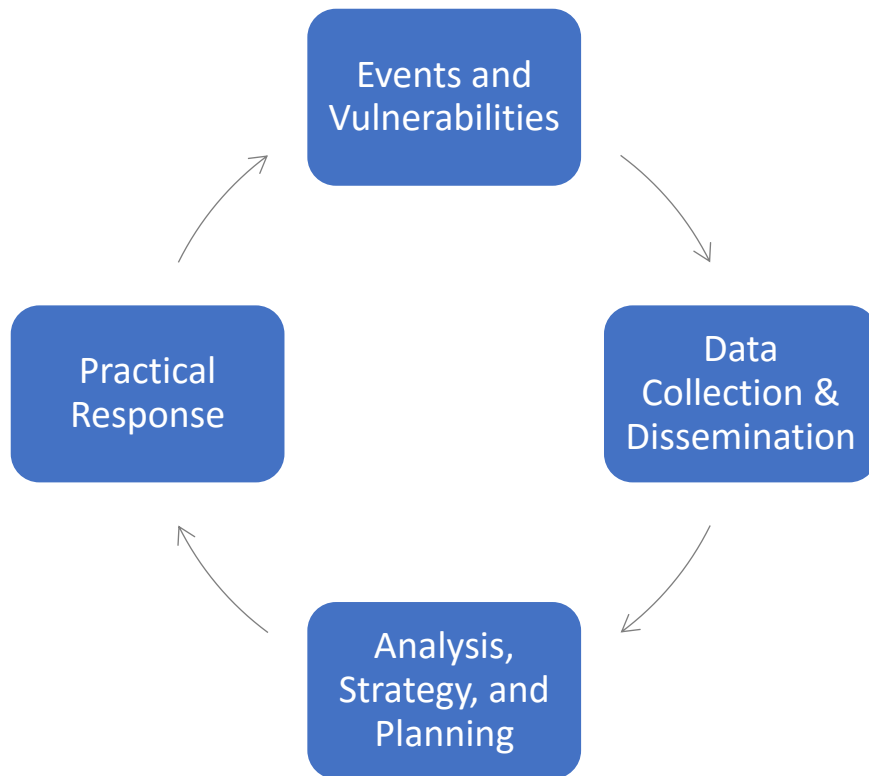
The ECOWARN system is premised on two types of information that are submitted by field monitors in each of the 15 ECOWAS member states: Incident Reports and Situation Reports. Incident Reports (or IncReps) are episodic, structured reports on security related incidents. These include basic but important information, including the actors involved, actions that were taken, any losses, injuries, or deaths, and the potential for escalation.

Situation Reports (or SitReps) are weekly ratings on a set of conflict early warning indicators. These IncReps and SitReps allow analysts in the EWD to identify relative levels of risk and vulnerability across all provinces, districts, and regions, and to identify sudden or gradual changes in risk and vulnerability over time. These reports are then integrated by the EWD with a diverse data stream from other sources, covering conflict vulnerabilities, escalation risks, and human security concerns at the local, national, and regional levels. The EWD uses this information to inform analysis products such as Regional Situation Reports, Thematic Reports and Case Studies to inform decision-making, planning and response.

The findings from the 2016-2018 HSRVA reports will, in part, serve as a baseline for the ongoing monitoring and analysis of conflict patterns and trends by providing a better understanding of national and sub-national dynamics. The HSRVA reports assess structural vulnerabilities, event-driven risks, and social and institutional resilience factors according to five human security pillars: 1) Environment, 2) Governance, 3) Health, 4) Crime, and 5) Security. This will allow analysts to better understand how the hotspots, patterns, and trends they identify flow from vulnerabilities and how those vulnerabilities and drivers of conflict have been expressed and are likely to be expressed in specific contexts.

However, while the HSRVA reports are intended to serve as a baseline, the HSRVA process is iterative (as illustrated in the graphic below). Due to the shifting dynamics of conflict risks and vulnerabilities, the HSRVA reports are not intended to serve as definitive, unchanging assessments of the ECOWAS member states, but instead to capture the salient risks, vulnerabilities and resilience factors at the time of research. As a country's risk profile is event-driven and can change over time, it is important to regularly update these HSRVA reports in the future for relevance.

In addition to serving as a baseline for the EWD, these findings will assist each of the in-country National Coordination Centers for Response Mechanisms (NCCRMs) in strengthening early warning data for ongoing monitoring and response by ECOWAS and national stakeholders. This will facilitate efficient and rapid early warning by informing the production of analysis products and therefore orient the strategy for operational and structural prevention both for ECOWAS and for other partners.



The HSRVAs and the ECOWAS Conflict Prevention Framework (ECPF)

The HSRVA framework also aligns with the existing ECOWAS conflict prevention institutional architecture, the ECOWAS Conflict Prevention Framework (ECPF). The ECPF serves as a reference for the ECOWAS system and member states in their efforts to strengthen the human security architecture in the region by creating a space for cooperation and coordination between ECOWAS, member states, and external partners. It also aims to elevate conflict prevention and peacebuilding within the political agenda of member states in order to build support for timely and targeted multi-actor and multi-dimensional action to defuse or eliminate potential and real threats to human security.

The ECPF encompasses the categories of *operational prevention* and *structural prevention*. The former is defined in the ECPF as including “early warning, mediation, conciliation, preventive disarmament and preventive deployment using interactive means such as good offices and the ECOWAS Standby Force”. The latter, as defined in the ECPF, comprises “political, institutional (governance) and developmental reforms, capacity enhancement and advocacy on the culture of peace”. The HSRVA framework is aligned with the ECPF such that identified Vulnerability Factors are to be mitigated by structural prevention measures and Risk Factors are to be mitigated by operational prevention measures. This alignment is important for the utility and actionability of this report by users in West Africa.

Importantly, while many reports and analyses of structural vulnerabilities and resilience factors focus almost exclusively on the national level, the ECPF seeks to support a more decentralized early warning and response infrastructure across West Africa. Therefore, the

HSRVA reports take into consideration dynamics at the sub-national level, which are critical in helping analysts and potential responders understand the context in which specific events and risks are occurring, a context which may be markedly different in crucial ways from the national context. This mapping of sub-national level risks, vulnerabilities, and resiliencies can also help inform strategies for engaging at the local level for structural prevention.

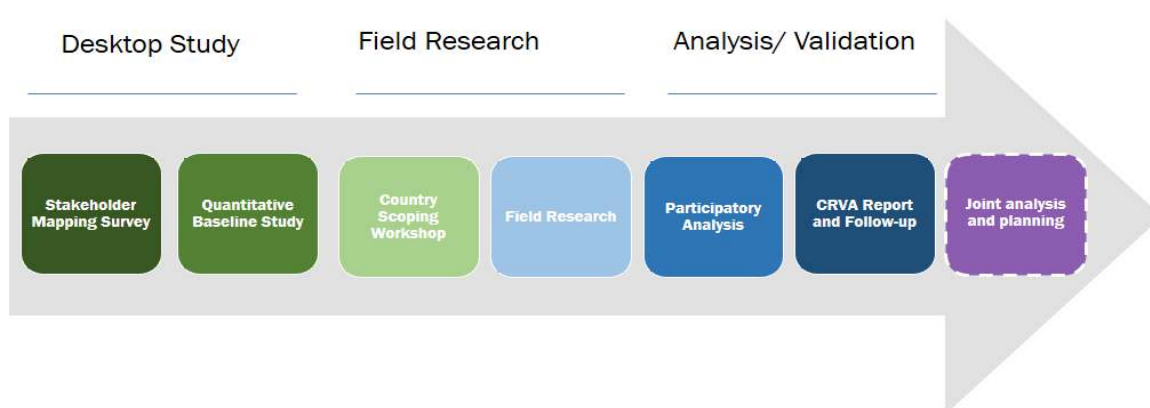
Finally, as noted in the ECPF, conflict in West Africa tends to be highly interconnected, which often leads to cycles of violence that cross borders and can keep countries embroiled for decades. As the HSRVA reports cover all of the ECOWAS member states, they are also useful in helping to understand the dynamics of West Africa's supra-national conflict systems, such as those that occur across the Mano River, the Gulf of Guinea, the Lake Chad Basin and the Sahel. These regional conflict systems are historically, culturally, and geographically interconnected and also share many of the same structural vulnerabilities that give rise to risks and the eventual outbreak of violence, decade after decade. Thus, the HSRVA reports present an opportunity to identify the sub-national, national, and supra-national factors that lead to structural vulnerability and heightened risk, and highlight the need for a holistic and systemic lens in analysis, planning, and response as framed within the ECPF. The HSRVA reports will also link into future early warning products and processes, such as the ECOWAS Conflict Analysis Framework (ECAAF), which will be detailed in the section on **Next Steps and Broader Applications**.

Overview of the HSRVA Methodology

The HSRVAs assessed structural vulnerabilities, event-driven risks, and social and institutional resilience factors according to five human security pillars – 1) Environment, 2) Governance, 3) Health, 4) Crime, and 5) Security. The reports describe how risks flow from vulnerabilities both within and across these five pillars. Furthermore, the reports also break out gender considerations and external factors as cross-cutting issues that need to be understood for effective early warning, planning and response.

Within the context of the HSRVA, “*vulnerability*” is defined as any structural factor that has the potential to be a conflict driver, while “*risk*” is defined as any event-driven factor that has the potential to be a conflict trigger. Structural vulnerabilities can include such things as youth unemployment, poverty, inequality, climate, patronage, or demographic factors, while event-driven risks include specific controversies or events such as disasters or elections that may occur. “*Resilience*” is defined as any social or institutional factor that has the potential to help mitigate or manage risks and vulnerabilities. These may include political, cultural, and community leadership with significant social capital to influence conflict dynamics in a constructive way, including public sector, private sector, religious institutions, civil society, opinion leaders, development workers, or other institutions that play a stabilizing role in the short, medium, or longer term.

The HSRVA reports layered, triangulated, and juxtaposed quantitative, Geographic Information System (GIS), and qualitative data in a way that is accurate, meaningful, and representative, drawing first and foremost on ECOWARN IncReps and SitReps and then integrating complementary data sources to fill gaps. The HSRVA was conducted in three main phases: Desktop Study, Field Research, and Analysis and Validation, as shown in the graphic below.



Phase 1: Desktop Study

For each of the HSRVA reports, the Desktop Study included a preliminary assessment of structural vulnerabilities, event-driven risks, and social and institutional resilience factors. The process by which a Desktop Study is undertaken includes the data collection and

processing, the qualitative research, and the writing of the narrative. This is covered in detail in the **Desktop Study** section of the Implementation Steps chapter.

For the assessment of structural vulnerabilities, the research used data from dozens of sources, including ECOWARN Situation Reports (SitReps). Drawing on these pre-existing data sets, a quantitative HSRVA Index was created to measure the relative levels of vulnerability across five human security dimensions, a process which is covered in detail in “Developing the HSRVA Index” within the **Desktop Study** section of the Implementation Steps chapter.

For the assessment of event-driven risks, event data, including from ECOWARN’s Incident Reports (IncReps), was triangulated against data from the Armed Conflict Location & Event Data Project (ACLED) to estimate the locations and types of conflict issues at the sub-national level over time. The use of multiple sources in this manner allows for cross-validation, the filling of gaps that may be present in a single data source, and the identification of trends in indicators and sub-indicators using queries and key word searches. This process is covered in more detail in “Evaluating event data for event-driven risks” within the **Desktop Study** section of the Implementation Steps chapter.

For the assessment of social and institutional resilience factors, a survey was deployed to all of ECOWAS’s in-country contacts to learn more about the peace and security actors working to manage and reduce risks and vulnerabilities in the country. Respondents (including government agencies, representatives of religious institutions, public sector actors, civil society, youth groups, and development actors, among others) were also asked to name organizations that they had partnered with in the previous two years on issues of peace and security. Data was then uploaded as a stakeholder network map using specialized social network analysis tools for quantitative analysis to identify leverage points, spheres of influence, and social capital. This process is covered in more detail in the **Stakeholder Network Analysis** section of the Implementation Steps chapter. Based on this analysis, key technical experts were identified and contacted for the next phase of the research.

Phase 2: Field Research

The Field Research phase of the HSRVA process in each country began with a scoping workshop, usually in the capital city. Using the stakeholder network map completed in Phase 1, highly-networked technical experts were convened in a workshop to validate the initial desktop findings and suggest a way forward for the qualitative analysis in the field. The scoping workshop was also used to tailor and sensitize the broader research questions as well as the Key Informant Interview (KII) and Focus Group Discussion (FGD)¹

¹ KIIs and FGDs were chosen as the primary form of qualitative inquiry in the field due to the ability of these techniques to elicit rich, context-specific data on personal experiences and perspectives from a range of stakeholders and experts. However, it is recognized that all research methods come with inherent limitations; for example, the personal nature of the KIIs and FGDs means that this data may not be generalizable across groups and may unintentionally reflect personal or cultural biases or misconceptions. To compensate for this, the HSRVAs triangulate KII and FGD data with quantitative and desktop research, in addition to participatory validation, in order to fill gaps or correct inaccuracies in the qualitative data. For more information on qualitative research techniques, please see FHI360’s *Qualitative Research Methods: A*

instruments and questionnaires based on local context. Finally, the scoping workshop also served to collect references and contacts for key actors and stakeholders in the field who were consulted over the course of the KIIs and FGDs.

A team of experts and researchers then conducted an in-country assessment with participants from several regions in the country. The team traveled to the various hotspots identified in the desktop study and validated in the scoping workshop to interview key stakeholders affected by conflicts or living in or around conflict areas and with knowledge of local context and capacities. The KIIs and FGDs conducted during this in-country assessment produced qualitative data and information regarding various perspectives on structural vulnerabilities, event-driven risk factors, and social and institutional resilience factors relating to the different conflict issues across the country. The KII and FGD transcripts were then collated, streamlined to reduce repetition and vagueness, and categorized for analysis and prioritization during Phase 3. The full process of undertaking this field research, including planning, executing the orientation and technical workshops, conducting KIIs and FGDs, and compiling the transcripts, is covered in the **Field Research** section of the Implementation Steps chapter.

Phase 3: Analysis and Validation

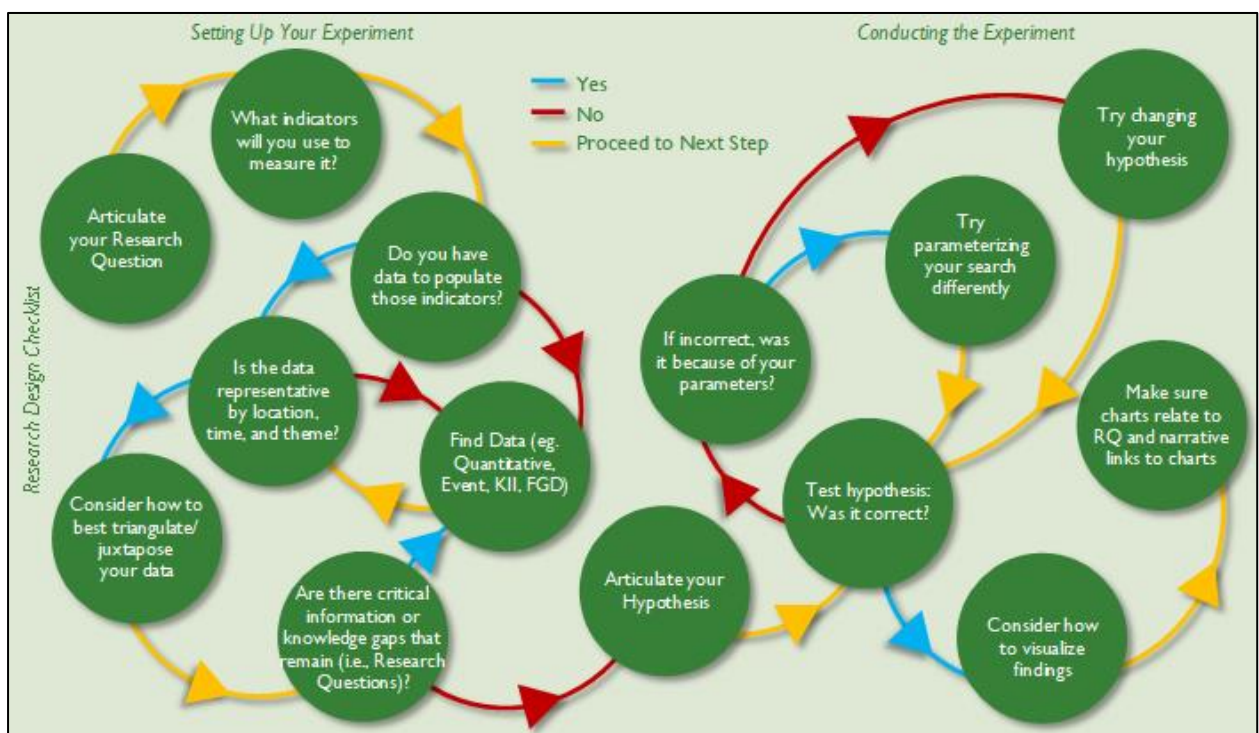
After the quantitative, GIS, and survey data was qualified and contextualized in the field, and the qualitative data was collected, organized and summarized, a final report was drafted and validated. The report serves as a baseline and resource for more targeted early warning products and analysis/planning within the country under analysis as well as in associated conflict systems more broadly. The process of writing, validating, and disseminating the final report is covered in the **Reporting** section of the next chapter.

Data Collector's Field Guide (2005): <https://www.fhi360.org/resource/qualitative-research-methods-data-collectors-field-guide>.

A Note on Research Design

For every Early Warning product, some thought must be given to what the key research question is, followed by the means of measurement, the availability of data, and the representativeness of that data across time, location, and indicator. This is as true for a major research project, such as the HSRVA, as it is for any memo, alert, or briefing. Otherwise the findings may be skewed or insufficiently qualified, leading to ill-considered recommendations. Below is a flow chart used in the HSRVA to ensure that the research design is robust. The depth to which this flow chart is applied is scalable to the scope of the Early Warning product.

This Manual describes in detail how each of these steps are applied for the purpose of the HSRVA.



Implementation Steps

Step 1: Writing the Desktop Study

A. Developing the HSRVA Index

The first step in the HSRVA process is to develop a quantitative index which identifies structural vulnerabilities in each of the ECOWAS member states. Starting with the ECOWARN SitReps, and juxtaposing those findings against complementary datasets, the Index draws on a wide range of sources. The HSRVA Index provides each country with a score on a scale of 1-10 (with 1 being more vulnerable and 10 being more resilient) in each of the five human security pillars and thematic sub-indicators within each pillar. These scores provide analysts with a better foundation for understanding of the relative areas of vulnerability within and between ECOWAS member states and for prioritizing areas for further research. The HSRVA Index also directly informs the research and writing of the narrative Desktop Study (see step 3 below).

See Appendices A and B for a full list of the HSRVA Index indicators, sub-indicators and sources and step-by-step instructions on how to construct the HSRVA Index.

Purpose, Scope and Limitations of an Index

The purpose of the HSRVA Index is to provide EWD analysts with a snapshot of structural vulnerabilities within and between ECOWAS member states which may contribute to or evolve into event-driven risk factors. The HSRVA Index provides a quantitative baseline to help analysts prioritize, undertake further research on, and monitor specific geographic or thematic areas. Although the context within each country is unique, a properly caveated and interpreted index provides a necessary standardized baseline and framework for comparative and deeper analysis. This is not to lessen or ignore the important role of qualitative inquiry but presumes that all qualitative interpretation should flow from an initial quantitative foundation to minimize the distortionary effects of group-think, personal unconscious bias, or undue weighting of the most recent or most accessible events and information. The HSRVA Index provides that quantitative foundation on which interpretive qualitative analysis – which is necessary to understand and incorporate the unique dynamics of each country – is based.

DOCUMENT CHECKLIST

The following documents, reports, and tools will be produced as part of the HSRVA process:

- HSRVA Index
- Desktop Study
- Stakeholder Scoping Survey
- Framing Questions
- KII and FGD Instruments
- Data Packet
- Final HSRVA Report

Of course, any index does present inherent limitations. These occur at the level of the framework structure and calculations formulae (which assume a degree of generalizability that must be qualified in the interpretation) and at the level of data (each quantitative source has its own emphasis or methodological characteristics and there can be gaps in time and space that must be triangulated to ensure validity). However, if both the strengths and limitations of the HSRVA Index are transparent and fully sensitized among its key users, it will serve a critical role by providing a quantitative foundation for more strategic and targeted analysis to the challenges faced within ECOWAS member countries.

A Note on Data Sources

Both the HSRVA Index (above) and, to a lesser degree, the event data (detailed in the section below) are predicated on outside data sources. Those data sources that are used in the HSRVA process have been carefully selected for their relevance, scope, and timeliness, but in the future, or if the HSRVA methodology is applied to another context, it is possible that some of the data sources may not be available. Two of the best ways to find new data sources, if they are needed, are: 1) to use data sources that were used in previous methodologically rigorous projects, such as flagship reports or academic papers, or 2) to investigate what sources are published by reputable organizations (e.g. World Bank, United Nations).

If new data sources need to be selected for whatever reason, it is important to consider the relevancy, scope, and timeliness of a possible source. **Relevancy** covers whether the data source measures what you want it to measure (or at least is as close as possible). For example, it is difficult to measure corruption directly, but the Corruption Perceptions Index (produced by Transparency International) measures a close proxy, perceptions of corruption by a variety of audiences. **Scope** covers whether the data source includes the entire geography under analysis (or as much as possible). For example, it is very difficult to get updated data in certain contexts, such as when protracted armed conflict prevents the collection of data. **Timeliness** covers how recent the data is. Though in some contexts it is difficult to collect updated data, analysts should strive to use the most updated data as possible in order to provide the most accurate picture of the current context. To some degree, there are likely to be trade-offs between these three priorities, but all three should be kept in mind and pursued to the extent possible.

B. Evaluating event data for event-driven risks

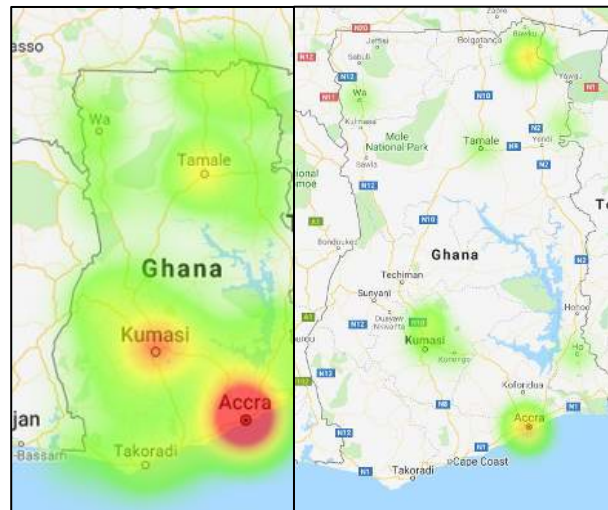
The second step in the HSRVA process is the evaluation of event data, relying primarily on the ECOWARN IncReps and juxtaposing against other available sources. Event data, when collected and analyzed against appropriate indicators and frameworks, serves as a foundation to inform further qualitative inquiry and prognosis of where, when and why conflict has occurred in the country or region being evaluated. A data-driven approach to the HSRVA process is critical for identifying relative levels of risk and vulnerability across the geographic areas being examined and identifying conflict hotspots. A data-driven

approach is also fundamental in analyzing patterns and trends in risks and vulnerabilities over time.

For this step of the HSRVA process, it is useful for the analyst to utilize a Geographic Information System (GIS), which will allow the user to visualize, question, analyze, and interpret data to understand relationships, patterns, and trends. GIS can be used to identify hotspots and trends to determine how different conflict risks are becoming evident over space and time. From here, the analyst can optimize event data in terms of quality, quantity, and representativeness by time, location and theme. The user should triangulate and validate data by using multiple datasets, such as ECOWARN and ACLED. Analysts should be able to search through event data over space and time and triangulate data sources to fill information gaps. When drafting the Desktop Study and planning for the Field Research, analysts should identify hotspots and visualize where and when conflict incidents are occurring, as well as the types of incidents themselves.

Identifying Hotspots:

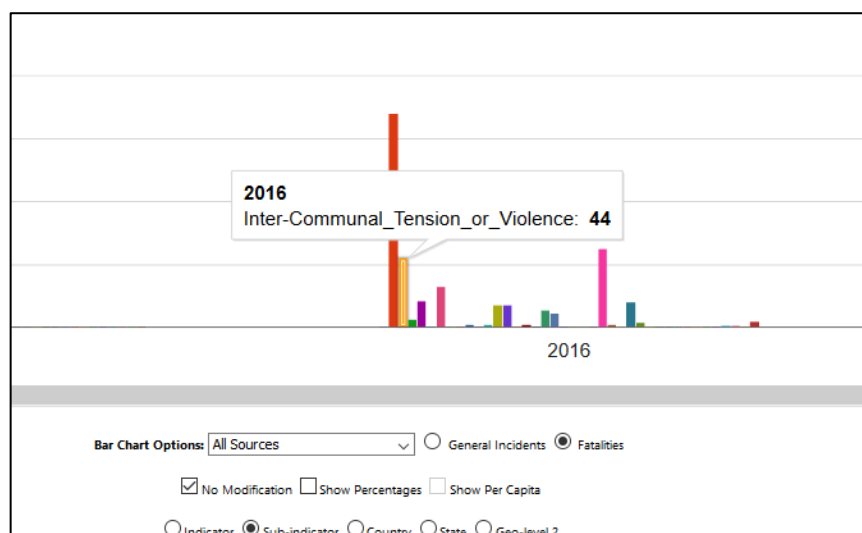
Identifying key hotspots within the country informs both the Desktop Study and planning for the Field Research. Heatmaps of incidents or fatalities, using data from the appropriate date range and geographic region can be a useful visualization tool. While heatmaps are useful, the analyst should also seek to identify what the major conflict drivers are in each region.



Above left: Heatmap of all conflict incidents in Ghana. Above right: Heatmap of conflict incidents relating to land competition. By utilizing specific search parameters and analyzing data at the local and regional level, the identification of hotspots can better inform field research planning.

Patterns and Trends:

Using a GIS application, the user can also evaluate spikes in conflict fatalities, as well as other patterns and trends in the country. This will inform the “Key Incidents or Events” and “Key Risk Factors” sections of the Desktop Study. The first step in this process is identifying if and when any spikes in conflict fatalities occurred in the given country or region. From here, the analyst can investigate further to report on trends in incidents compared to fatalities and can summarize the incidents in the event data. The analyst should also identify key



Example of how event-data synthesized to a GIS tool can be used to identify key risk factors

risk factors for the country or region using the event data. Examples of event-driven risk factors include criminality, political tensions, riots and protests, or communal tensions and violence.

C. Writing the narrative Desktop Study

After using the quantitative HSRVA Index and GIS event data to analyze the structural vulnerabilities and event-driven risk factors of the country, the next step is writing the narrative Desktop Study. The Desktop Study provides important background information and context on the country in question, and helps the research and field teams develop the research questions which will later be asked in the field. This section will provide detailed guidance on writing the Desktop Study narrative.

Structure

The Desktop Study uses the five human security pillars – Environment, Governance, Health, Crime, and Security - to structure the main section of the report, and follows the outline below.²

² Note that future research using this quantitative/qualitative mixed methods approach to assessing structural vulnerabilities and event-driven risks can operationalize these pillars differently, such as along EWD’s thematic areas, depending on the specific research questions or mandate of primary customers or responders.

1. Country Background
2. Key Incidents or Events
3. Conflict Risk and Vulnerability Factors
 - a. Most Vulnerable Category
 - b. Second Most Vulnerable Category
 - c. Third Most Vulnerable Category
 - d. Fourth Most Vulnerable Category
 - e. Fifth Most Vulnerable Category
4. Gender Considerations
5. Key Risk Factors
6. Regional Breakdown
7. Key Stakeholders
8. Conclusion

CRVA – Preliminary Quantitative Findings: Benin

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II. Key Incidents or Events.....	5
III. Conflict Risk and Vulnerability Factors.....	7
Economics and Resources – Most Vulnerable Category.....	7
Population and Demographics – Second Most Vulnerable Category.....	9
Politics and Governance – Third Most Vulnerable Category.....	11
Rule of Law – Fourth Most Vulnerable Category.....	13
Security – Least Vulnerable Category.....	14
IV. Gender Considerations.....	17
V. Key Conflict Drivers.....	18
VI. Regional Breakdown.....	20
VII. Key Stakeholders.....	21
VIII. Conclusion.....	21

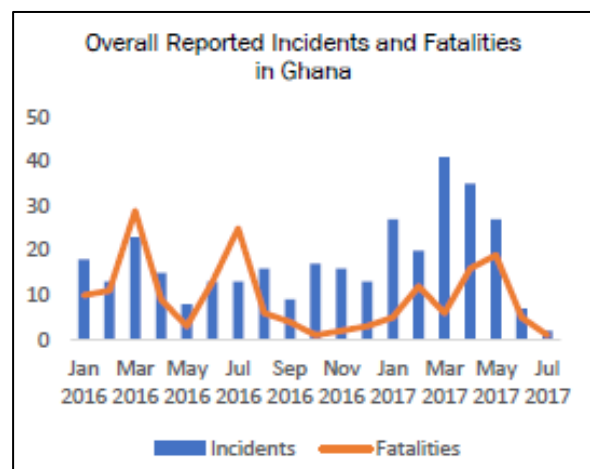
The Table of Contents from the Benin Desktop Study

Section 1: Country Background

This section should give a brief but comprehensive overview of 1) the social and political history of the country, and 2) the salient points from the HSRVA Index and the human security pillars that help to give a fuller picture of the country. To ensure usability of the study by a broader range of stakeholders, assume that the reader does not have a deep background in the country.

Section 2: Key Incidents or Events

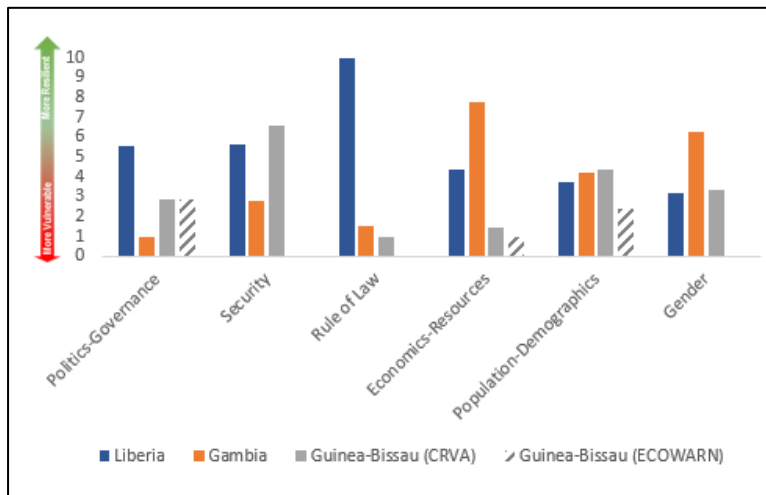
This section analyzes the GIS event data to identify key incidents or events that took place in the preceding two years. The spikes and trends in incidents and fatalities can then be used as a starting point for deeper investigation into key events or types of conflicts in the country. For example, the graph to the right from the Ghana Desktop Study shows a spike in fatalities in March 2016. When the analyst looks specifically at the event data from that month, it is revealed that the spike was due to farmer-herder conflicts, including a relatively major clash in the Greater Accra region, and an increase in violent criminality. This information can then be used in the “Key Risk Factors” and



A graph analyzing trends in conflict incidents vs. fatalities in Ghana.

“Regional Breakdown” sections of the Desktop Study and to guide deeper qualitative research into these areas. The writer may also wish to include an analysis of trends in conflict incidents compared to fatalities, as well as a comparison of reported incidents or fatalities by region.

Section 3: Conflict Risk and Vulnerability Factors



Above: a graph showing the HSRVA Index scores across the five human security pillars as well as gender for Guinea-Bissau and two comparison countries (in this case, Liberia and the Gambia).

This section uses the results of the HSRVA Index and the five human security pillars to structure a deeper examination of conflict risk and vulnerability factors in the country. This section can begin with a short paragraph summarizing the HSRVA Index findings and a graph visualizing the HSRVA Index scores for the country (as shown in the figure to the left). It is also useful to compare the scores of the country in question with the scores of two

neighboring or comparable countries to provide a sense of proportionality.

This section then delves into an examination of the country through the lens of the five human security pillars, organized from most to least vulnerable. The guidance below includes some common topics of research within each pillar, as well as useful resources. However, these lists are by no means exhaustive, and researchers are encouraged to expand or tailor these subjects according to the country context.

For an example of the structure and style of the Desktop Study, see the template and example report included at the end of this handbook.

Tips for research and writing the Desktop Study

- Be sure to use the most recent data available, and note the year of the data in your writing to provide a sense of temporal context (for example, write “As of 2012, 52 percent of the population lived below the poverty line” rather than “52 percent of the population lives below the poverty line”).
- Confirm your statistics and findings against multiple sources.
- Whenever possible, cite the original data source rather than relying on secondary sources.
- Endeavor to use politically neutral language and avoid adding in your own judgement or editorializing.
- Mainstream gender and age wherever possible.

The following potential research topics, questions, and useful resources are categorized according to the five human security pillars first identified by ECOWAS in a 2016 scoping paper³ and used in the 2016-2018 HSRVA reports: 1) Economics and Resources, 2) Politics and Governance, 3) Population and Demographics, 4) Rule of Law, and 5) Security. In the future, research topics, questions, and resources should be organized in alignment with the by five new human security pillars: 1) Environment, 2) Governance, 3) Health, 4) Crime, and 5) Security.

Human Security Pillar: Economics and Resources

Potential research topics and questions include:

- Income inequality (e.g. Gini coefficient; income share held by the highest 10%)
- Disparities between rural and urban populations (particularly rates of poverty, employment and service provision). What percentage of the population lives in urban areas? What is the urban growth rate? Are there strong trends of rural-urban migration? Is this economically-driven?
- Malnutrition and food insecurity. What percentage of the population is considered “food insecure”? What is driving malnutrition and/or food insecurity?
- Economic productivity of the country (including GDP and expected GDP growth rates)
- Literacy rates and net school enrollment rates for females vs. males. Also look at the change in these rates between primary and secondary school, as gender disparities often widen at the secondary and tertiary levels.
- What role do women play in the economy? What percentage of women are engaged in the informal sector?

³ EWD Scoping Paper on “Risk Assessment of Five ECOWAS Pilot Countries: Côte d’Ivoire, Mali, Liberia, Guinea-Bissau, and Burkina Faso”

- What is the overall makeup of the economy? What are the primary industries? What are the country's exports and imports? How diversified is the economy? (For example, what percentage of GDP comes from agriculture vs mining vs service sector?)
- Have there been any economic shocks recently? (For example, conflicts, drops in commodity prices, epidemics such as Ebola)
- What is the government's economic strategy?
- What percentage of the population is reliant on agriculture?
- What role does mining or other forms of resource extraction play in the economy? What are the issues associated with these industries (for example, human rights abuses, migration, land pressures, pollution, conflicts with local communities, etc.)?
- What are the levels of youth unemployment and education? Is this driving discontent (particularly if there is a large youth bulge)?
- Is land or control of other natural resources a source of conflict? Are herder-farmer conflicts an issue?
- What is the land tenure regime?
- What mechanisms are already in place to mitigate land pressures or conflict?
- Illicit economy: what role does drug or weapons trafficking play? Is there illegal mining or resource extraction? Is the government implicated? Does it impact domestic security?
- Is the country vulnerable to natural disasters? If so, what type? Have there been any recent natural disasters?
- What are the country's vulnerabilities to climate change? (For example, sea level rise, desertification, etc.) What impact could this have on the population? (For example, forced migration due to desertification, economic impact on livelihoods, etc.).

Useful resources:

- World Bank statistics database and country overview pages
- International Monetary Fund (IMF) strategy reports
- African Development Bank (AfDB) publications, particularly the more recent Country Gender Profiles
- Publications and data by USAID or other development organizations, World Food Programme, FAO, UNDP or NGOs working in the country
- Committee on the Elimination of Discrimination Against Women (CEDAW) Periodic Review reports (for Gender sections)
- Land Links country profiles (URL: <https://www.land-links.org/country-profiles/>)

Human Security Pillar: Politics and Governance

Potential research topics and questions include:

- Elections and levels of political participation, including voter turnout rates
- Have recent elections been considered free and fair? Have opposition groups contested results? What have international observers said about the elections?
- Perceptions of corruption within government
- Are there mechanisms to combat corruption in place, and are the mechanisms effective?
- Respect for political rights
- Perceptions of government legitimacy
- Representation of women and youth in politics (For example: number and percentage of women in Parliament/National Assembly; number and percentage of women or youth in ministerial or cabinet positions; what role do women and youth play in local politics and decision-making?)
- Does the country have a legacy of one-party or authoritarian rule? How does this affect the current political climate?
- Does violence occur around elections? If so, what drives this violence? Who is involved?
- Are political parties organized along religious or ethnic lines? If so, does political speech invoke these divisions? Are political grievances tied up with ethnic or religious or regional grievances?
- How well does the government deliver social services? Are there urban-rural disparities in social services?
- What rights are protected by the constitution? Are those rights protected? (For example, are protests or journalists suppressed?)
- What international conventions is the country party to (or not party to)?
- What are the key human rights issues in the country? What role does the government play in these issues (for good or for bad)?

Useful resources:

- CEDAW Periodic Review reports
- Transparency International's Corruption Perceptions Index
- Afrobarometer surveys relating to corruption and government legitimacy
- US State Department annual Country Reports on Human Rights Practices
- Reports by UN Special Rapporteurs
- Annual "Freedom in the World" publication by Freedom House
- Human rights reports by groups such as Human Rights Watch or Amnesty International
- Data from the International Institute for Democracy and Electoral Assistance (IDEA)
- The ElectionGuide website (URL: <http://www.electionguide.org/>) by the International Foundation for Electoral Systems (IFES)
- World Press Freedom Index by Reporters Without Borders
- PARLINE database on national parliaments by the Inter-Parliamentary Union

- Country reports by the Bertelsmann-Stiftung Transformation Index (BTI)
- UN and World Bank data on rural vs urban service availability

Human Security Pillar: Population and Demographics

Potential research topics and questions include:

- Age distribution: What is the median age? What is the rate of population growth?
- Youth bulge: Is there a large youth population? What percentage? What challenges and opportunities come along with this youth population?
- Fertility: What is the average family size? Are there regional or rural/urban disparities in fertility rates, or disparities between education levels?
- What is the state of contraception use and family planning in the country?
- What is the maternal mortality rate?
- What is the life expectancy at birth (male vs. female)?
- What is the prevalence of child marriage in the country?
- How do demographic trends (e.g., in youth bulge, migration) affect the other human security pillars (e.g., risks around youth unemployment or radicalization, women's economic opportunities, etc.)?
- What are the major ethnic or social groups? Where do these groups live?
- What is the religious makeup of the country?
- Is there a large immigrant community? Are there strong trends in migration?
- Is there a history of conflict between ethnic or religious groups? Or between immigrants and natives? Are there practices of coexistence that help mitigate conflict (for example, the 'joking relationship' or inter-religious dialogues)?
- Do ethnic or religious identities impact political affiliation, marginalization, etc.?
- How strong is the health system? (for example, number of healthcare workers per 100,000 people, or number of hospitals). Are there rural-urban disparities in healthcare services?
- Does the country have a history of epidemics or disease? (for example, Ebola or Zika)
- Are there other health concerns in the country? (for example, HIV/AIDS prevalence rates, outbreaks of Measles, etc.)

Useful resources:

- Country Demographic and Health Surveys (produced by the USAID DHS Program)
- World Health Organization data and country reports or updates
- UN and World Bank data
- National statistical data
- OECD Social Institutions and Gender Index

Human Security Pillar: Rule of Law

Potential research topics and questions include:

- Judicial independence
- Perceptions of corruption in government and in the judiciary
- Levels of trust in the judiciary or court system
- Accountability and impunity (for example, are abuses by security forces investigated? Is corruption by government officials investigated?)
- Number and percentage of women in the judiciary
- Women's rights under the law and respect for women's rights in practice
- Are there any groups who face discrimination under the law?
- Prison and detention conditions
- Reliance on traditional or customary law
- Resources allocated to the legal system (for example: do courts exist in rural areas? Are magistrates paid?)

Useful resources:

- CEDAW Periodic Review reports
- Transparency International's Corruption Perceptions Index
- Afrobarometer surveys relating to corruption and court systems
- US State Department annual Country Reports on Human Rights Practices
- Reports by UN Special Rapporteurs
- Annual "Freedom in the World" publication by Freedom House
- Human rights reports by groups such as Human Rights Watch or Amnesty International

Human Security Pillar: Security

Potential research topics and questions include:

- Does the country have a history of armed conflict? If so, what were/are the drivers, and who is involved?
- Are there peacekeeping troops in the country? If so, for how long? What is their mandate?
- Are there trends of criminal violence in the country?
- Are there illicit economies (drugs, weapons, etc.) that impact security?
- Is there a history of political violence or violence around elections? If so, what are the drivers? Who are the key actors?
- Have there been terrorist attacks in the country? If so, what groups are involved? Have neighboring countries experienced terrorist attacks? Is there a risk of spillover or radicalization in the country?

- Refugees and IDPs: number of refugees and IDPs in the country, and country of origin. Is the country a source or exporter of refugees? Does the country have the

capacity to accommodate refugee or IDP populations? How are relations between displaced populations and local communities?

- How well are the security forces able to protect the population? Do they have adequate resources and pay? Are there issues of corruption? Are the security forces implicated in abuses?
- Does the country have vigilante or community security groups? How reliant are communities on these groups to ensure security?
- How are women impacted by violence? Are there issues of Gender-Based Violence?
- Are there issues of Gender-Based Violence?
- How are youth impacted by violence? (for example, are there concerns about youth radicalization? Are youth mobilized to engage in election violence?)
- Is land or natural resource management a source of violent conflict?

Useful resources:

- Updates and data by UNHCR
- Reports by the UN Office on Drugs and Crime
- CEDAW Periodic Review reports
- OECD Social Institutions and Gender Index

Section 4: Gender Considerations

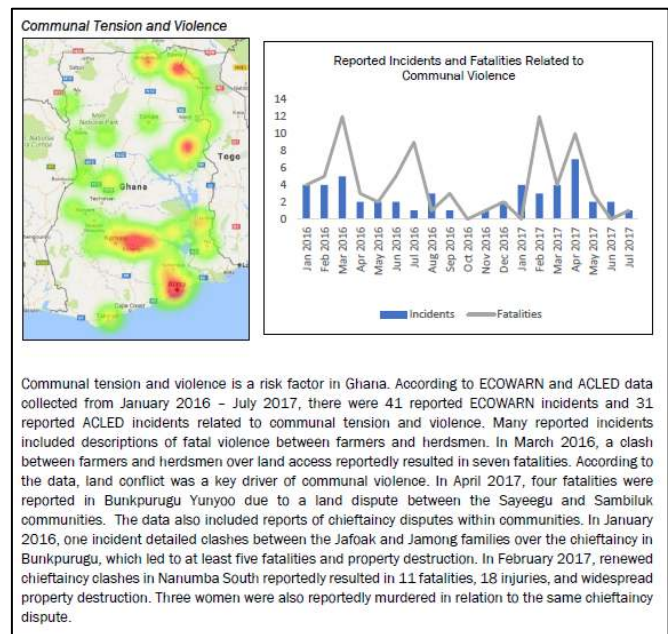
In addition to mainstreaming gender into the human security pillar sections above, the Gender Considerations section provides a summary of gender roles and additional information to give an overview of the general position of women in the country. For example, what different social, economic or political roles do men and women play in the country? How have women been uniquely affected by the trends discussed in the report? What disparities exist? How has the government worked to address these disparities? Are things improving?

For additional guidance on integrating a gender lens, see the “Gender Integration in Early Warning – ECOWAS: Gender Manual for Practitioners”.

Section 5: Key Risk Factors

This section identifies the leading types of conflict risks in the country, based on an analysis of the GIS event data. Examples of conflict risks could include Criminality, Political Tensions, Riots and Protests, or Communal Tensions and Violence. For each type of event-driven risk, the report should identify hotspots, trends in incidents compared to fatalities, and a summary of the incidents in the event data.

The image to the right shows an example of a risk factor summary for Communal Tension and Violence from the Ghana Desktop Study.



Section 6: Regional Breakdown

Using GIS event data, this section analyzes the types of conflict risks occurring in each region of the country and identifies key hotspots within each region. For usability, this information is best presented in a table format, as shown in the figure below. This information will later be used to inform the planning of the Field Research in the next step of the HSRVA process.

The following is a breakdown of the major conflict incidents in The Gambia by region.

Region	Salient Issues	Key Areas
Central River	<ul style="list-style-type: none"> Tensions with security forces Political tensions between UPD and APRC supporters 	<ul style="list-style-type: none"> Upper Saloum
Upper River	<ul style="list-style-type: none"> Political tensions between UPD and APRC supporters 	<ul style="list-style-type: none"> Sandu
West Coast	<ul style="list-style-type: none"> Political tensions between UPD and APRC supporters Clashes with ECOMIG soldiers 	<ul style="list-style-type: none"> Foni Bondali
Greater Banjul Area	<ul style="list-style-type: none"> Riots and protests, often over political issues, economic grievances, and concerns over a waste dumping site Arrests of political opposition supporters and journalists 	<ul style="list-style-type: none"> Banjul Kanifing

Left: an excerpt of the Regional Breakdown section of the Desktop Study for The Gambia.

Section 7: Key Stakeholders

Based on the research conducted over the course of the Desktop Study, this section identifies international, national, and local stakeholders who should be engaged during the next phase of field research. It is important to identify key actors across the five human security pillars, as well as think through the types of stakeholders (such as political

opposition groups, government entities, religious leaders, or traditional leaders etc.) who may contribute critical insights during the field research phase.

Section 8: Conclusion

This section provides a brief summary of the findings of the Desktop Study and identifies gaps or areas for additional research which can be filled during the next phase of the HSRVA process: Field Research.

D. Drafting framing questions

As indicated in the research design flow chart, the first step in each phase must be an articulation of the Research Question (or questions) being investigated. As such, in preparation for the Field Research phase, framing questions should be prepared to guide the research agenda. These questions should flow directly from the Desktop Study. Having captured a broad overview of the structural vulnerabilities, event-driven risks, hotspots, patterns, and trends, the researcher will draft a series of questions that will qualify and contextualize those preliminary findings. These questions will be refined during the orientation workshop on the first day of the fieldwork mission. Note that these questions should not be confused with the KII/FGD Instrument, which will ultimately be a stripped-down version of the framing questions to avoid bias or leading questions on the part of the researcher.

Guidelines for developing framing questions:

- Framing questions should investigate the underlying risks and vulnerabilities across the 5 pillars.
- Framing questions should explicitly take into consideration the sociopolitical context as identified in the Desktop Study.
- Framing questions should refer explicitly to relevant events, actors, and locations identified in the Desktop Study.

Like the potential research topics, questions, and useful resources, the following example framing questions are categorized according to the five human security pillars used in the 2016-2018 HSRVA reports: 1) Economics and Resources, 2) Politics and Governance, 3) Population and Demographics, 4) Rule of Law, and 5) Security. In the future, framing questions should be organized in alignment with the by five new human security pillars: 1) Environment, 2) Governance, 3) Health, 4) Crime, and 5) Security.

Politics/Governance: Since the Northern Mali conflict broke out in 2012 and the peace agreement was signed between the Malian Government, the Plateforme, and CMA in 2015 what challenges to the implementation of that agreement remain? (Local ownership, logistical, political...). Given the current security landscape, will upcoming elections in 2018 and 2022 go smoothly and will such political transitions help consolidate the peace

process or derail it? To what extent do issues of refugees and internally displaced affect social cohesion?

Population/Demographics: To what extent is ethnic polarization or tensions between farmers and pastoralists a salient factor in the socio-political landscape? Is religious sectarianism or radical extremism a divisive issue? Does migration and displacement contribute to conflict over land and resources? Are there specific issues facing the youth (e.g. Disenfranchisement, youth bulge, access to opportunity and resources etc.)? To what extent are adverse climatic conditions affecting food security and security in general? Are their groups who are structurally marginalized from political representation or opportunity?

Economics/Resources: Since the peace agreement, is socioeconomic activity reemerging? Are traders and convoys able to transport goods to and from the market, especially in the north? Beyond security assistance, to what extent is Mali reliant on foreign aid, especially health, technical, and food aid?

Security: In the context of the peace agreement, how are the security services keeping the territorial integrity of the state of Mali intact? How much of the territory does the military have effective control over? In addition to UN and French military forces, to what extent does the government rely on proxies such as the Plateforme to maintain peace and order, is this sustainable? As a part of the overall conflict landscape, to what extent does terrorism threaten the safety and security of the population of Mali?

Rule of Law: To what extent does drug trafficking and human trafficking fuel the conflict in Mali? Are there constraints or limitations on the functioning of the judicial institutions, such as corruption and professionalism? Is corruption undermining the successful implementation of the peace agreement itself? Beyond the administrative center, is there equitable access to justice and legal services?

E. Drafting the KII/FGD Instrument

After considering the broad, contextualized research questions that will be explored in the field, the team must now draft a KII/FGD Instrument that will be deployed in the research sites identified. These interviews will be used to answer the framing questions but will be posed without as much explicit reference to events, actors, and locations. These questions will be very general and open-ended, to avoid bias, and to create an opportunity for the respondent to bring his or her own understanding, perception, and experience of the context to the interview-rather than that context being imposed by the researcher. Note that every time one of these questions is asked and answered, the researcher should follow up with a request for an example or an elaboration. The KII/FGD instrument, therefore, is intended as a tool to start a conversation that could go in different directions depending on the role or expertise of the respondent.

Note that, while the instrument will be the same for KIIs and FGDs, the discussions may be quite different. The KII's may be much deeper, as they will be conducted with prominent individuals with expertise or visibility on a specific part of the problem-set being researched (Women Leader, Traditional/Religious/Community Leader, Security Agent, Administrative Official, and Opinion Leader). FGD's on the other hand, may be more general, as they are intended to elicit the point of view of the general population (broken out by gender and age group).

The questions for each pillar should be on a separate page. At the top of each page should be a list of key categories identified for that respective pillar. These categories will be determined based upon the Desktop study and the Framing Questions. For example, at the top of the Security pillar, the following categories may be listed:

Communal Tensions/Conflict	Criminal Violence	Gender-Based Violence	Insurgency	Extremism	Cross-Border Violence

Then in the course of the interview, the researcher will check the boxes when one category or another is identified as being a serious priority area from the perspective of the respondent. At the end of the field mission, the researchers will tally up the responses by stakeholder group and location to see if there was significant variation among the various respondents.

Guidelines for developing the KII/FGD Instrument

- KII/FGD instrument questions should be drafted for each of the five human security pillars and should aim to prompt a discussion by which to enable the respondent(s) to elaborate on issues raised in the Framing Questions.
- These questions do not need to be asked verbatim during the KIIs and FGDs, but rather should be used by the interviewer to prompt and guide the discussion
- Questions should be straightforward, simple, and discrete
- Questions should aim to elicit detailed answers from the participant(s) (i.e. not “yes” or “no” questions)
- Do not ask questions that require interviewees to do analysis for you

Like the example framing questions, the following example KII/FGD instrument questions are categorized according to the five human security pillars used in the 2016-2018 HSRVA reports: 1) Economics and Resources, 2) Politics and Governance, 3) Population and Demographics, 4) Rule of Law, and 5) Security. In the future, KII/FGD instrument questions should be organized in alignment with the by five new human security pillars: 1) Environment, 2) Governance, 3) Health, 4) Crime, and 5) Security.

Politics and Governance

- What role do women play in politics and decision-making?
- What role do youth play in politics and decision-making?
- What role do civil society groups, the media and social movements play in politics?

Economics and Resources

- What are your views on the prices of commodities in your community? How does it affect you and vulnerable groups?
- Are there regional disparities or disparities between urban and rural areas in terms of basic social services (education, healthcare, road infrastructure, water infrastructure)?
- Do you know of any illicit economic activities in your community? What role do they play in the local and national economy?
- What role do women play in the local economy?
- What role do youth play in the local economy?

Security

- What is your perception of security forces' role in managing criminality?
- Are there conflict drivers such as land disputes, succession or inheritance, or resource competition?
- What role do communities or non-state actors play in security provision?
- Are there political, communal or sectarian tensions that could pose a threat to national or local security?
- To what extent have illicit markets (e.g. drug trafficking, illegal mining) contributed to issues of criminality and violence?
- Are there cross-border, maritime, or transnational threats?
- Are there any issues within your community associated with refugees and IDPs/deportees/returnees?
- What are the measures in place to guarantee your safety?

Population and Demographics

- What role do women play in social, economic, and political life?
- What role do youth play in social, economic and political life?
- Is child labor an issue in your community? What are some of those issues?
- How is urban/rural drift affecting youth in your community?
- To what extent are climatic conditions affecting food security and security in general?
- How accessible is family planning and is it effective?
- How prevalent is early marriage? What factors contribute to early marriage?
- How prevalent is teenage pregnancy?

Rule of Law

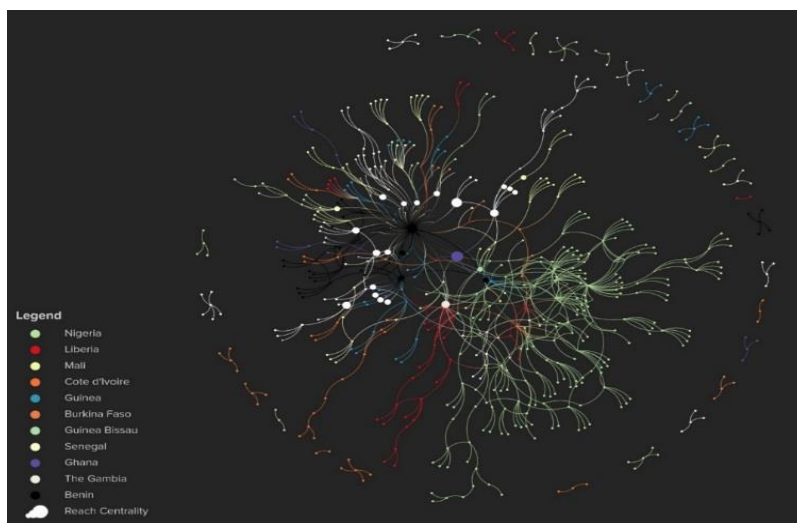
- How effective is the judiciary in addressing issues of justice and impunity?
- Is there access to justice and legal services in your community?

- Are there alternative/traditional dispute mechanisms in your community? Are they effective?
- To what extent do communities rely on police and security forces to provide justice?
- To what extent are women's rights protected in practice?

Step 2: Stakeholder Network Analysis

Scope and Purpose of Stakeholder Network Analysis

The purpose of a stakeholder network analysis (SNA) in the HSRVA process is to provide EWD analysts with a better understanding of the organizations working on issues of peace and security within ECOWAS member states and how those organizations are connected to one another. In the short term, the SNA will directly inform the Field Research phase of the HSRVA process, as representatives of highly networked or relevant organizations identified in the SNA will be invited to participate in the Scoping Workshop at the start of the Field Research. In the medium- and long-term, this analysis can also inform interventions and identify important characteristics of the broader network of organizations, such as where the network is dense and where it is sparse, which organizations are highly connected and therefore well-placed to play a communicating or convening role, how information or best practices might flow (or fail to flow) between members of the network, and where the network might be broken and/or disconnected. These findings can assist analysts in identifying gaps or weaknesses in the existing network as well as inform the likely impacts of activities based on specific objectives and stakeholders engaged. This, in turn, helps the prioritization and formation of strategy at the country and the sub-national levels, especially through analysis of how the stakeholder network relates to the levels of risk and areas of vulnerability identified in the Desktop Study.



An image of the ECOWAS-wide SNA completed as part of the 2016-2018 HSRVA process.

From a resource allocation perspective, conducting an SNA also allows for the engagement of local stakeholders and their networks more effectively, moving beyond deploying human, financial, and technical resources to the same, well-known, actors again and gain, or those most easily located in capital cities or major economic hubs. An effective SNA should

Conducting the Stakeholder Network Analysis

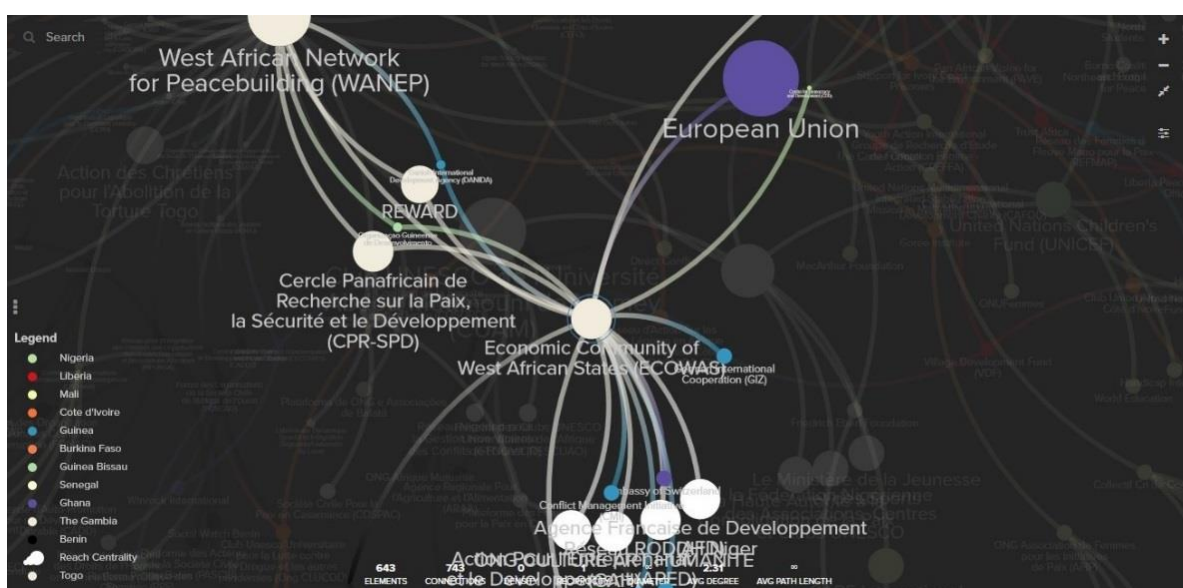
The process of conducting the SNA (detailed in the box to the right) involves the creation and deployment of a scoping survey, uploading survey responses to a visualization platform such as Kumu, and analyzing the resulting map. For detailed instructions on conducting the SNA, see Appendix C. The scoping survey used in the Liberia HSRVA is also included in Appendix D.

Constructing the scoping survey and deploying it to identified actors is crucial in gathering local perceptions on potential conflict risks and vulnerabilities, which can provide some initial contextualization and qualification of the findings identified from the data sample. Based on this information, the questions included in the survey can be developed or modified to account for and elicit more information on locally relevant conflict risks or triggers – which may include elections, land disputes, or controversial legislation – as well as vulnerabilities – such as a history of ethnic-based polarization, gender disparities, or perceptions of endemic institutional corruption. An additional vital part of the scoping survey is asking respondents about partnerships, information which is the fundamental basis for stakeholder network analysis. Although there is a lot of valuable information that can be gained through a scoping survey, there is a tradeoff between the amount of information that is requested from respondents and the likely response rate, the latter being particularly important when surveys are being periodically repeated, as described above.

SNA STEPS

1. Construct scoping survey
2. Compile a list of all relevant actors
3. Distribute survey to identified actors
4. Iterate survey process based on responses
5. Compile responses in Excel
6. Upload to Kumu
7. Format and customize Kumu map
8. Conduct analysis
9. Use results of analysis for HSRVA

For detailed instructions, see Appendix C



An image of the ECOWAS-wide SNA completed as part of the 2016-2018 HSRVA process, showing primary connections to ECOWAS.

In order to use the information gained from the scoping survey effectively, it is useful to utilize software to visualize and analyze the key actors, how they are connected, and the various characteristics of the broader network. One example of this type of software is Kumu, which provides a powerful visualization platform for mapping systems and better understanding relationships and is used by hundreds of organizations around the world for an extremely varied range of projects. Kumu allows users to upload and visualize their information and, importantly, allows for extensive customization to make the result more intuitively understandable and provides powerful analytical tools. An example of the former is seen above, whereby a particular organization, such as ECOWAS, can be selected to highlight its immediate partners and their position in the broader network. The latter, which are covered in more detail in Appendix A, include calculating measures of centrality such as betweenness and reach, which reveal which organizations are well-positioned as conveners and communicators. These organizations can be crucial to the success of any endeavor and, to that end, those organizations that are identified as having the highest centrality are contacted to take part in the Scoping Workshop during the next phase of the HSRVA process.

Step 3: Field Research

After completing the Desktop Study and conducting the Stakeholder Network Analysis, a team of experts and researchers from ECOWAS and partner organizations conducts an in-country field assessment. The Field Research phase of the HSRVA process allows the team to qualify and contextualize the findings of the Desktop Study, identify and fill gaps in the research, and gain valuable qualitative insights into sub-national and national dynamics in the country. This section will provide an overview of the planning process, the Orientation and Scoping Workshops, the conducting of Key Informant Interviews (KIIs) and Focus Group Discussions (FGDs), and the compilation of transcripts.

Planning and Logistics

Coordinating a HSRVA fieldwork mission is a complex undertaking. Please note that the tasks below are not necessarily sequential and may by necessity overlap. The basic items to consider in your planning include:

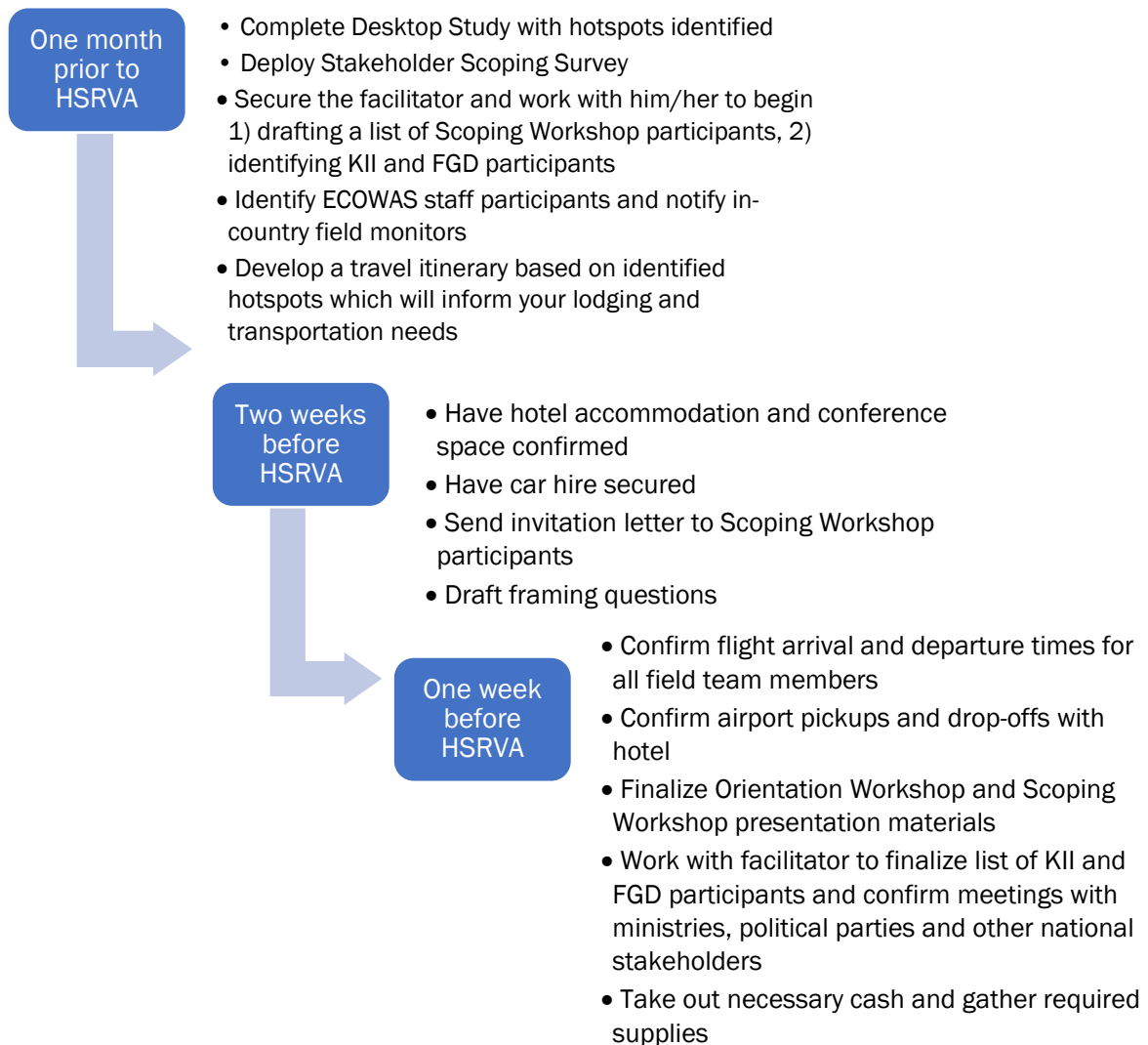
Planning

- Following the completion of the Desktop Study, identify hotspots in the country and develop framing questions to guide the field research.
- Deploy the Stakeholder Survey (see Step 2) and map the results on a visualization platform such as Kumu. Analyze the findings to identify key stakeholders and draft a list of participants for the Scoping Workshop.
- Identify ECOWAS and partner organization staff and the in-country field monitors who will participate in the field mission.
- Confirm the field research dates with relevant ECOWAS stakeholders, ECOWAS and partner organization staff, and the in-country field monitors. Obtain necessary visas and approvals for travel, as required by ECOWAS or partner organizations.
- Liaise with the local ECOWAS bureau or representative for the necessary administrative support for (e.g. Convening country officials, getting security clearance and Laissez-Passer for internal travel by the research team. Note: This process should be facilitated through the ECOWAS HQ in Abuja.
- Secure a local facilitator. The facilitator will identify and engage participants for the Scoping Workshop and the KIIs/FGDs in the field and will also provide assistance to the field team and critical insights into the country context.
- If necessary, secure translators to assist the field research team.
- With the help of the facilitator, use the hotspots identified in the Desktop Study to develop an itinerary for conducting the field research in key hotspots around the country. The facilitator should secure participants for three FGDs (men, women and youth) and 3-5 KIIs in each location. Where security concerns may prevent the team from traveling, plan to bring stakeholders from those regions to the capital or another secure location to participate in FGDs and KIIs. The facilitator should also help secure meetings with key government ministries, political parties and other relevant national stakeholders.

Logistics

- Secure a hotel in the country's capital to lodge the field research team and host the orientation workshop and Scoping Workshop. If necessary, secure hotels for research locations outside the capital. If KII and FGD participants will be required to travel and stay overnight to participate in the field research, secure accommodation for these participants.
- Secure car rentals for movement in the capital and to regions outside the capital if required.
- With the help of the facilitator, the findings of the Stakeholder Network Analysis and key contacts from ECOWAS or partner organizations, develop a list of participants for the Scoping Workshop.
- Once the hotel conference space has been confirmed, send an invitation letter from the in-country ECOWAS representative to those participants identified for the Scoping Workshop.
- Develop presentation materials (PowerPoint and handouts) for the Orientation Workshop and the Scoping Workshop.
- Arrange airport pickups and drop-offs for field team participants.
- Determine cash needs for the duration of the field mission. Costs may include:
 - Transportation stipends for participants in the Country Scoping Workshop and KII and FGD participants.
 - Per diem payments for ECOWAS staff and field monitors
 - Cash needed to pay vendors, such as car rental companies or event spaces

Planning timeline



Orientation Workshop

The Orientation Workshop is an all-day workshop held on the first day of the fieldwork mission to brief members of the field team (including country field monitors) on the field mission and key findings from the Desktop Study. The workshop is also an opportunity to refine the framing questions and provide instruction on interviewing and notetaking in preparation for Key Informant Interviews (KIIs) and Focus Group Discussions (FGDs).

Ahead of the Orientation Workshop, the organizers should prepare an agenda, the draft framing questions developed in Step 1, and presentation materials (including a PowerPoint presentation on the Desktop Study findings and instructional materials on conducting interviews and notetaking). The Orientation Workshop presentation should provide:

- An overview of HSRVA process and methodology, including definitions (vulnerabilities, risks, resiliencies)
- A summary of previous research, such as the 2013 – 2014 Conflict Risk Assessment Report
- An overview of the Desktop Report
 - Overview of the five pillars from the HSRVA index
 - Gender considerations
 - Key Issues by Region
 - Key Conflict Risk Factors
 - Overview of field itinerary, including breakdown of teams if applicable
- Information on conducting interviews and notetaking

An example agenda for the Orientation Workshop could look like:

9:00 – 9:20	Introduction of the team and facilitators
9:20 – 10:30	Overview of the HSRVA process and findings
10:30 – 11:00	Conducting field research <ul style="list-style-type: none"> □ Scope and limitations of Desktop Research □ Getting the most out of qualitative field research □ Interview set up and ground rules
Coffee Break	
11:30 – 13:00	Conducting field research <ul style="list-style-type: none"> □ 11:30 – 12:30: review framing questions and provide overview of best practices for field research <ul style="list-style-type: none"> ○ Review framing questions with goal to come up with 2/3 questions per Human Security pillar (Group Work) ○ Structure the instrument (taking into consideration logic and flow, context, Do No Harm, conflict sensitivity, etc.) ○ Importance of tailoring the instrument based on context (e.g. relevance to stakeholder, region, salient issues, etc.) and flexibility of interviewer to ask follow-up questions □ 12:30 – 13:00: roles and responsibilities <ul style="list-style-type: none"> ○ Taking notes ○ Interviewing ○ Time Keeping ○ Interview Matrix
Lunch	
14:00 – 17:00	Conducting KIIs and FGDs <ul style="list-style-type: none"> □ 14:00 – 15:00: Fishbowl Interview Scenario <ul style="list-style-type: none"> ○ KII example <ul style="list-style-type: none"> ▪ Interviewer asks questions; interviewee responds ▪ Research team takes notes ▪ Team reviews notes as a group to see if notes captured the important points □ 15:00 – 15:30: Coffee Break

	<ul style="list-style-type: none"> □ 15:30 – 16:30: Best practices and lessons learned <ul style="list-style-type: none"> ○ Best practices and lessons learned <ul style="list-style-type: none"> ▪ Proper nouns (places, institutions, ethnic groups, families, individuals) ▪ Images, metaphors, experiences ▪ Quotations ▪ Anecdotes ▪ Standardized format ○ Daily submission times and guideline □ 16:30 – 17:00: Logistics <ul style="list-style-type: none"> ○ Schedule overview including Ministry meetings ○ Per Diems ○ Security
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The team may also choose to create an internal agenda that includes a breakdown of which members of the team will be facilitating which parts of the orientation.

Scoping Workshop

The Scoping Workshop, held on the second day of the fieldwork mission, provides an opportunity for the team to validate the Desktop Study findings and to further tailor research instruments based on local knowledge and expertise. During the workshop, the team will review the desktop findings with local experts and stakeholders, including representatives of highly networked organizations identified in the Stakeholder Network Analysis. Following this, participants can provide insight into sub-national manifestations of identified risks and vulnerabilities, allowing the fieldwork team to incorporate these local or regional insights into research instruments. Participants can also provide insight into key stakeholders in the various regions who should be consulted during the field research, which can also be incorporated into the field research itinerary.

An example agenda for the Scoping Workshop could look like:

8:30 – 9:00	Registration
9:00 – 10:30	Workshop Introduction and Presentation of Initial Findings <ul style="list-style-type: none"> □ 9:00 – 9:15: Introductions and welcome remarks □ 9:15 – 9:30: Overview – team introductions, workshop purpose and objectives, house rules □ 9:30 – 10:30: Presentation of findings <ul style="list-style-type: none"> ○ Brief introduction to methodology used ○ Key incidents ○ Initial conflict risk and vulnerability findings ○ Gender ○ Potential triggers

Coffee Break	
11:00 – 13:00	Group Discussion and Feedback on Initial Findings <ul style="list-style-type: none"> □ 11:00 – 12:00: Breakout discussion groups (facilitated by fieldwork team members) <ul style="list-style-type: none"> ○ Governance ○ Environment ○ Crime ○ Health ○ Security □ 12:00 – 1:00 PM: Presentations by groups and facilitated discussion
Lunch	
14:00 – 15:00	Presentations by groups continued
15:00 – 15:30	Next steps and close

Following the completion of the Scoping Workshop, the research team should adjust the KII and FGD instruments as necessary to incorporate feedback from participants. The remaining days of the field mission will consist of conducting KIIs and FGDs in key hotspots throughout the country and meeting with government ministries, political parties and other relevant national-level stakeholders.

Conducting KIIs and FGDs

KIIs and FGDs serve to contextualize, qualify and expand upon the Desktop Study findings in consultation with affected stakeholders and populations. The KIIs and FGDs can provide information and perspectives on sub-national and local dynamics in the country, which is critical for future early warning and response efforts. Using the hotspots identified in the event data as a guide, the team should conduct five KIIs in each hotspot with high profile, influential and knowledgeable individuals. For example, KIIs could be conducted with traditional rulers, women leaders, security agents, administrative officials, or youth or opinion leaders. The team should also conduct three FGDs in each hotspot, broken out into men, women and youth. Each FGD should have around five participants. Prior to the start of the field mission, the team should work with the facilitator to identify and engage participants for the KIIs and FGDs, ensuring a gender balance and the inclusion of youth to the extent possible. Templates for KII and FGD instruments are included in the **Templates** section of this handbook.

Taking notes

Interview notes should, to the extent possible, be taken verbatim to ensure that analysis includes content, tone, and emphasis. Techniques to keep in mind while conducting interviews:

- Take note of specific place names, dates, organizations, political figures, ethnic groups, etc.
- Note specific events, examples or anecdotes
- Concisely highlight event-driven risks, vulnerabilities, and actors
- Use a gender lens where applicable

- Identify resiliency factors and programs that have been effective
- Provide useful background to an event
- Capture illustrative direct quotes
- For the various topics discussed over the course of the interview, the interview notes should ideally be able to answer the following questions:
 - *Who?* What actors or communities are involved?
 - *What?* What happened or is happening? Include as many details as possible.
 - *When?* When did the event occur? Is the issue ongoing? What is the timeline?
 - *Where?* Where did this occur? Is this a local, regional, national or supra-national issue?
 - *Why?* Why is this issue important? What are the impacts? How does it connect to identified risks and vulnerabilities?
- If using a translator, ask the translator to translate as directly as possible, without significantly summarizing, to avoid potential bias or misunderstandings.

The interview notes should include headings and notes should be organized by the five human security pillars. Where relevant, use sub-headings to denote significant topics of discussion (e.g. “Terrorism” under the Security pillar). Within each section, use quotation marks to highlight direct quotes from the interviewee (“xxx”).

Headings should include: 1) date, 2) the location of the interview or origin of participants, 3) the affiliation of participants (e.g. pastor, women’s leader), and 4) type of KII or FGD (e.g. Women’s FGD). For example:

Date: 9 December 2017

Origin: Banjul

Affiliation: Imam

Type: KII

Including this information will ensure that the interview notes are correctly categorized and compiled following the completion of the field mission.

Interviewing best practices for KIIs and FGDs

- Begin the interview by briefly explaining the project and the purpose of the interview. Reassure the participant(s) that the data collected is anonymous and answer any questions they may have. If a recording device will be used, obtain the consent of the participants to record.
- Make sure that questions are worded in a way that will elicit detailed responses rather than yes or no answers – use words such as “why” and “how”.
- Elicit additional details by asking follow-up questions – for example, “Can you give me an example?” or “Can you tell me more about that?”
- Phrase questions simply and avoid jargon or technical language. Avoid leading questions.
- Do not begin the discussion with a sensitive or controversial topic – the participant(s) are unlikely to feel comfortable responding, and this could derail the interview.
- Read the room – if the participant(s) do not appear comfortable discussing a particular topic, it is ok to change the subject and return to the topic later. Conversely, if a particular topic is yielding rich information that is relevant to the framing questions, do not force the subject to change.
- In FGDs, make sure that the conversation is not dominated by one or two people – everyone should have the opportunity to contribute
- The facilitator should remain neutral and not express personal opinions or bias throughout the interview. The facilitator should also be aware of their body language and physical signs which may unconsciously signal agreement or disagreement.
- Keep track of time

At the top of each page there should be a checklist of key categories for each respective pillar. Without explicitly asking the respondent to rank the issues listed, note the emphasis and priority with which the respondent brings up each category in the course of the discussion. For those categories that that respondent stresses as very important, especially through tone, concrete examples, and an elaboration of the impact on human security, the researcher should check the box so it can be tallied at the end along with the other interviews.

Compiling Transcripts

The transcripts from the field research will be used to directly inform the drafting of the HSRVA report and need to be organized and compiled into a final data packet. To prepare the final data packet:

- Translate transcripts if necessary
- Organize transcripts by location
- Organize the content of each transcript by human security pillar

Banjul Municipality

FGD – Men (Banjul)

Politics and Governance

What is your assessment of the current political environment?

- “In my opinion there is more freedom of expression we don’t have to look over our shoulders for fear of repression for speaking our mind. There are a few demonstrations to support the government. We have more freedom”.
- We were afraid some of the previous regime leaders may be angry after the transition. We also know that there is a crime issue in the Banjul. Police has been conducting night patrols to keep citizen safe. Now we feel that our rights are being respected.
- A few days ago, we had a street demonstration on issues going in Libya. Nobody was hurt. I don’t think we could do that under the previous regime.
- I also noticed in our classrooms that the professors are openly and freely about politics and governance issues without fear.
- It is a fact that civil society is given more space and voice. It is a positive thing in itself and it is helping for transparency and putting the government in check.
- The use of social media is a resilience to our country as it provides a forum to discussing major issues facing the country. On the other it is a threat because the social media is used by some

Example from the final data packet for The Gambia. Note that the packet includes geographic and interview information and is organized by human security pillar.

- Ensure transcripts have consistent formatting
- Include relevant headers/questions within each pillar to structure and provide context to notes
- Condense and streamline notes to reduce repetition unnecessary repetition
- Remove all names and personal identifying information from the notes to ensure anonymity.

Completing the Quantitative Breakdown Appendix spreadsheet

In order to complete the Quantitative Breakdown Appendix (see additional instructions in the **Reporting** chapter), the writer should fill out the Quantitative Breakdown Appendix spreadsheet (included as an attachment to this handbook) while organizing and compiling the transcripts. This appendix quantifies the prevalence of discussion themes across the fieldwork, broken down by gender, age and region, allowing the reader to more quickly identify the most pressing issues and topics of discussion.

A tally of the boxes checked in the course of each interview should be used to populate a spreadsheet to reflect the regions of the fieldwork and the composition of the fieldwork participants (for example, three FGDs – men, women and youth – and four KIIs in Region A). If there is a particularly important topic that is not reflected in the thematic headings (for example, elections or disarmament), that topic can be added as an additional thematic heading to the relevant human security pillar in the spreadsheet. Then, while organizing and condensing the transcripts, the writer should simply mark an X in the appropriate row and column when a topic appears as a significant point of conversation in the transcript. An example of the completed Economics and Resources pillar from the Alibori region of Benin is below:

	A	B	C	D	E	F	G	H
1	Economics/Resources							
2	Stakeholder Group	Where Specific	Economic Inequality	Undernourished Population	Economic Productivity	Gender: Education and Employment	Land/Natural Resources	
3	FGD - Youth				X	X	X	
4	FGD - Women					X	X	
5	FGD - Men					X	X	
6	KII - Development Worker		X			X	X	
7	KII - Lawyer					X		
8	KII - Business Owner						X	
9	KII - CSO/NGO A					X		
10	KII - CSO/NGO B			X		X		
11								
12								
13								

Step 4: Reporting

After completing the field research and compiling the transcripts, the next step is drafting the final HSRVA report, which will synthesize all of the information collected thus far (including the HSRVA Index scores, Desktop Study research, event data and field research). The final HSRVA report analyzes conflict risks, vulnerabilities and resilience factors at both the national and sub-national levels, giving the end-user a more nuanced understanding of local and regional variations in dynamics across the five human security pillars. This section will provide an overview of the content of each section of the HSRVA report as well as guidance on the process of writing recommendations and validating and disseminating the report.

A. Approach and Structure

The final HSRVA report contains the following sections:

1. Acronyms and abbreviations
2. Foreword, preface and acknowledgements
3. Executive summary
4. Introduction
 - a) Research Process
 - b) Terminology and Conceptual Definitions
 - c) Literature Review
 - d) Research Questions
 - e) Description of the Sample
 - f) Data Analysis
 - g) Scope and Limitations of the Study
5. Country background
6. National-levels risks, vulnerabilities and resiliencies
 - a) Most vulnerable human security pillar
 - b) Second-most vulnerable human security pillar
 - c) Third-most vulnerable human security pillar
 - d) Fourth-most vulnerable human security pillar
 - e) Least vulnerable human security pillar
 - f) External factors
 - g) Gender considerations
7. Subnational level risks, vulnerabilities and resiliencies
 - a) Fieldwork Region
 - b) Fieldwork Region
 - c) Fieldwork Region
8. Conclusion and Recommendations
9. Appendices
 - a) Data Sample
 - b) Vulnerability Index
 - c) Additional References
 - d) Quantitative Field Research Breakdown

- e) Matrix of Vulnerabilities, Risks, Resilience Factors and Recommendations by Human Security Pillar

Section 1: Acronyms and abbreviations

This section should include a table of all acronyms and abbreviations used in the final HSRVA report, to aid the reader.

Section 2: Foreword, preface and acknowledgements

This section should include messages from relevant ECOWAS officials, such as the director of the Early Warning Directorate, the Commissioner for Political Affairs, Peace and Security, and the ECOWAS president. The acknowledgements section should also thank relevant member state authorities and ECOWAS or partner organization staff who participated in the HSRVA mission.

Section 3: Executive summary

The executive summary should provide a short (approximately one page) overview of the purpose and broad findings of the HSRVA report.

Section 4: Introduction

This section provides the reader with a background on the HSRVA process and methodology, to provide a framework for understanding the national and sub-national level content which follows. The Introduction section should include a description of the HSRVA research process thus far, definitions of key terms and concepts (including “risks”, “vulnerabilities” and “resiliencies”), and a literature review to position this report within the evolving global understanding of human security. The Introduction also provides the reader with the research questions used to frame the field research and a brief analysis of the GIS event data obtained during the Desktop Study research. Finally, the Introduction should clearly define the scope and purpose of the report for the reader, while also acknowledging any shortcomings or limitations of the research or fieldwork processes.

Section 5: Country Background

Similar to the Desktop Study, this section should give a brief but comprehensive overview of 1) the social and political history of the country, and 2) the salient points from the HSRVA research that help to give a fuller picture of the country. To ensure usability of the study by a broader range of stakeholders, assume that your reader does not have a deep background in the country.

Section 6: National-level vulnerabilities, risks and resilience factors

This section provides an analysis of the country’s vulnerabilities, risks and resilience factors at the national level, organized by human security pillar from most to least vulnerable according to the HSRVA Index scores, as well as an assessment of external factors and gender considerations. For readability, it is useful to provide a summary table at the beginning of the section, as well as at the beginning of each human security pillar sub-section, detailing the country’s vulnerabilities, risks and resilience factors.

Structural Vulnerabilities	
	<p>Politics and Governance</p> <ul style="list-style-type: none"> • Perceived North/South divide • Polarization between political groups • Succession crisis since death of Houphouët Boigny • Poor implementation of the DDR process • Perceptions of mistrust in political institutions • Ethnization of the public sector <p>Security</p> <ul style="list-style-type: none"> • Politicization of the army • Porous borders • Limited capacity of public security forces • Criminality • Maritime insecurity <p>Population and Demographics</p> <ul style="list-style-type: none"> • Uncontrolled and irregular cross-border migration • Competition for land/access to natural resources • Lack of clarity around land tenure and ownership • High proportion of youth population (youth bulge) • Perceptions of youth marginalization • Education sector crisis • Environmental pressures, including flooding, landslides, coastal erosion and the effects of climate change • Uncontrolled urbanization • Poor sanitation

Above: an excerpt of the summary chart from the Côte d’Ivoire HSRVA report

Rule of Law (Most Vulnerable Pillar)	
Vulnerabilities	<ul style="list-style-type: none"> • Slow judicial processes • Poor access to justice for vulnerable populations • Perceptions of corruption, impunity and bias in the political and judicial systems • Gender-based violence (GBV)/violence against women and girls • Low capacity of the judicial system
Risks	<ul style="list-style-type: none"> • Incidents of corruption
<p>Vulnerabilities and Risks</p> <p>According to the CRVA Index, Cabo Verde is most vulnerable in the area of Rule of Law, with a score of 7.53/10.</p> <p>A primary concern regarding the judicial system in</p> <p>Due to the difficulty and costs of hiring lawyers, fieldwork participants expressed the perception that the judicial system is biased toward the wealthy. As participants in the Youth FGD in Praia stated, “The disparity of access to justice between a common citizen and a person of the ruling class is striking in Cabo Verdean society. In this sense,</p>	

Left : an excerpt of the Vulnerabilities and Risks chart at the beginning of the Rule of Law sub-section from the Cabo Verde HSRVA report

Each sub-section of the National-Level Vulnerabilities, Risks and Resilience Factors section should synthesize the findings of the Desktop Study with the information gained from KIIs and FGDs during the fieldwork, broken out by vulnerabilities/risks and resilience factors. In general, while it can be useful to discuss variations across regions, this section should provide information on national-level dynamics or trends which appeared across most or all regions.

The External Factors sub-section details the various regional and international relationships and pressures which may affect a country. For example, salient external factors may include major infrastructure projects or loans by institutions such as the World Bank, regional organization memberships, international trade and commodity dependency, trends in migration, the porosity of borders, or the effects of climate change.

The Gender Considerations sub-section should synthesize the Desktop Study research with the findings from the KIIs and FGDs to better shed light on gender-based disparities in the country or conflict dynamics which may uniquely affect women and girls. While gender should be mainstreamed throughout the report, it is useful to also highlight these findings in a dedicated section.

Section 7: Subnational-level vulnerabilities, risks and resilience factors

This section provides an analysis of the country's vulnerabilities, risks and resilience factors at the subnational level, broken out by the regions where fieldwork was conducted during the HSRVA field mission. Each regional sub-section should begin with a brief summary of the region's location, economy and demographic makeup, followed by a chart detailing the vulnerabilities, risks and resilience factors identified in that region.

The regional sub-national section then summarizes the fieldwork findings in each of the five human security pillars, organized in order from most to least vulnerable, as well as identified social and institutional resilience factors.

When writing the HSRVA report it is important to remember that, while fieldwork participants can provide invaluable local context and perspectives, interviewees are also articulating their personal beliefs, perspectives and experiences, which may or may not be generalizable. Thus, it is important to look for trends in perspectives or ideas articulated across multiple interviews, or confirm assertions against third-party sources, when reporting fieldwork findings. Utilizing language such as "participants reported..." or "interviewees expressed the opinion that..." also helps to clarify assertions versus facts.

Section 8: Conclusion and Recommendations

The conclusion should offer a short (approximately one page) summary of the major vulnerabilities, risks and resilience factors identified in the HSRVA report. This section should also offer succinct, actionable recommendations across the five human security pillars to relevant stakeholders based on the findings of the HSRVA research process. For additional guidance on formulating recommendations, see the next section of this chapter.

Tips for research and writing the final HSRVA report:

- Where possible, use reliable sources and data to confirm and contextualize the information reported by fieldwork participants. An example from the Cabo Verde HSRVA report:

“Respondents reported that urban areas, particularly those on Sal and Santiago Islands, have experienced an increase in migration from rural areas or less-populated islands by those seeking improved employment opportunities and access to services and infrastructure. Cabo Verde has seen a steady increase in the percentage of the population living in urban areas in recent decades, from 44.12 percent in 1990 to 66.19 percent in 2016, according to data from the World Bank. In some areas such as Santa Maria, this population influx has reportedly resulted in the growth of urban slums with inadequate housing and sanitation, and pressures on services such as schools and health centers.”

- When reading through the fieldwork transcripts, identify direct quotes that can be used to illustrate or provide additional context.
- Recognizing that interviewees are expressing personal opinions and perspectives, and are subject to conscious or unconscious biases, use phrases such as “interviewees expressed perceptions of” or “participants alleged” when relaying information from interviewees.
- To ensure anonymity, remove identifying characteristics or organizational affiliations when describing fieldwork participants. For example, use phrases such as “One civil society leader interviewed stated that...” or “A women’s leader in Conakry described...”
- Be sure to use the most recent data available, and note the year of the data in your writing to provide a sense of temporal context (for example, write “As of 2012, 52 percent of the population lived below the poverty line” rather than “52 percent of the population lives below the poverty line”).
- Confirm your statistics and findings against multiple sources.
- Whenever possible, cite the original data source rather than relying on secondary sources.
- Endeavor to use politically neutral language and avoid adding in your own judgement or editorializing.

Appendix A: Data Sample

This appendix offers a comprehensive list of all the data sources utilized in the Desktop Study research (data sources for the HSRVA Index, the number of ACLED and ECOWARN incident reports, and the number of peace actors identified in the SNA) and field research (the number of FGDs and KIIs). The table should include information on the research phase, the dimension the data is intended to capture (vulnerability, risk or resilience), the source, the metric used, and the size of the sample.

Appendix B: Vulnerability Index

This appendix provides a step-by-step explanation of the process of normalizing, scaling and aggregating the data used to create the HSRVA Index. See Appendix B of this handbook for instructions on this process.

Appendix C: Additional References

This appendix should include a list of useful reports, studies or other materials relevant to the country context or the broader topic of human security, should the reader require additional information. Potential sources could include reports by international organizations or NGOs, academic studies, government strategy papers, or policy documents.

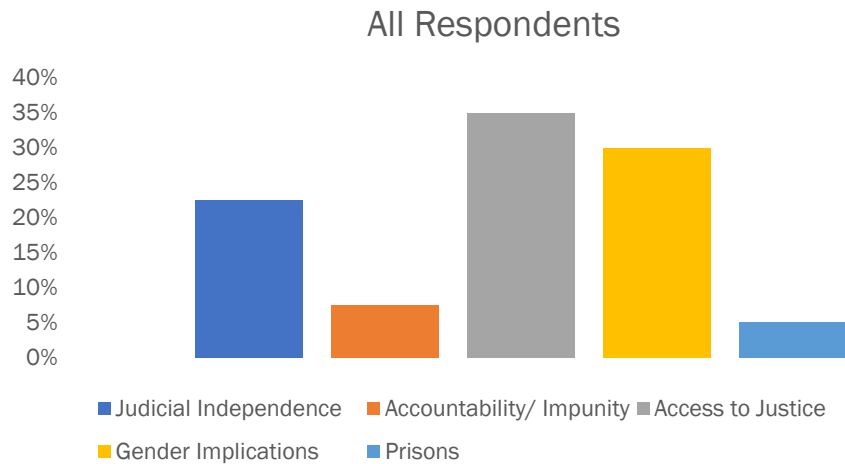
Appendix D: Quantitative Field Research Breakdown

In order to identify the most pressing issues or most frequently discussed topics during the FGDs, this appendix quantifies the prevalence of discussion themes across the fieldwork, broken down by gender, age and region.

To create this appendix, the writer should begin with the Excel document completed during the transcript compilation, which codes the transcripts according to how much emphasis respondents put on each topic. First, calculate the number of times that each topic is discussed, as a percentage, for the Men's, Women's and Youth FGDs across all regions. Then, the writer will calculate the number of times each topic is discussed, as a percentage, for each region (without disaggregating age and gender). This will allow the writer to prepare a chart similar to the one below (produced for the Rule of Law section of the 2017 Benin HSRVA report appendix) for each human security pillar.

	<i>Judicial Independence</i>	<i>Accountability/ Impunity</i>	<i>Access to Justice</i>	<i>Gender Implications</i>	<i>Prisons</i>
<i>Men</i>	0%	0%	50%	50%	0%
<i>Women</i>	29%	14%	14%	43%	0%
<i>Youth</i>	0%	0%	50%	50%	0%
<i>Littoral</i>	18%	0%	36%	27%	18%
<i>Alibori</i>	33%	0%	44%	22%	0%
<i>Borgou</i>	17%	17%	33%	33%	0%
<i>Plateau</i>	25%	13%	25%	38%	0%
<i>All</i>	23%	8%	35%	30%	5%

From there, the writer can produce a bar graph visualizing the percentages aggregated across all respondents.



By quantifying and visualizing the broad themes of the fieldwork discussions, this appendix can provide a sense of proportionality and aid analysts and planners in identifying the most salient issues identified by interviewees.

Appendix E: Matrix of Vulnerabilities, Risks, Resilience Factors and Recommendations by Human Security Pillar

To increase the usability of this report, it is helpful to provide a chart summarizing the national-level vulnerabilities, risks, and resilience factors identified across the five human security pillars, as well as the recommendations in each area. This can be used by the end-user as a quick reference guide to supplement the full report.

B. Writing Recommendations

The recommendations section of the HSRVA report is one of the most important, as these recommendations can assist policymakers and donors with identifying priorities, allocating funding and developing programming to concretely mitigate the risks and vulnerabilities identified in the report.

Tips for writing effective recommendations:

- **Know your audience:** Who is this recommendation for? What is their sphere of influence? What changes can they reasonably affect?
- **Make them specific and actionable:** Rather than making vague or broad statements, consider the following questions when writing recommendations:
 - **Who?** Who should be carrying out this recommendation? (For example, name the department within the government who should be carrying out the action, rather than simply saying “the government”)
 - **What?** What should be done? Be as specific as possible – for example, does the recommendation require increased funding? Expertise? New programming?

- **When?** What is the timeline for this recommendation? Are there funding cycles or events such as elections which may impact the recommended action?
- **Where?** Is the recommendation targeting a specific region, or does it apply to the country as a whole?
- **Why?** Why is this recommendation important? How does the recommendation effectively address the vulnerabilities and risks identified in the report, compared to the status quo?
- **How?** How should the recommendation be carried out? What steps are involved?
- **Make them politically or practically feasible:** In addition to tailoring the recommendation to your audience, it is important to recognize potential political pressures or limitations facing governments, donors or other institutions which may hinder the implementation of recommendations. Considering the motivations, purview and policy priorities of the targeted institution can help increase the likelihood that recommendations are accepted and implemented.
- **Make them timely:** Are there specific events, funding cycles, or policy development timelines which may affect the recommendations? For example, a recommendation to deploy election observers is unlikely to be implemented if the recommendation or report is issued too close to the election, giving observer groups inadequate time to prepare and deploy a team.
- **Keep them concise:** Recommendations should be succinct, readable and easily understandable. Avoid jargon and limit the recommendation to 1-3 sentences.
- **Build on identified resiliencies:** Given the fact that the HSRVA report identifies resilience factors that help mitigate risks and vulnerabilities, consider building on these sources of resilience when developing recommendations. For example, if traditional leaders were named as a source of resilience, how can they be leveraged in implementing programming? If a specific government or NGO initiative was identified as being particularly effective, should that program be scaled up, adapted or implemented in other regions in the country?

C. Validation

Following the completion of the first draft, the HSRVA report should be circulated to all relevant stakeholders within ECOWAS and (if applicable) external partners to solicit edits. It may also be useful to circulate the initial findings to national experts, including those engaged during the Scoping Workshop, for confirmation and to identify any mischaracterizations or inaccuracies in the final report.

Once all edits have been returned, reviewed and incorporated into the draft, the report findings should be validated by a committee of ECOWAS stakeholders. To facilitate this validation, it is helpful to use the matrix in Appendix E to frame the discussion.

This participatory process of validation is a critical step in the HSRVA process, in that it provides an additional level of rigorous vetting of the findings, as well as the opportunity

to eliminate unconscious biases or assumptions by soliciting input from a wide range of stakeholders.

D. Report Dissemination

Once the HSRVA report has been edited, validated and approved by all parties, the report can be published and disseminated. Key parties for dissemination include ECOWAS bodies, the National Coordination Centers for Response Mechanisms (NCCRMs), donor partners (if applicable), member state governments and other national and regional stakeholders.

Ethics and Proper Use

Due to the sensitive nature of some of the information collected during the HSRVA process, it is critical for researchers to consider the ethical implications of the research process and maintain a high level of ethical integrity. Particularly when conducting KIIs and FGDs, researchers should, at a minimum, endeavor to 1) do good, 2) minimize harm, and 3) protect “the autonomy, wellbeing, safety and dignity of all research participants.”⁴

Researchers should also clearly understand the scope and purpose of the HSRVA research products, and articulate this to interviewees, stakeholders and end-users. As explained earlier in this handbook, the HSRVA reports are not intended to serve as definitive, unchanging assessments of the ECOWAS member states. These reports are also not intended to directly inform funding or programming decisions, but rather provide a baseline assessment of the salient risks, vulnerabilities and resilience factors at the time of research which can spur further inquiry and deeper research. As a country’s risk profile is event-driven and can change over time, it is important to regularly update these HSRVA reports in the future.

Below are several principles to keep in mind when conducting fieldwork:

Anonymity

HSRVA reports should not include any information which could be used to identify fieldwork participants, including names, detailed occupations, organizational affiliations or other descriptors. In sensitive contexts, identification of fieldwork participants could potentially put these individuals or organizations at risk of harassment, censure or violence. HSRVA reports should instead use broad descriptors such as “interviewee”, “religious leader” or “civil society member” when referring to individuals.

Informed Consent and Voluntary Participation

Fieldwork participants should choose freely whether or not to participate in the KIIs and FGDs and to do so should have a clear understanding of the scope, purpose and use of the research. In order to receive the participants’ informed consent, the researchers should begin each interview with a description of the research purpose and use, reassure the interviewee of anonymity, answer any questions the interviewee may have, and explicitly ask whether they agree to take part in the study. If recording devices or cameras will be used during the interviews, researchers should also ask for consent to use these devices and any recordings or images produced. If the interviewee expresses discomfort or refuses to take part in the study, the researcher must respect the decision of the participant.

⁴ “Research Ethics in Ethnography/Anthropology”, European Commission DG Research and Innovation, 2015
<https://ahrecs.com/resources/research-ethics-in-ethnographyanthropology>

Do No Harm

“Do no harm” is a foundational principle of research ethics, and requires researchers to consider the potential negative impacts of their research and take steps to mitigate these risks. Potential concerns could include issues such as the safety of fieldwork participants before, during and after the interviews, or the emotional toll of reliving traumatic experiences.

Data Protection

Related to the principles of anonymity and Do No Harm, researchers should take care to protect fieldwork participant data, including identities, contact information and field notes. In sensitive contexts, researchers may need to take steps to anonymize, code or encrypt fieldwork data.

Identify Interviewer Bias

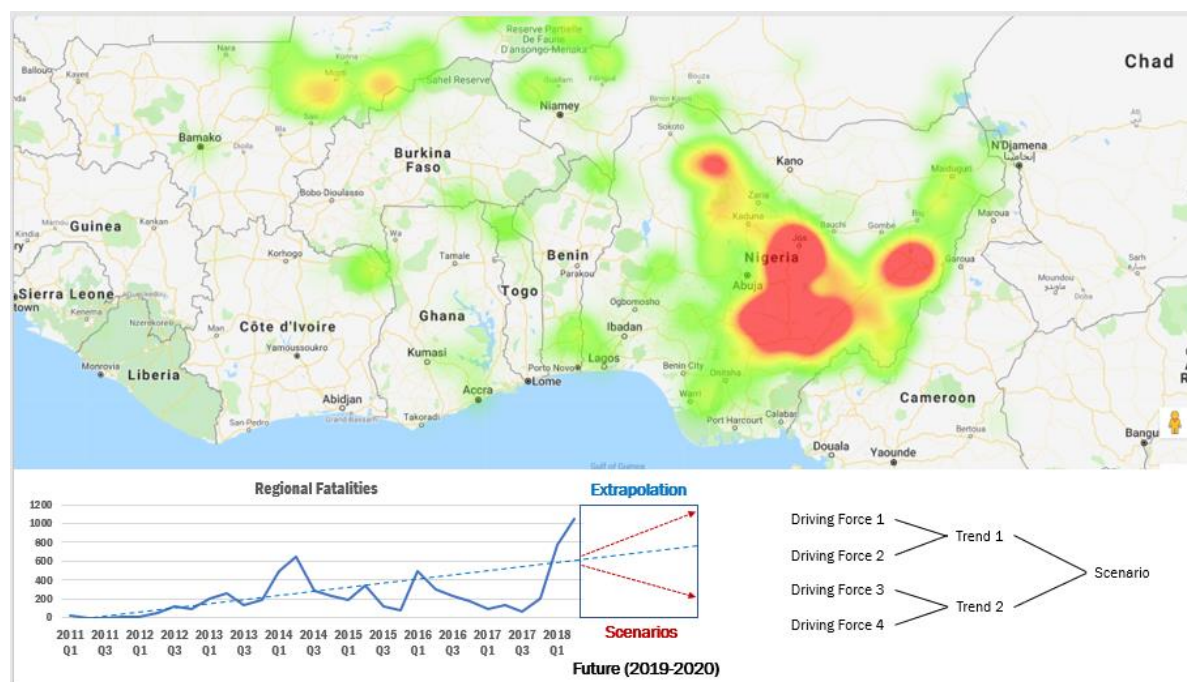
Researchers should also recognize the role that their own identities, experiences and opinions may play in biasing their perceptions toward the research subject, and endeavor to remain neutral and impartial throughout the research process. This is particularly critical in cases where the researcher may have personal connections or knowledge of the context which may result in unintended biases.

Next Steps and Broader Applications

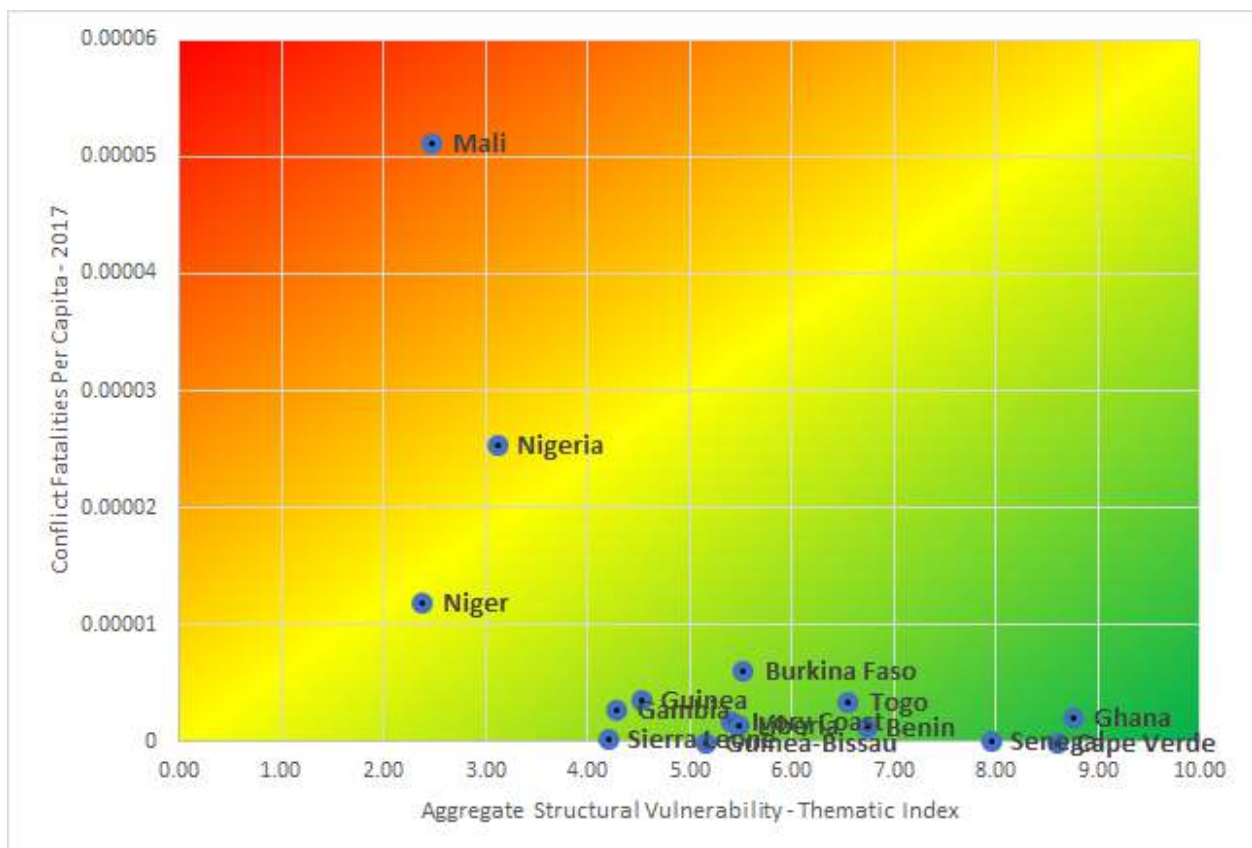
For the Analysts

Inasmuch as the HSRVA is an *assessment* tool, it is for the purpose of diagnosis, as distinct from the next step which is *analysis* (or prognosis). This Handbook describes in detail a methodology and set of processes that can be scaled to fit the purpose of any assessment product assigned to the EWD, whether at the regional, national, or subnational levels. Assessment products may be focused on a broad multi-sectoral overview, or a narrow problem-specific alert. Data analytics and triangulation and juxtaposing quantitative with qualitative methods are relevant to any such product. These techniques can be used for large products that may include weeks of field research, or even a quick turnaround that needs to be completed in a single afternoon. The main principle is to ensure that the assessment is structured and evidence-based.

Assessment catalogues and prioritizes risks, vulnerabilities, and social/institutional resilience. Analysis extrapolates from the assessment to posit scenarios based on a hypothesis of how the dynamics may play out. This assessment to analysis process is outlined in the ECOWAS Human Security Analysis Framework (HSAF), developed by the USAID REWARD team in partnership with the EWD in 2018.



One way that the quantitative components of the HSRVA findings can be organized and presented that could inform such an analysis is to plot the Structural Vulnerabilities (e.g. Index Scores) against Risk (e.g. conflict fatalities per capita). This positions each country, state, or community within one of four quadrants: High Risk/High Vulnerability; High Risk/Low Vulnerability; Low Risk/High Vulnerability; or Low Risk/Low Vulnerability. In the graph below the dynamics in each quadrant are distinct.



High Risk/High Vulnerability (upper left): Countries in this quadrant tend to be in a vicious cycle of escalation.

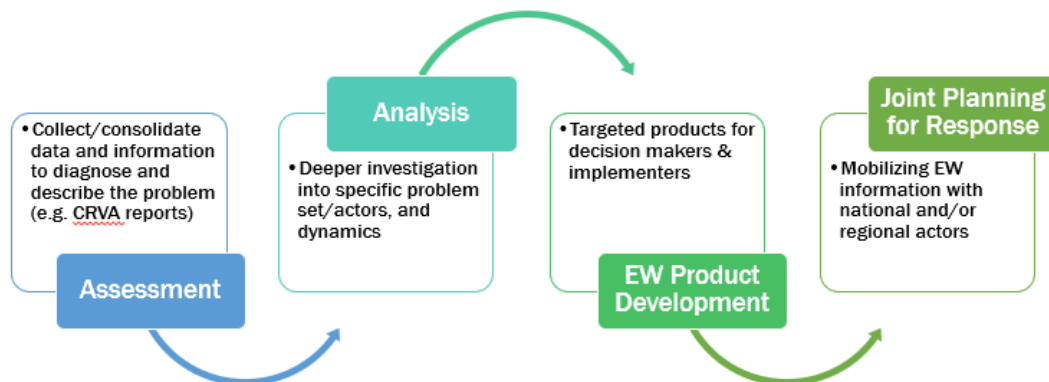
Low Risk/High Vulnerability (lower left): Countries in this quadrant tend to be overlooked because they are not currently in as much crisis. However, they are susceptible to shocks and therefore should be prioritized if the mandate is the prevention of human insecurity.

High Risk/Low Vulnerability (upper right): In the data presented above, no country is emblematic of this category. However, such countries tend to be in a dynamic of oscillation, whereby strong mechanisms, policies, and coalitions follow a script to manage a high baseline of violence within a given range.

Low Risk/Low Vulnerability (lower right): Countries on the far end of this quadrant, tend to be in a more sustainable dynamic of ever-increasing resilience.

This is not to say that one country cannot move from one quadrant to the next due to exogenous factors or miscalculations by key actors, but this illustrates how a HSRVA assessment can be presented to frame the next step in the EWER process which is *analysis*.

Moving from Early Warning to Response



After Analysis, EWD must then package their findings into a suite of Early Warning Products that answer specific questions that their primary customers need answered in order to be successful in their planning and response. For example:

- **Decision Makers.** Decision makers need to know the trends and relative severity of structural risks and vulnerabilities, the level of social/institutional resilience, and the stakes of action versus inaction to determine if an intervention or course correction should be approved.
- **Planners.** Responders need to know more about the hotspots, interests, and capacities of various actors to design and plan a policy or intervention once it has been approved by the Decision Makers.
- **Operations:** If an intervention is ongoing, responders may need to evaluate in real-time the impact of an intervention and whether it is moving the situation in the direction of sustainable human security in line with their mandate and objectives.

For Leadership

The HSRVA reports, which do not assign blame or responsibility, are intended to be used in two principal ways by ECOWAS, member state, and donor partners. The first is for strategic prioritization by providing a broad and descriptive overview of the risks and vulnerabilities at the national and sub-national levels. This allows those stakeholders with a mandate to promote human security in West Africa to prioritize their lines of effort and resource allocation. Second, the HSRVA reports can serve as a foundation for deeper, more targeted, monitoring and analysis in cases where risks and vulnerabilities are identified. That more targeted analysis can serve as the basis for tactical and operational planning.

For the Systems Team

Meanwhile, the Systems Team should archive and update the quantitative data collected for the Desktop component of the HSRVA reports so that structural vulnerabilities and event-driven risk factors in the 15 ECOWAS member states can be tracked and maintained. This will provide a baseline against which to measure progress over time and provides a sense of proportionality so that decision makers can better triage and prioritize. These quantitative findings can be used for the development of a suite of Early Warning products, ensuring that the HSRVA methodology and analysis is mainstreamed.

For Partners

Finally, the methodology, tools, data, and analysis should be stepped down to the National Centers and stepped up to the other Regional Economic Communities (RECs) on the continent for compatibility and interoperability. It is only when Early Warning systems are synchronized and integrated that prevention and mitigation become possible.

Appendices

Appendix A: HSRVA Index Indicators and Sources

	Indicator	Measurement	Source
1	Politics and Governance		
1.1	Elections / Political Participation	In practice, the agency/agencies mandated to organize and monitor national elections is/are protected from political interference	Global Integrity , Africa Integrity Indicators, Question 21 http://aii.globalintegrity.org/scores-map?stringId=rule_law&year=2018
1.2		In practice, the agency/agencies mandated to organize and monitor national elections make/s timely, publicly available reports before and after a national election	Global Integrity , Africa Integrity Indicators, Question 22 http://aii.globalintegrity.org/scores-map?stringId=rule_law&year=2018
1.3		Electoral process and pluralism	Economist Intelligence Unit , Democracy Index https://www.eiu.com/topic/democracy-index
1.4		Average Voter Turnout, Parliamentary, last five years	International Institute for Democracy and Electoral Assistance , Voter Turnout Database https://www.idea.int/data-tools/question-countries-view/521/20/reg
1.5		Political participation	Economist Intelligence Unit , Democracy Index https://www.eiu.com/topic/democracy-index
1.6	Governance / Perceived Legitimacy	Functioning of government	Economist Intelligence Unit , Democracy Index https://www.eiu.com/topic/democracy-index
1.7		Corruption Perceptions Index	Transparency International https://www.transparency.org/news/feature/corruption_perceptions_index_2017
1.8		Political and Social Integration	Bertelsmann Stiftung , Status Index, Question 5 https://www.bti-project.org/en/index/status-index/
1.9		Political Rights Score	Freedom House , Freedom in the World https://freedomhouse.org/report/freedom-world-2018-table-country-scores
1.10	Gender Representation in Politics	Proportion of seats held by women in national parliament	World Bank https://data.worldbank.org/indicator/SG.GEN.PARL.ZS

2		Security	
2.1	Criminal and Collective Violence / Insecurity	Personal Safety	Mo Ibrahim Index http://iiag.online/
2.2		Peace Operations (yes/no)	UN, AU, ECOWAS, multi-national military interventions (various websites)
2.3		Conflict Fatalities per capita	ACLED and ECOWARN https://www.acleddata.com/
2.4		Non-state Conflict (yes/no)	Uppsala Conflict Data Program http://ucdp.uu.se/#/
2.5	Political Violence and Terror	Political Terror Scale (Amnesty International)	Political Terror Scale http://www.politicalterrorsscale.org/Data/Datatable.html
2.6		Political Terror Scale (U.S. State Department)	Political Terror Scale http://www.politicalterrorsscale.org/Data/Datatable.html
2.7		Political Terror Scale (Human Rights Watch)	Political Terror Scale http://www.politicalterrorsscale.org/Data/Datatable.html
2.8	Refugees & IDPs	Refugees by country of origin, per capita	World Bank https://data.worldbank.org/indicator/SM.OP.REFG.OR
2.9		IDPs by country of asylum, per capita	UNHCR http://popstats.unhcr.org/en/overview#_ga=2.112803521.475752110.1525875587-1201926570.1525875587
3		Rule of Law	
3.1	Judicial Independence	In practice, the independence of the judiciary is guaranteed	Global Integrity , Africa Integrity Indicators, Question 2 http://aii.globalintegrity.org/scores-map?stringId=rule_law&year=2018
3.2		In practice, national-level judges give reasons for their decisions/judgments	Global Integrity , Africa Integrity Indicators, Question 4 http://aii.globalintegrity.org/scores-map?stringId=rule_law&year=2018
3.3	Accountability / Impunity	In practice, allegations of corruption against senior level politicians and/or civil servants of any level are investigated by an independent body	Global Integrity , Africa Integrity Indicators, Question 12 http://aii.globalintegrity.org/scores-map?stringId=rule_law&year=2018
3.4		In practice, the body/bodies that investigate/s allegations of public sector corruption is/are effective	Global Integrity , Africa Integrity Indicators, Question 13 http://aii.globalintegrity.org/scores-map?stringId=rule_law&year=2018
3.5		In practice, the mechanism for citizens to report police misconduct or abuse of force is effective	Global Integrity , Africa Integrity Indicators, Question 18 http://aii.globalintegrity.org/scores-map?stringId=rule_law&year=2018

3.6	Gender Representati on in Legislation and Judicial Institutions	% of women on constitutional court	World Bank , Women, Business and Law https://wbl.worldbank.org
3.7		Does the law mandate equal remuneration for work of equal value? (yes/no)	World Bank , Women, Business and Law https://wbl.worldbank.org
3.8		Does the law mandate nondiscrimination based on gender in hiring? (yes/no)	World Bank , Women, Business and Law https://wbl.worldbank.org
3.9		Is dismissal of pregnant women prohibited? (yes/no)	World Bank , Women, Business and Law https://wbl.worldbank.org
4	Economics and Resources		
4.1	Economic Inequality	Gini coefficient	World Bank https://data.worldbank.org/indicator/SI.POV.GINI
4.2		Gini WYD	World Bank , All the Ginis Dataset https://datacatalog.worldbank.org/dataset/all-ginis-dataset
4.3		Income Share Held by Highest 10%	World Bank https://data.worldbank.org/indicator/SI.DST.10TH.10
4.4		Population with Improved Sanitation	United Nations http://data.un.org/Data.aspx?q=improved+sanitation&d=MDG&f=seriesRowID%3a669 http://data.un.org/Data.aspx?q=improved+sanitation&d=MDG&f=seriesRowID%3a670
4.5		Population with Improved Water Source	United Nations http://data.un.org/Data.aspx?q=improved+water&d=MDG&f=seriesRowID%3a666 http://data.un.org/Data.aspx?q=improved+water&d=MDG&f=seriesRowID%3a667
4.6	Undernourished Population	Children under 5 moderately or severely underweight, percentage	United Nations http://data.un.org/Data.aspx?q=underweight&d=MDG&f=seriesRowID%3a559
4.7		Depth of the food deficit (kilocalories per person per day)	World Bank https://data.worldbank.org/indicator/SN.ITK.DFCT
4.8		Prevalence of underweight, weight for age (% of children under 5)	World Bank https://data.worldbank.org/indicator/SH.STA.MALN.ZS
4.9	Economic Productivity	GDP per capita, PPP (current international \$)	World Bank https://data.worldbank.org/indicator/NY.GDP.PCAP.PP.CD
4.10	Gender Education and Employment	School enrollment, primary and secondary (gross), gender parity index (GPI)	United Nations http://data.un.org/Data.aspx?q=gender+parity+index&d=WDI&f=Indicator_Code%3aSE.ENR.PRSC.FM.ZS

4.11		Employment to population ratio, ages 15-24, female (%) (modeled ILO estimate)	World Bank https://data.worldbank.org/indicator/SL.EMP.1524.SP.FE.ZS
5	Population and Demographics		
5.1	Age Distribution	Median age	World Health Organization http://apps.who.int/gho/data/view.main.POP2040
5.2		Population growth (annual %)	World Bank https://data.worldbank.org/indicator/SP.POP.GROW
5.3	Fertility / Maternal Mortality	Prevalence of underweight, weight for age, female (% of children under 5)	World Bank https://data.worldbank.org/indicator/SH.STA.MALN.FE.ZS
5.4		Maternal mortality ratio (modeled estimate, per 100,000 live births)	World Bank https://data.worldbank.org/indicator/SH.STA.MMRT
5.5		Contraceptive prevalence, any methods (% of women ages 15-49)	World Bank https://data.worldbank.org/indicator/SP.DYN.CONU.ZS
5.6	Female Life Expectancy / Early Marriage Prevalence	Life expectancy at birth, female (years)	World Bank https://data.worldbank.org/indicator/SP.DYN.LE00.FE.IN
5.7		Percentage of women aged 20-24 years old who were married or in a union before age 18	World Bank https://data.worldbank.org/indicator/SP.M18.2024.FE.ZS?view=chart

Appendix B: Construction of the HSRVA Index

1. Open the template
2. Retrieve and input the raw data
 - i. Open the source for the indicator from the list of HSRVA Index indicators and sources
 - ii. Input the data into the column for raw data, e.g. (Raw) Electoral process and pluralism – EIU
 - iii. There are some indicators which require some preprocessing of the data, which is done in the Raw Calculations tab of the template. These indicators are:
 - i. Conflict fatalities
 - ii. Refugees by country of origin
 - iii. IDPs by country of asylum
 - iv. Population with improved sanitation
 - v. Population with improved water source
 - vi. % of women on constitutional court

Of these, i., ii., and iii. require per capita calculations. This requires dividing the raw data (e.g. total conflict fatalities) by population.

	A	B	C	D
1			Conflict Fatalities	
2	Country	Population, total (World Bank)	Fatalities, last 12 months	Fatalities per capita
3	Benin	10872298	21	=C3/B3
4	Burkina Faso	18646433	139	
5	Cape Verde	539560	0	
6	Cote d'Ivoire	23695919	44	
7	Gambia	2038501	3	
8	Ghana	28206728	39	
9	Guinea	12395924	57	
10	Guinea-Bissau	1815698	0	
11	Liberia	4613823	3	
12	Mali	17994837	1141	
13	Niger	20672987	239	
14	Nigeria	185989640	5293	
15	Senegal	15411614	31	
16	Sierra Leone	7396190	4	
17	Togo	7606374	16	

Indicators ii., iii., iv., and v. involve calculations of differences, either between two years (ii. and iii.) or between the data for rural and urban areas (iv. and v.).

	A	P	Q	R
1		Population with improved sanitation		
2	Country	Urban	Rural	Urban-Rural Difference
3	Benin	36	7	=P3-Q3
4	Burkina Faso	50	7	
5	Cape Verde	82	54	
6	Cote d'Ivoire	33	10	
7	Gambia	62	55	
8	Ghana	20	9	
9	Guinea	34	12	
10	Guinea-Bissau	34	9	
11	Liberia	28	6	
12	Mali	38	16	
13	Niger	38	5	
14	Nigeria	33	25	
15	Senegal	65	34	
16	Sierra Leone	23	7	
17	Togo	25	3	

For the final indicator (vi.), the data requires a similar procedure to that used for per capita data. However, some of the data is unavailable, and so the formula used is =IF(x="", "", # of women on constitutional court / # of justices on constitutional court)

	A	U	V	W
1		Women on the constitutional court		
2	Country	How many justices are on the constitutional court?	Of those, how many are women?	% of women on constitutional court
3	Benin	7	2	=IF(V3="", "", V3/U3)
4	Burkina Faso	10	2	
5	Cape Verde			
6	Cote d'Ivoire	7	2	
7	Gambia	8	1	
8	Ghana	14	4	
9	Guinea	9	1	
10	Guinea-Bissau			
11	Liberia	5	2	
12	Mali	9	2	
13	Niger	7	1	
14	Nigeria	17	4	
15	Senegal	7	1	
16	Sierra Leone	5	3	
17	Togo	9	1	

After the required processing is completed, the resulting data (in the orange columns in the template) can be copied into the appropriate column for raw data, e.g. (Raw) Conflict Fatalities per capita (last 12 months)

3. Normalize the raw data

The process of normalizing data represents an important step in creating an index. Normalization frames the data within the context of the wider framework of data included in the index, in order to avoid the skew that can otherwise result from comparing datasets predicated on different scales. The process of finding the mean and calculating the standard deviation of the dataset, then calculating the normal distribution around these two elements. The mathematical formula for this Gaussian normalization is:

$$X = \frac{1}{\sqrt{2\pi}\sigma} e^{-\frac{(x-\mu)^2}{2\sigma^2}}$$

Where:

- μ is the mean of the raw data
- σ^2 is the variance of the raw data
- σ is the standard deviation of the raw data
- x is the raw datum
- X is the normalized datum

- i. Calculate the mean of the raw dataset, using the formula **=AVERAGE(dataset)**

	A	B	C	D
1		Elections/Political Participation		
2	Country	(Raw) Electors	(Gauss) Electo	(Final) Electors
3	Benin	6.5		
4	Burkina Faso	4.42		
5	Cape Verde	9.17		
6	Cote d'Ivoire	4.42		
7	Gambia	4.48		
8	Ghana	8.33		
9	Guinea	3.50		
10	Guinea-Bissau	1.67		
11	Liberia	7.42		
12	Mali	7.42		
13	Niger	5.25		
14	Nigeria	6.08		
15	Senegal	7.50		
16	Sierra Leone	6.58		
17	Togo	3.17		
18	St. Dev			
19	Mean	=AVERAGE(B3:B17)		

- ii. Calculate the standard deviation of the raw dataset, using the formula
=STDEV.S(dataset)

	A	B	C	D
1		Elections/Political Participation		
2	Country	(Raw) Electors	(Gauss) Electo	(Final) Electors
3	Benin	6.5		
4	Burkina Faso	4.42		
5	Cape Verde	9.17		
6	Cote d'Ivoire	4.42		
7	Gambia	4.48		
8	Ghana	8.33		
9	Guinea	3.50		
10	Guinea-Bissau	1.67		
11	Liberia	7.42		
12	Mali	7.42		
13	Niger	5.25		
14	Nigeria	6.08		
15	Senegal	7.50		
16	Sierra Leone	6.58		
17	Togo	3.17		
18	St. Dev	=STDEV.S(B3:B17)		
19	Mean	5.727333333		

- iii. Calculate the normalized data, using the formula
=IF(x="", "", NORM.DIST(x, mean, standard deviation, cumulative))

The part in blue ensures that blank cells (those where the raw data is missing), remain blank in the normalized dataset by using a formula that checks if a cell (x) is blank (""), then it will stay blank. If this is false (i.e. the cell is not blank), then it will apply the NORMDIST formula (in orange-brown).

Within the formula (in orange-brown), **x** is the cell with the raw data, **mean** is the average calculated above, **standard deviation** is the standard deviation calculated above, and **cumulative** should be set to TRUE to calculate the cumulative distribution.

	A	B	C	D	E	F
1		Elections/Political Participation				
2	Country	(Raw) Electore	(Gauss) Electo	(Final) Electoral process and pl		
3	Benin	6.5	=if(B3="", "", NORM.DIST(B3, B\$19, B\$18, TRUE))			
4	Burkina Faso	4.42				
5	Cape Verde	9.17				
6	Cote d'Ivoire	4.42				
7	Gambia	4.48				
8	Ghana	8.33				
9	Guinea	3.50				
10	Guinea-Bissau	1.67				
11	Liberia	7.42				
12	Mali	7.42				
13	Niger	5.25				
14	Nigeria	6.08				
15	Senegal	7.50				
16	Sierra Leone	6.58				
17	Togo	3.17				
18	St. Dev	2.034890551				
19	Mean	5.727333333				

The \$ added to the formula ensure that when the formula is copied for the rest of the countries in the list, the references to the mean and the standard deviation will remain correct.

IMPORTANT: For datasets where a higher number is worse (e.g. higher number of battle related fatalities) use **1-NORM.DIST** in place of **NORM.DIST** (i.e. =IF(x="", "", 1-NORM.DIST(x, mean, standard deviation, cumulative))

If a higher number is better (e.g. proportion of the population using improved drink water sources), then use the original formula without the 1-.

4. Scale the normalized data

To create an index where countries are scored within a defined range, the datasets must be scaled so they can be integrated. The scaling process transforms the range of the normalized data (the range of the normalized data is 0-1 and the range of the scaled data is usually 1 (most vulnerable) to 10 (least vulnerable)) while preserving the relative distribution and variation of the data. This process facilitates interpretation of the data. The mathematical formula for scaling the data is:

$$X = MIN + \frac{(MAX - MIN)}{(max - min)} * (x - min)$$

Where:

- MIN = the minimum of new scale (i.e. 1)
- MAX = the maximum of new scale (i.e. 10 in most cases)
- max = the maximum of normalized dataset
- min = the minimum of normalized dataset
- x = the normalized datum

- X = the scaled datum
- i. Calculate the maximum of the normalized data, using the formula **=MAX(dataset)**

	A	B	C	D
1		Elections/Political Participation		
2	Country	(Raw) Electors	(Gauss) Electo	(Final) Electors
3	Benin	6.5	0.643128555	
4	Burkina Faso	4.42	0.267407016	
5	Cape Verde	9.17	0.948918065	
6	Cote d'Ivoire	4.42	0.267407016	
7	Gambia	4.48	0.276862234	
8	Ghana	8.33	0.891705871	
9	Guinea	3.50	0.145151627	
10	Guinea-Bissau	1.67	0.027035096	
11	Liberia	7.42	0.789190717	
12	Mali	7.42	0.789190717	
13	Niger	5.25	0.410359445	
14	Nigeria	6.08	0.566485424	
15	Senegal	7.50	0.799993342	
16	Sierra Leone	6.58	0.657193257	
17	Togo	3.17	0.112349319	
18	St. Dev	2.10631183		
19	Mean	5.727333333		
20				
21	MAX			
22	MIN			
23	max		=MAX(C3:C17)	
24	min			

- ii. Calculate the minimum of the normalized data, using the formula **=MIN(dataset)**

	A	B	C	D
1		Elections/Political Participation		
2	Country	(Raw) Electors	(Gauss) Electo	(Final) Electors
3	Benin	6.5	0.643128555	
4	Burkina Faso	4.42	0.267407016	
5	Cape Verde	9.17	0.948918065	
6	Cote d'Ivoire	4.42	0.267407016	
7	Gambia	4.48	0.276862234	
8	Ghana	8.33	0.891705871	
9	Guinea	3.50	0.145151627	
10	Guinea-Bissau	1.67	0.027035096	
11	Liberia	7.42	0.789190717	
12	Mali	7.42	0.789190717	
13	Niger	5.25	0.410359445	
14	Nigeria	6.08	0.566485424	
15	Senegal	7.50	0.799993342	
16	Sierra Leone	6.58	0.657193257	
17	Togo	3.17	0.112349319	
18	St. Dev	2.10631183		
19	Mean	5.727333333		
20				
21	MAX			
22	MIN			
23	max		0.948918065	
24	min		=MIN(C3:C17)	

- iii. Assign the MAX and MIN for the scaled data

In almost all cases, MAX = 10 and MIN = 1. The only exceptions are for the datasets relating to IDPs, in which case MAX = 4

	A	B	C	D
1		Elections/Political Participation		
2	Country	(Raw) Electora	(Gauss) Electo	(Final) Electore
3	Benin	6.5	0.643128555	
4	Burkina Faso	4.42	0.267407016	
5	Cape Verde	9.17	0.948918065	
6	Cote d'Ivoire	4.42	0.267407016	
7	Gambia	4.48	0.276862234	
8	Ghana	8.33	0.891705871	
9	Guinea	3.50	0.145151627	
10	Guinea-Bissau	1.67	0.027035096	
11	Liberia	7.42	0.789190717	
12	Mali	7.42	0.789190717	
13	Niger	5.25	0.410359445	
14	Nigeria	6.08	0.566485424	
15	Senegal	7.50	0.799993342	
16	Sierra Leone	6.58	0.657193257	
17	Togo	3.17	0.112349319	
18	St. Dev	2.10631183		
19	Mean	5.727333333		
20				
21	MAX		10	
22	MIN		1	
23	max		0.948918065	
24	min		0.027035096	

- iv. Scale the normalized data, using the formula

$$=IF(x="", "", MIN + ((MAX-MIN)/(max - min)) * (x - min))$$

The part in blue ensures that blank cells (those where the raw data was missing), remain blank in the scaled dataset by using a formula that checks if a cell (x) is blank (""), then it will stay blank. If this is false (i.e. the cell is not blank), then it will apply the scaling formula (in orange-brown).

Within the formula (in orange-brown), x is the cell with the normalized data, **MIN** is the minimum of the new scale, **MAX** is the maximum of the new scale, **max** is the maximum of the normalized dataset, and **min** is the minimum of the normalized dataset.

	A	B	C	D	E	F	G	H	
1		Elections/Political Participation							
2	Country	(Raw) Electora	(Gauss) Electo	(Final) Electoral	process and pluralism - EIU				
3	Benin	6.5	0.643128555	=IF(C3="", "", C\$22+((C\$21-C\$22)/(C\$23-C\$24))*(C3-C\$22))					
4	Burkina Faso	4.42	0.267407016						
5	Cape Verde	9.17	0.948918065						
6	Cote d'Ivoire	4.42	0.267407016						
7	Gambia	4.48	0.276862234						
8	Ghana	8.33	0.891705871						
9	Guinea	3.50	0.145151627						
10	Guinea-Bissau	1.67	0.027035096						
11	Liberia	7.42	0.789190717						
12	Mali	7.42	0.789190717						
13	Niger	5.25	0.410359445						
14	Nigeria	6.08	0.566485424						
15	Senegal	7.50	0.799993342						
16	Sierra Leone	6.58	0.657193257						
17	Togo	3.17	0.112349319						
18	St. Dev	2.10631183							
19	Mean	5.727333333							
20									
21	MAX		10						
22	MIN		1						
23	max		0.948918065						
24	min		0.027035096						

The \$ added to the formula ensure that when the formula is copied for the rest of the countries in the list, the references to MIN, MAX, max, and min will remain correct.

Take care to ensure that all the parentheses are correct. They are easy to mess up but doing so will provide an incorrect answer.

5. Repeat steps 2-4 for all indicators within a sub-pillar

6. Calculate the sub-pillar scores

- i. Average the scaled scores from each indicator to get the sub-pillar scores, using the formula **=AVERAGE(indicator 1, indicator 2, ...)**

	A	B	C	D	E	F	G	H	I
1		Judicial Independence							
2	Country	(Raw) In p	(Gauss) In	(Final) In	(Raw) In p	(Gauss) In	(Final) In	Judicial Independence	
3	Benin	50.00	0.48	4.51	75.00	0.64	7.13	=AVERAGE(D3,G3)	
4	Burkina Faso	25.00	0.17	1.00	75.00	0.64	7.13		
5	Cape Verde	100.00	0.96	10.00	75.00	0.64	7.13		
6	Cote d'Ivoire	25.00	0.17	1.00	75.00	0.64	7.13		
7	Gambia	75.00	0.80	8.20	50.00	0.23	2.98		
8	Ghana	100.00	0.96	10.00	100.00	0.93	10.00		
9	Guinea	50.00	0.48	4.51	50.00	0.23	2.98		
10	Guinea-Bissau	25.00	0.17	1.00	50.00	0.23	2.98		
11	Liberia	75.00	0.80	8.20	100.00	0.93	10.00		
12	Mali	25.00	0.17	1.00	50.00	0.23	2.98		
13	Niger	25.00	0.17	1.00	50.00	0.23	2.98		
14	Nigeria	75.00	0.80	8.20	100.00	0.93	10.00		
15	Senegal	50.00	0.48	4.51	75.00	0.64	7.13		
16	Sierra Leone	50.00	0.48	4.51	50.00	0.23	2.98		
17	Togo	25.00	0.17	1.00	25.00	0.03	1.00		

- ii. Repeat steps 2-6 for all sub-pillars within a pillar
- 7. Calculate the pillar scores
 - i. Average the sub-pillar scores, using the formula
=AVERAGE(sub-pillar average 1, sub-pillar average 2, ...)

	AB	AC	AD	AE
Gender representati			(Raw) Average	(Final) Rule of Law Score
	7.93		=AVERAGE(H3,R3,AB3)	
	3.40			
	5.90			
	7.93			
	2.52			
	4.76			
	5.50			
	1.00			
	9.27			
	2.36			
	5.80			
	4.00			
	1.30			
	5.50			
	5.50			

- ii. Calculate the maximum and minimum of these average scores, and assign MAX (=10), MIN (=1) as in step 4) parts i) to iii)

	A	AD	AE
2 Country		(Raw) Average	(Final) Rule of Law Score
3 Benin		6.73	
4 Burkina Faso		4.82	
5 Cape Verde		6.13	
6 Cote d'Ivoire		6.15	
7 Gambia		3.70	
8 Ghana		7.44	
9 Guinea		3.59	
10 Guinea-Bissau		1.50	
11 Liberia		8.27	
12 Mali		2.72	
13 Niger		4.80	
14 Nigeria		6.67	
15 Senegal		4.03	
16 Sierra Leone		5.23	
17 Togo		2.99	
18 St. Dev			
19 Mean			
20			
21 MAX		10.00	
22 MIN		1.00	
23 max		8.27	
24 min		1.50	

- iii. Scale the average scores to using the same formula and process as in step 4) part iv)

	A	AD	AE	AF	AG
2	Country	(Raw) Average	(Final) Rule of Law Score		
3	Benin	6.73	=IF(AD3="", "", (AD\$22+(AD\$21-AD\$22)/(AD\$23-AD\$24)*(AD3-AD\$24)))		
4	Burkina Faso	4.82			
5	Cape Verde	6.13			
6	Cote d'Ivoire	6.15			
7	Gambia	3.70			
8	Ghana	7.44			
9	Guinea	3.59			
10	Guinea-Bissau	1.50			
11	Liberia	8.27			
12	Mali	2.72			
13	Niger	4.80			
14	Nigeria	6.67			
15	Senegal	4.03			
16	Sierra Leone	5.23			
17	Togo	2.99			
18	St. Dev				
19	Mean				
20					
21	MAX	10.00			
22	MIN	1.00			
23	max	8.27			
24	min	1.50			

iv. Repeat steps 2-7 for all pillars

Appendix C: Data coding guidelines

Coding event data with specific indicators allows the analyst to more easily evaluate event data for the HSRVA process. Coded data can be uploaded to a Geographic Information System (GIS), such as the Beta-Test platform, which allows the user to visualize, question, analyze, and interpret data. This guide provides an overview of how event-data, such as the ECOWARN and ACLED datasets, is coded to inform the desktop report and the field research.



Data Sources

ACLED – Open source datasets for conflict analysis and crisis mapping

- Insecurity
 - Shootings/Killings
 - Abductions
 - Terrorism
 - Vigilante/mob Justice
 - Violent Protest/Crackdown
 - Armed Clashes
 - Abuses by Public Security Forces
 - Arms Proliferation
 - Bank Robberies
 - Cross-Border Conflict Issues
 - Crime
 - Domestic Violence Fatality
 - Attacks on Energy Infrastructure
 - Ritual Killings
 - Piracy
- Governance/Legitimacy
 - Public Security Forces Corruption
 - Government Corruption
 - Riots/Protests
 - Election Irregularities
 - Intimidation of Political Opponents
 - Unresolved, Delayed, Disputed Elections/Impeached Officials
 - Violent Political Rallies
- Public Services
 - Health System
 - Education System
 - Power Supply
 - Prison System
 - Roads/Infrastructure
 - Water and Sanitation
- Human Rights
 - Sexual Violence
 - Gender-based Human Rights Violations
 - Child Abuse
 - Media Freedom
 - Unlawful Arrest
 - Domestic Violence
 - Forced Marriage
 - Human Trafficking
 - Child Abuse – Male
 - Child Abuse – Female

Basics of Coding

- If necessary, add data to template. This includes: source, date, state, geo-level 1, geo-level 2, details and fatalities. It should look like this:

Source	EVENT_DATE	LATITUDE	LONGITUDE	Sub-indicator 1	Sub-indicator 2	Sub-indicator 3	Indicator 1	Indicator 2	Indicator 3	State	County	Geo-level 1	Geo-level 2	Details	Summary	Fatalities
NigeriaWa	08/31/2016									Kaduna	Nigeria	Igabi	Rigasa	A 7-year-old girl wa	Reported: A 7-year-old girl was mutilat	1
NigeriaWa	08/30/2016									Rivers	Nigeria	Port-Hari Federal j		Unidentified gunm	Reported: Unidentified gunmen shot a	1
NigeriaWa	08/30/2016									Rivers	Nigeria	Obio/Ak/Rumuem		Unidentified gunm	Reported: Unidentified gunmen killed	1
NigeriaWa	08/29/2016									Rivers	Nigeria	Ikwerre	Aluu con	A human rights law	Reported: A human rights lawyer was s	1
NigeriaWa	08/29/2016									Kaduna	Nigeria	Kaduna	Kakuri cc	A civilian JTF comm	Reported: A civilian JTF commander in s	1
NigeriaWa	08/29/2016									Rivers	Nigeria	Emuoha	Rumuorc	13 cultists lost the	Reported: 13 cultists lost their lives du	13

- Begin with Indicator 1, then Sub-Indicator 1, then Indicator 2 and Sub-Indicator 2, then 3. Color code the columns if that makes it easier to code.

	E	F	G	H	I	J	
LONGITUDE							
Sub-indicator 1							
Sub-indicator 2							
Sub-indicator 3							
Indicator 1							
Indicator 2							
Indicator 3							
State							
County							
Geo-level 1							
Geo-level 2							
Details							
Summary							
Fatalities							

	E	F	G	H	I	J	
LONGITUDE							
Sub-indicator 1							
Sub-indicator 2							
Sub-indicator 3							
Indicator 1							
Indicator 2							
Indicator 3							
State							
County							
Geo-level 1							
Geo-level 2							
Details							
Summary							
Fatalities							

- Some incidents may fall under only one or two indicator categories
- Spread out the three categories across as many Indicators as possible. For instance, if you can choose between two Group Grievance categories, or a Group Grievance and a Governance category, select the latter.
- For fatalities due to violence, always code as Indicator 1: 'Insecurity' and Sub-Indicator 2: 'Shootings/Killings'
 - Do not code fatalities due to natural disasters, accidents, or disease as shootings/killings
- After prioritizing shootings/killings, identify if there are any group-based factors in the incident. If so, please code under the relevant sub-indicator for "Group Grievance/Collective Violence."

Overview of Coding Rules

Incident Descriptions:

- Ensure that all personal identifiers (names, addresses, etc.) are removed from the incident description
- Duplicates
 - Delete duplicates when incident descriptions are the same
 - When descriptions of the same incident are different, ensure that relevant details are integrated into a single incident
- Delete irrelevant incidents such as traffic accidents, accidental fires, etc.

Insecurity:

- Crime
 - The sub-indicator “Crime” should not be over-used. The sub-indicator should be used in cases where the violence was not group based (political, communal, sectarian, insurgent) or inter-personal (domestic dispute, argument, etc.).
- Armed Clashes
 - An incident that involves a violent clash between a group and security forces or police should be coded as ‘Armed Clashes’
- Attacks on Oil Infrastructure
 - If there is attacks on oil infrastructure, the incident should be coded as Indicator 1: ‘Insecurity’ and Sub-Indicator 2: ‘Attacks on Energy Infrastructure’
 - Pipeline vandals fall under this indicator
- Gang Violence
 - Gang violence is not interpersonal or criminal violence perpetrated by gang members. Incidents should only code as ‘Gang Violence’ if they involve a clash between gangs, usually over supremacy or gang wars.
 - Incidents involving cultists or cultism should be coded as gang violence.
- Abuses by Public Security Forces
 - Allegations or protests about allegations of public security force abuse do not amount to coding ‘Security Forces Abuse.’ An incident should only be coded under this indicator if the incident says the person had been convicted of abuse.
 - Don’t use “Unlawful Arrest” unless the arrest was explicitly unlawful. The arrest of protestors is not necessarily unlawful for instance. This map is intended to quantify patterns and trends. Afterwards, users can use qualitative techniques to make inferences and interpretation as to causes and implication

Human Rights:

- When there are incidents involving child abuse, specify gender if possible
- If a woman is a victim of violence it doesn’t automatically make it “gender-based,” unless she was targeted because of her gender.
- If a child dies during a clash/insecurity, code as child abuse in addition to other relevant indicators

Group Grievance/Collective Violence

- Communal Tension/Violence:
 - Inter-communal violence:
 - Clashes between two community groups (For example: communities and pastoralists in the Middle Belt and land disputes in the Niger Delta)
 - Pastoral conflicts between farmers and herders constitute inter-communal violence
 - References to "cattle rustlers" is usually related to the pastoralist conflict and should be code as intercommunal violence
 - Intra-communal violence:
 - Clashes between members of the same community group.

- Don't code political group clashes under these categories. Intra-communal violence is not interpersonal or criminal violence between members of the same community. It only counts as intra-communal if it is a clash between groups of people within a community, usually over land or kingship titles, etc.
- Insurgency
 - Not necessarily 'terrorism' – should be coded as insurgency/counter-insurgency
 - If civilians are indiscriminately targeted by insurgents in order to create chaos and inflame sectarian violence, then an incident of insurgency should also be coded as 'Terrorism.'
 - Insurgency involves incidents perpetrated by organized non-state actors
 - For example: coding data from Northern Nigeria, we would code conflict events between Boko Haram & the Nigerian Military as insurgency; in Southern Nigeria, incidents involving militants would be coded as insurgency
- Tension or Violence between Political Groups
 - Any election related tensions or violence should first be coded as "Tensions or Violence between Political Groups" under Group Grievance, then Insecurity and Governance as appropriate.

Governance/Legitimacy:

- Riots/Protests
 - For riots and protests, code the theme of the protest where possible (For example: education, health)

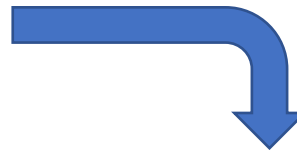
Guidelines for Coding Incidents Related to Violence Affecting Women and Girls (VAWG)

- General
 - Make sure at least one "**woman**", "**girl**" "**daughter**" "**sister**" etc. are written into the Description. (e.g. instead of "Physical assault by her husband" add "Physical assault *of a woman* by her husband". This will help the incident to be picked up by the VAWG filter on the map.
- Gender-based Human Rights Violations
 - This indicator should be used when a woman is financially disenfranchised by family, husband, etc.
 - Ex: "A father abandoned his daughters without any reason. He has refused to pay their school fees"
- Child Abuse:
 - Specify male or female when possible
 - If the victim is under 18, always code as child abuse

Coding Example



			Governance/Legitimacy		
Public Security For					
Government Cor					
Riots/Protests					
Election Irregular					
Intimidation of P					
Unresolved, Dela					
Violent Political I					



Riots/Protest	Violent Protest/Crackdown		Governance/L	Insecurity
	Violent Protest/Crackdown			
	Armed Clashes			
	Abuses by Public Security For			
	Arms Proliferation			
	Bank Robberies			
	Cross-Border Conflict Issues			
	Crime			
	Domestic Violence Fatality			



Riots/Protest	Violent Protest/Crackdown		Governance/L	Insecurity	Public Services
		Health System			
		Education System			
		Power Supply			
		Prison System			
		Roads/Infrastructure			
		Water and Sanitation			

Appendix D: Step-by-step guidance for conducting a Stakeholder Network Analysis

1. Construct the scoping survey
 - a. An example scoping survey (for Liberia) is attached as Appendix D.
2. Compile a list of all known relevant peace and security actors in the target country or region.
3. Distribute the scoping survey to all organizations identified in (2). This can be done via email or, in contexts in which there is limited internet service, by contacting local organizations to determine a contextually-appropriate means of getting the necessary information.
4. Continue the data collection process in an iterative manner
 - a. This means that when a survey is received which identifies a partner which was not in the original list identified in (2), send a survey to that partner
 - b. Continue this process to the extent that time and resources allow
5. Compile survey responses into an Excel book (screenshot + detailed explanation)
 - a. The Excel book should have two sheets, 'Elements' and 'Connections'
 - b. In the 'Elements' sheet (shown to the right):
 - i. The first row should contain the headers, the first of which must be 'Label'. The others may be whatever is relevant for the project (e.g. 'Country')
 - ii. Each organization should occupy one row.
 - iii. The first column ('Label') should contain the name of the organization
 - iv. Other columns should follow the headers that have been chosen.

	A	B
1	Label	Country
2	Youth Afrique Leadership Forum	Nigeria
3	Réseau Anti Corruption (RAC Togo)	Togo
4	Club Humanitaire sans Frontières	Guinea
5	Heal Disability Initiative	Nigeria
6	Promo-Femmes/Développement Solidarité	Burkina Faso
7	ONG Afrique Mutualite	Benin
8	National Youth Council of Nigeria	Nigeria
9	Rahama Women Development Program	Nigeria
10	Association of the Protection of Child Rights	Cote d'Ivoire
11	United Nations Regional Centre for Peace and Disarmament in Africa (UNREC)	Togo
12	Union Communale des Organisations Professionnelles des Eleveurs de Ruminants (UCOPER)	Benin
13	Publish What you Pay (Publiez Ce Que Vous Payez)	Togo
14	Catholic Justice and Peace Commission	Liberia
15	National Endowment for Democracy (NED)	Togo
16	Réseau des Organisations de la Société Civile pour l'Observation et le Suivi des Elections en Guinée (ROSE)	Guinea
17	Nigerian Civil Society Situation Room	Nigeria
18	Chamber of Commerce and Industry	Nigeria
	Forum pour un Developpement Durable	

c. In the 'Connections' sheet (shown to the right):

i. The first row should contain the headers, the first two of which must be 'From' and 'To'. The others may be whatever is relevant for the project, but often it is not necessary to have more than these two.

ii. Each row should contain a connection or a partnership that exists between two organizations. One of the organizations should be in the 'From' column and the other should be in the 'To' column.

	A	B
1	From	To
2	Economic Community of West African States (ECOWAS)	Action Pour l'Entreprenariat et le Developpement (APED)
3	National Democratic Institute (NDI)	International Federation of Women Lawyers (FIDA)
4	Association des Volontaires pour le Developpement Rural	Association des Handicapés de Gueckedou
5	Humble Youth International, Inc.	United Nations Mission in Liberia
6	People to People International (PTPI)	Christian Fellowship/Care Foundation
7	National Mandingo Caucus of Liberia	Mercy Corps
8	Club UNESCO de l'Université Abdou Moumouni de Niamey (CUAM)	Réseau Nigéien pour la Gestion Non Violente des Conflits (GENOVICO)
9	Centre for Peace Across Borders (CEPAB)	Critical Response for Unilateral Xpression (CRUX)
10	Dynamique de Paix en Casamance	Friedrich Ebert Foundation
11	Centre for Information Technology and Development (CITAD)	Centre for Democracy and Development (CDD)
12	International Federation of Women Lawyers (FIDA)	WOMEN FOR WOMEN INTERNATIONAL (WFWI)
13	Women Advocates Research and Documentation Centre (WARDC)	Restoration of the Dignity of Womanhood (ROTDOW)
14	YOUTH FRIENDLY FOUNDATION	Global Fund
15	Conseil National de la Jeunesse du Togo	Groupe de travail Organisations de jeunes-Institutions publiques-UNDESA
16	International Federation of Women Lawyers (FIDA)	National Council of Women Society (NCWS)
17	Women Information Network (WINFT)	Centre for Legal Dialogue and Development (CLEDD)

6. Create the Kumu project from the Excel book

- Open [Kumu](#) and sign in
- Create a New Project by clicking on the green button



c. Enter the Project name, the Project description (if desired), and choose whether the project should be Public or Private



New project

Account

As an organization member you can also create projects on behalf of the organizations you belong to.

Project name

The project name defines the project's url, so try to keep it short and memorable.

Project description

Public Anyone can see this project. You choose who can contribute.

Private You choose who can see and contribute to this project.

[Create project](#)

- d. Choose SNA as the type of project by clicking on the word 'SNA'

Welcome to Kumu

Let's create your first map



Not sure? [Watch our 2 minute overview.](#)

[Or import .json blueprint](#)

- e. Name the map – this can be the same name as the project. Then click 'Create your first map.'

Welcome to Kumu



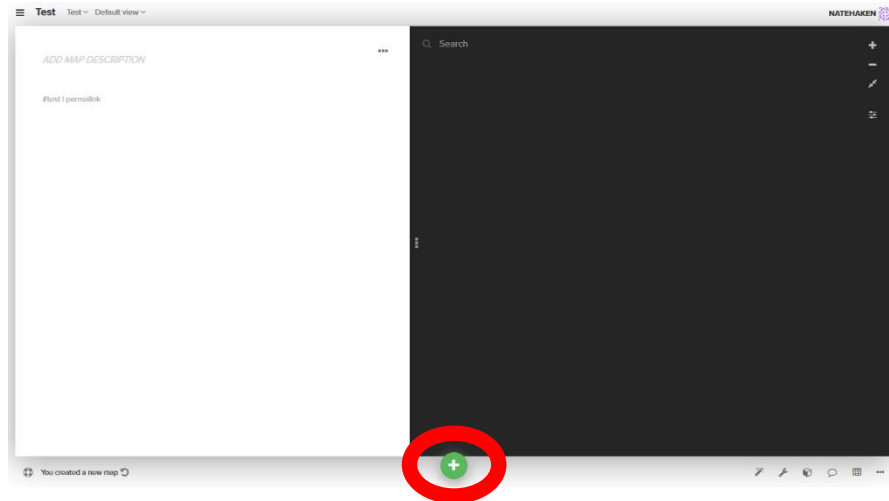
Our SNA template is tuned for performance and can help you identify key influencers, power structures, funding flows and more. You won't have access to all the decorations in the other templates, but you'll be able to support much larger maps. Watch our [SNA intro video](#) to learn more.

What should we name this map?

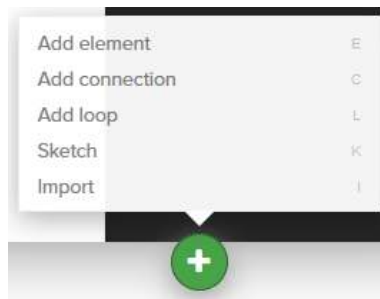
[Create your first map](#)

[OR SELECT ANOTHER TEMPLATE](#)

- f. To upload the Excel document, click on the white plus sign in the green circle at the bottom of the screen.



g. Select 'Import'



h. An overlay will come up that will give instructions on how the Excel file should be formatted. These directions are the same as those given above. Click on 'Select .xlsx file'. If there are any errors in the formatting of the Excel file, Kumu will flag them.

XLSX
CSV
Google Sheets

Whoa there Turbo!
We know you're excited to get started but you'll need to make some small tweaks first.

Your elements should look like this:

Label	Type	Description
Jeff Mohr	Person	Co-Founder and CEO, always up for learning
Kumu	Company	A web-based platform for mapping relationships...

Your connections should look like this:

From	To	Strength
Barack Obama	Michelle Obama	Strong
Edward Snowden	NSA	[redacted]

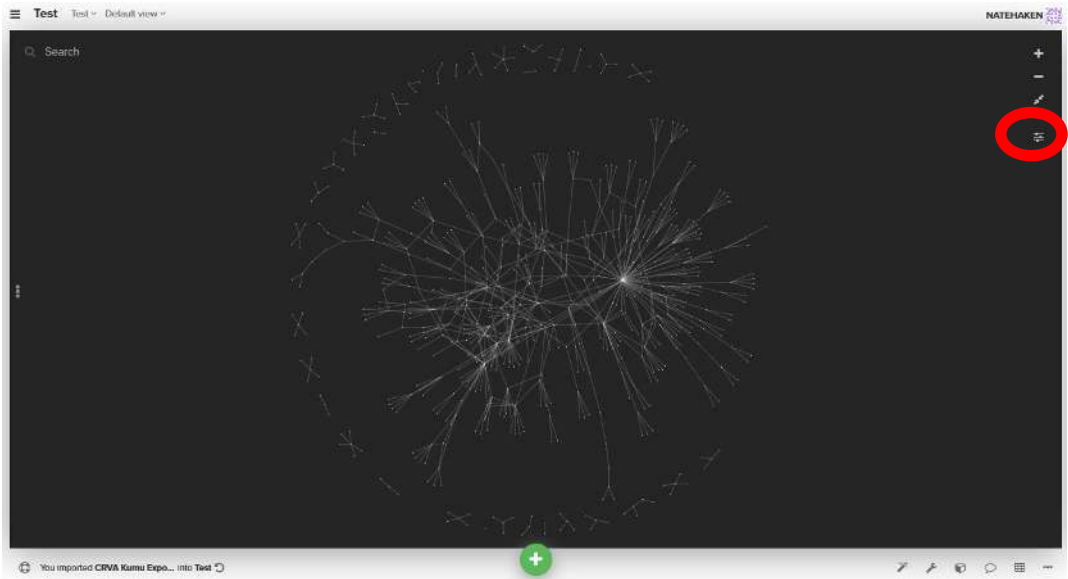
Only **label** is required for elements, and **from/to** for connections.

[Check out the guide](#) to learn about the built-in attributes, along with how to add custom attributes, handle attributes with multiple values, provide your own ids, and more!

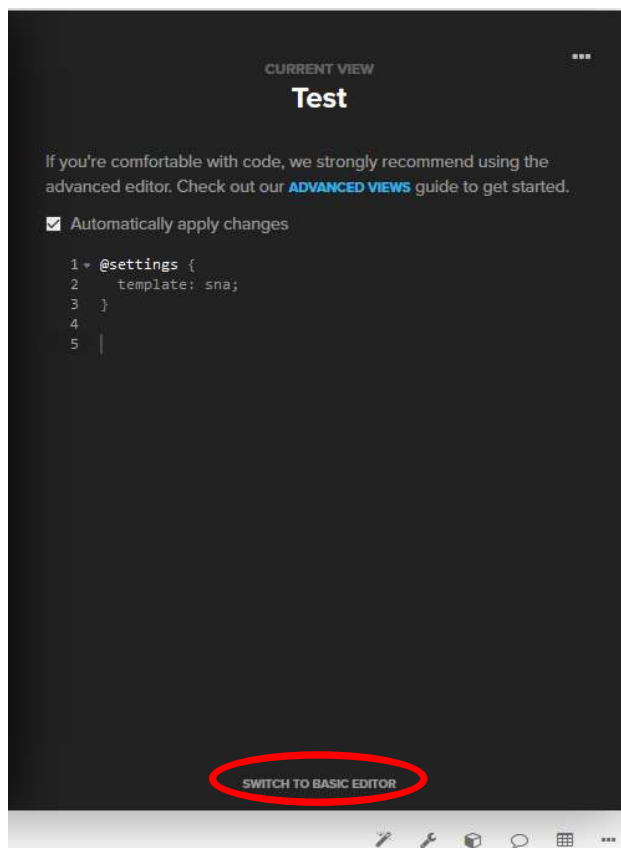
Cancel Select .xlsx file

7. Format the Kumu map (optional)

a. Select Settings

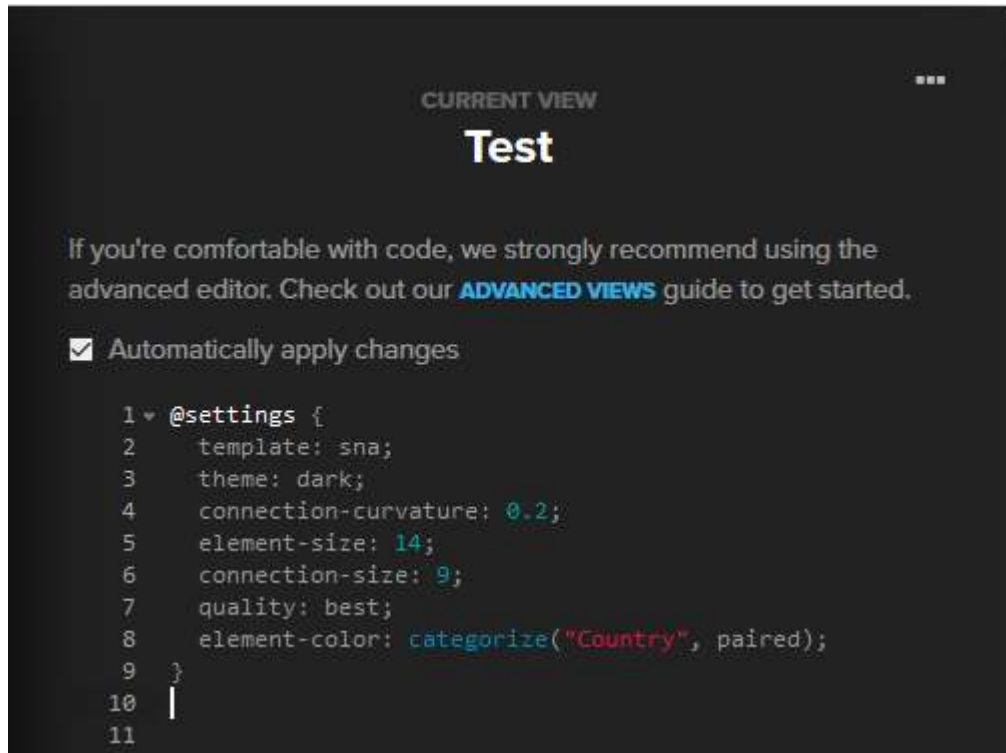


- b. Ensure that you are looking at the Advanced Editor. If the bottom of the sidebar says ‘SWITCH TO ADVANCED EDITOR’, click that. If it says ‘SWITCH TO BASIC EDITOR’, go to the next step.

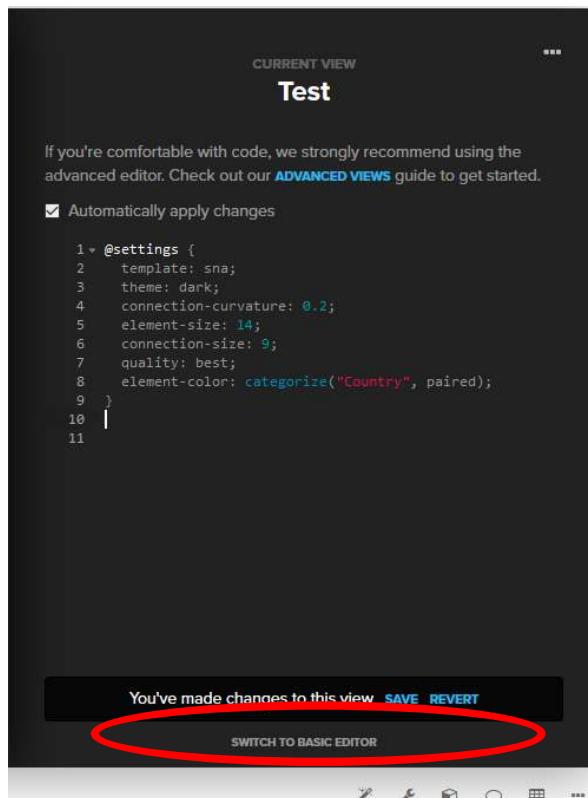


This is the correct view

- c. Add to the code in that view such that it looks like the screenshot below. This will involve adding one line each for the 1) connection-curvature, 2) element-size, 3) connection-size, 4) quality, and 5) element-color.

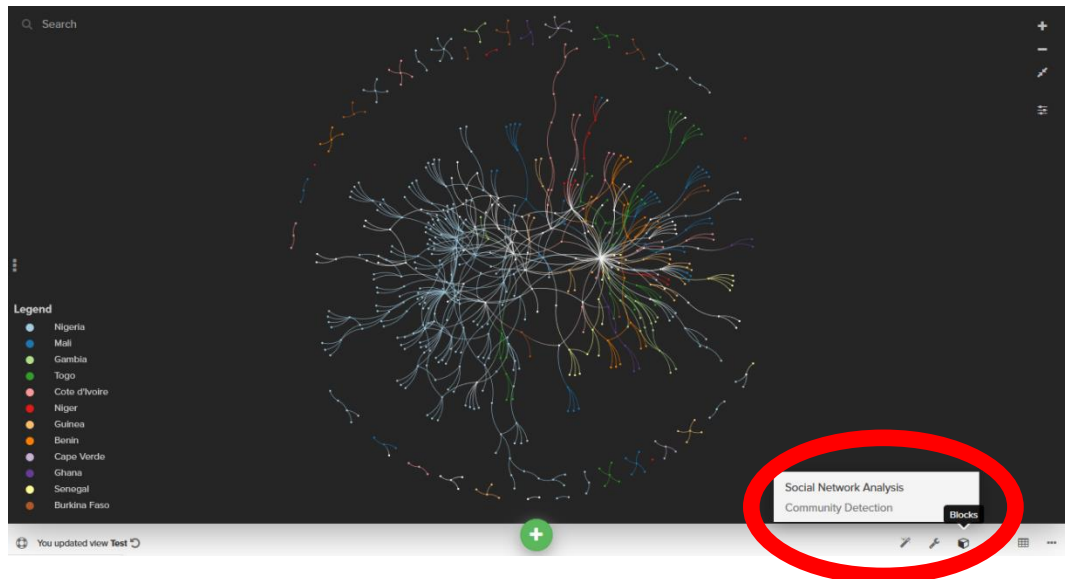


- i. The elements will be colored along a 12 color spectrum. For other spectrum options and for more advanced coloring help, see [here](#).
 - ii. This example uses the 'Country' field as the basis to color the map. If 'Country' is not included or if coloring should be based on another field, replace "Country" with "FieldName"
- d. A box will pop up asking to save or revert changes. Select 'Save'



8. Conduct Social Network Analysis

- a. Open Social Network Analysis by clicking on the cube in the lower right and then selecting 'Social Network Analysis'



- b. In the SNA sidebar that comes up on the left of the screen, select 'Betweenness' and click on 'Discover the brokers/bottlenecks'

← Back

Metrics

Metrics help you **discover key players** within a network, based on their relationships.

Betweenness

Betweenness Centrality

Betweenness centrality measures how many times an element lies on the shortest path between two other elements. In general, elements with high betweenness have more control over the flow of information and act as key bridges within the network. They can also be potential single points of failure.

Discover the brokers / bottlenecks

ADVANCED OPTIONS ▾

Show top 20 elements by

- c. After Kumu finishes calculating, record the top 10 organizations
- d. Repeat 8) (b) and (c) with 'Eigenvector' and 'Reach' in place of 'Betweenness'
- e. Compile and consolidate the combined list from Betweenness, Eigenvector, and Reach

9. Outreach

- a. Use the combined and consolidated list from step 8) as the list of organizations to contact first as part of the planning for the HSRVA technical workshop

Appendix E: Example Scoping Survey – Liberia

1. What is the name of your organization?
2. What District/s and Region/s does your organization work in?
3. List 3-5 other organizations that your own organization has partnered with in any capacity over the last two years (2014-2016) on issues of peace and security. If you are willing, please include a contact email address along with the name so that we can extend this survey to them as well. Otherwise, just write the name of the partner organizations.
 - Name of Organization 1:
 - Name of Organization 2:
 - Name of Organization 3:
 - Name of Organization 4:
 - Name of Organization 5:
4. What type of organization do you represent, with regards to risk and vulnerability?
 - Media
 - United Nations and other intergovernmental agencies
 - Non-Governmental/Civil Society
 - Community-Based Organization
 - Security Services
 - Political Party
 - Government
 - Youth Group
 - Women's group
 - Faith based organizations/Group
 - Private Sector/Business Association
 - Traditional Leadership
 - Other (please specify)
5. Did your work directly target any of the following:
 - Gender based violence
 - Youth and Youth Violence
 - Election/Political Violence Mitigation
 - Sectarian/Communal/Ethnic Tensions
 - Criminal Violence
 - Conflict over land and resources
 - Other (please specify)
6. What type(s) of conflict mitigation work did you do primarily?
 - Conflict Early Warning

- Conflict Assessment
- Advocacy
- Security
- Conflict Management
- Peace Building
- Peace Messaging
- Others (please specify)

7. What areas of human security are most relevant to your work?

- Political Security
- Rule of Law / Physical Security
- Economic Security
- Climate Change and Environment
- Food Security
- Other (Please specify)

8. Was your work successful in reducing or preventing conflict?

- Yes
- No
- Don't Know

9. As a follow-up to Question 8, please explain:

10. Describe how your work reduced or prevented conflict.

11. In cases where you were unable to prevent or reduce conflict, describe why.

12. What key sources of information do you rely on for situational awareness of conflict dynamics to inform your priorities and interventions. Please be as specific as possible. (e.g. radio stations, working groups, early warning systems, local community forums, etc.)?

13. In situations where conflict and insecurity may have adversely affected your operating environment, did you have adequate early warning and situational awareness to plan, adjust, and respond

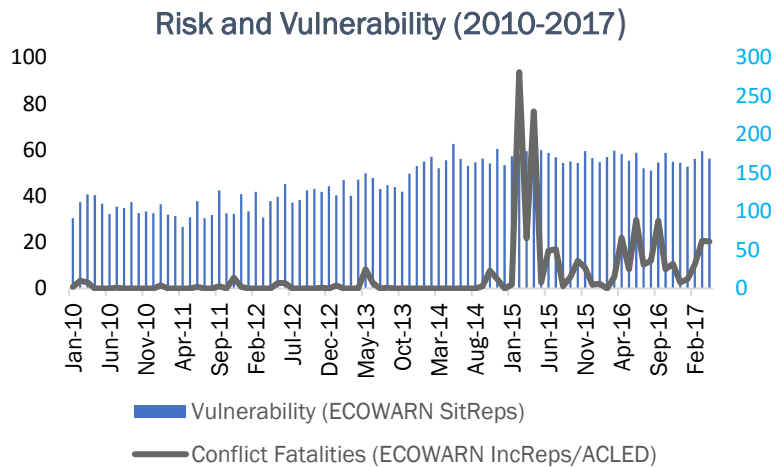
- Yes
- No
- Don't Know

14. (As a follow-up to Question 13) Please Explain:

15. Please provide your contact information.

Appendix F: Instructions to complete the Risk and Vulnerability Graph

The Risk and Vulnerability Graph shows the trends in risk layered against vulnerability. The y-axis on the left should show the level of vulnerability, while the x-axis on the right should show the number of conflict fatalities by month. ECOWARN SitReps are used to depict vulnerability, while ECOWARN IncReps and ACLED data are used to reflect risk by showing conflict fatalities.



Sample Risk and Vulnerability Graph taken from the Niger HSRVA Report

The graph can be created using the attached Excel

template. Please note, updated SitRep data should be added to the template in the **“Formula”** tab. This can be done by pasting data into the bottom of columns B to G in the same format. The formula is set up so that infinite data points can be added.

In order to create the graph:

1. In the attached excel template, open the **“Formula”** tab
2. In column **I1** (highlighted yellow) type the name of the desired country and everything else will automatically populate
3. Copy and paste the dates (column I) and the Overall Score (column J) into a new excel document. Make sure to right click and select paste **Values (V)**
4. Where the "#DIV/0" error appears, it means there is are zero data entries for that time period. For the purposes of the Risk and Vulnerability Graph where there is an error, take the average of the scores for the prior and following months.
5. After pasting the SitReps scores into a new document, enter the number of conflict fatalities for each month in column C.
6. Once all the data has been entered into the excel spreadsheet, highlight the appropriate columns and insert a **Clustered Column – Line on Secondary Axis** chart.

Templates and Example Reports

1. HSRVA Index spreadsheet (as attachment)
2. Data coding spreadsheet (as attachment)
3. Desktop Study
4. KII and FGD Instrument
5. Risk and Vulnerability (IncRep/SitRep) Graph spreadsheet (as attachment)
6. Quantitative Breakdown Appendix spreadsheet (as attachment)
7. Final Report
8. Example Report (as attachment): Niger Desktop Study
9. Example Report (as attachment): Niger HSRVA Report



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[insert country flag]

Country Name

Country Risk and Vulnerability Assessment

Desktop Study
and Planning
Document

Date

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Country Background

This section should give a brief but comprehensive overview of 1) the social and political history of the country, and 2) the salient points from HSRVA Index and the human security pillars that help to give a fuller picture of the country. To ensure usability of the study by a broader range of stakeholders, assume that your reader does not have a deep background in the country.

Key Incidents or Events

This section analyzes the GIS event data to identify key incidents or events that took place in the preceding two years. The writer may also wish to include an analysis of trends in conflict incidents compared to fatalities, as well as a comparison of reported incidents or fatalities by region.

Conflict Risk and Vulnerability Factors

This section uses the results of the HSRVA Index and the five human security pillars to structure a deeper examination of conflict risk and vulnerability factors in the country. This section can begin with a short paragraph summarizing the HSRVA Index findings and a graph visualizing the HSRVA Index scores for the country. It is also useful to compare the scores of the country in question with the scores of two neighboring or comparable countries to provide a sense of proportionality.

Currently, based on an aggregation of dozens of datasets, indexed according to the categories of Governance, Security, Crime, Environment, and Health, X COUNTRY is most vulnerable in the area of X and most resilient in Y. X COUNTRY also received an overall Gender score of #. In the graph below, scores for [two other countries] are provided for comparison.

[Insert graph visualizing the HSRVA Index scores for the country and two neighboring or comparable countries]

This section then delves into an examination of the country through the lens of the five human security pillars, organized from most to least vulnerable. The guidance below includes some common topics of research within each pillar, as well as useful resources. However, these lists are by no means exhaustive, and researchers are encouraged to expand or tailor these subjects according to the country context.

Crime - Most Vulnerable Category

X Country is currently most vulnerable in the area of Crime. X Country receives an aggregate score of 1.0 for Crime, which is significantly above/below the regional average of #.

[Insert graph with Crime sub-indicators]

Text analysis of Crime category

Environment - Second Most Vulnerable Category

Environment is X Country's second most vulnerable category, with an aggregate score of #. Across the five indicators, X and Y are the most vulnerable areas with scores of # and #, respectively, followed by Z with a score of #.

[Insert graph with Environment sub-indicators]

Text analysis of Environment category

Governance - Third Most Vulnerable Category

Governance is X country's third most vulnerable category, with an aggregate score of #. The country is most vulnerable in the area of Y, with a score of #, and most resilient in the area of Z (score of #).

[Insert graph with Governance sub-indicators]

Text analysis of Governance category

Health - Fourth Most Vulnerable Category

X country scores # in the category of Health, slightly below the regional average of #.

[Insert graph with Health sub-indicators]

Text analysis of Health category

Security - Least Vulnerable Category

X country is least vulnerable in the category of Security (score of X), placing the country marginally ahead of the regional average of #.

[Insert graph with Security sub-indicators]

Text analysis of Security category

Gender Considerations

In addition to mainstreaming gender into the human security pillar sections above, the Gender Considerations section provides a summary of gender roles in the country and additional information to give an overview of the general position of women in the country. What different social, economic or political roles do men and women play in the country? How have women been uniquely affected by the trends discussed in the report? What disparities exist? How has the government worked to address these disparities? Are things improving?

Key Risk Factors

This section identifies the leading types of conflict risks in the country, based on an analysis of GIS event data. Examples of conflict risks could include Criminality, Political Tensions, Riots and Protests, or Communal Tensions and Violence. For each type of event-driven risk, the report should identify hotspots, trends in incidents compared to fatalities, and a summary of the incidents in the event data.

Regional Breakdown

Region	Salient Issues	Key Areas
Agadez	<input type="checkbox"/> Violent clashes involving the Nigerien military	<input type="checkbox"/> Tchirozerine
Diffa	<input type="checkbox"/> Clashes between military and Boko Haram	<input type="checkbox"/> Diffa <input type="checkbox"/> N'Guigmi
Dosso	<input type="checkbox"/> Farmer/herder clash resulting in 7 fatalities <input type="checkbox"/> Armed clash between soldiers and the police	<input type="checkbox"/> Dosso <input type="checkbox"/> Boboye (communal clash)
Maradi	<input type="checkbox"/> Riots/protests	<input type="checkbox"/> Madarounfa <input type="checkbox"/> Dakoro
Niamey	<input type="checkbox"/> Riots/protests <input type="checkbox"/> Political tensions <input type="checkbox"/> Labor strikes	<input type="checkbox"/> Niamey
Tahoua	<input type="checkbox"/> Farmer/herder clashes resulting in fata violence <input type="checkbox"/> AQIM attacks	<input type="checkbox"/> Tahoua
Tillabery	<input type="checkbox"/> Boko Haram insurgency <input type="checkbox"/> Riots/protests <input type="checkbox"/> Displacement issues related to violence in Mali	<input type="checkbox"/> Ouallam Tera
Zinder	<input type="checkbox"/> Riots/protests related to education system <input type="checkbox"/> Riots/protests related to Boko Haram insurgency	<input type="checkbox"/> Tanout <input type="checkbox"/> Mirriah

Using GIS event data, this section analyzes the types of conflict risks occurring in each region of the country and identifies key hotspots within each region. For usability, this information is best presented in a table format. For example:

Key Stakeholders

Based on the research conducted over the course of the Desktop Study, this section identifies international, national, and local stakeholders who should be engaged during the next phase of field research. It is important to identify key actors across the five human security pillars, as well as think through the types of stakeholders (such as political opposition groups, religious leaders, or traditional leaders) who may contribute critical insights during the field research phase. Be sure to identify stakeholders at the international, regional, national and local levels.

Conclusion

This section provides a brief summary of the findings of the Desktop Study and identifies gaps or areas for additional research which can be filled during the next phase of field research.

Key Informant Interview (KII) or Focus Group Discussion (FGD)

Note that the questions below are the framing questions from the Cabo Verde HSRVA in 2018 and are organized according to the old five human security pillars. The questions should be updated with the relevant framing questions for the country in question and in alignment with the new five human security pillars.

Name of Respondent (If KII): Click or tap here to enter text.

Facilitator(s): Click or tap here to enter text.

Role of Respondent (if KII) or Stakeholder Group (if FGD): Click or tap here to enter text.

Research Site (Area of Focus): Click or tap here to enter text.

Date: Click or tap here to enter text.

(Note: After every question, ask people for *EXAMPLES*. If they give an example, ask a follow up question if it seems significant)

I. Introduction

- Introduce respondents to the goal of the HSRVA process and the goal of the interview
- Assure anonymity and confidentiality
- Ask if they have any questions or concerns before beginning

II. Economics & Resources

Checklist: ONLY check items that the respondent cited as a *significant* risk or vulnerability in the interview.

Inequality	Undernourishment	Economic Productivity	Gender (Education and Employment)	Land and Natural Resources

How have international events (e.g. the global economic crisis) affected the economy? To what extent is food insecurity a concern? In what ways do climate change or environmental pressures affect local communities? Are there disparities between urban and rural areas in terms of service provision? What role do women play in the economy? What role do youth play in the economy? What role do illicit economic activities (including smuggling and drug trafficking) play in the local and national economy? What role does natural resource management and land tenure play in social cohesion?

III. Population & Demographics

Checklist: ONLY check items that the respondent cited as a *significant* risk or vulnerability in the interview.

Youth Population	Migration	Public Health	Gender Issues	Ethnic/Communal

What impact(s) has migration (rural-urban, to the U.S. or Europe, or immigration to Cabo Verde from the West African region) had on Cabo Verde? What role do women play in social, economic, and political life? What role do youth play in social, economic and political life? Are there specific issues facing the youth (e.g. Disenfranchisement, access to opportunity and resources? Are there tensions or conflicts between religious or ethnic groups? To what extent does geography (ex: rural vs urban areas) affect access to social services and infrastructure? How effective is family planning in terms of access and policy? How prevalent is gender-based violence (GBV) and child abuse? To what extent is the health system capable of responding to health threats such as the Zika virus?

IV. Security

Checklist: ONLY check items that the respondent cited as a *significant* risk or vulnerability in the interview.

Political/Electi on Violence	Gender-Based Violence	Criminality	Communal /Ethnic Violence	Insurgency /Terrorism	Functioning of security forces

What role do the security forces play in managing or worsening criminality? Are they legitimate, representative, and professional? Are there other conflict drivers such as land disputes, succession or inheritance, or resource competition? What role do communities or non-state actors play in security provision? To what extent have illicit markets (e.g. drug trafficking) contributed to issues of criminality and violence? Are there cross-border, maritime, or transnational threats? Are there concerns around radicalization or violent extremism?

V. Politics & Governance

Checklist: ONLY check items that the respondent cited as a *significant* risk or vulnerability in the interview.

Elections	Functioning of Gvt	Corruption	Gender	Civil Society

What role(s) do women and youth play in politics and decision-making? What role(s) do civil society groups, the media and social movements play in politics? To what extent do perceptions of corruption and nepotism in government erode the legitimacy of state institutions and electoral process? Are there concerns around future elections?

VI. Rule of Law

Checklist: ONLY check items that the respondent cited as a *significant* risk or vulnerability in the interview.

Judicial Independence	Accountability/ Impunity	Access to Justice	Gender

To what extent is the judiciary independent of the executive? What role does the judiciary play in regard to questions of justice and impunity? Is there access to legal and judicial services throughout the country? To what extent do communities rely on police and security forces to provide justice? To what extent are women’s rights protected in practice? Is there reliance on alternative/traditional dispute resolution mechanisms? Do people resort to popular justice?

Insert country-relevant picture

Country Risk and Vulnerability Assessment

[Country Name]

[Month Year] that Fieldwork was conducted

ECOWAS COMMISSION
COMMISSION DE LA CEDEAO
COMISSÃO DA CEDEAO



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Insert map of the country

Insert references for the country map and the picture from first page

Table of Contents

Acronyms and Abbreviations

List of all the acronyms and abbreviations that are used in this report, including those that are considered widely known and understood.

Foreword

Preface

Acknowledgements

Executive Summary

This section should be a relatively brief (~1 page) high level overview of the HSRVA that took place and the findings that were gleaned from the assessment.

Introduction

Research Process

This section should cover an overview of the HSRVA research process, as described in the Background and Context of the HSRVA Process section.

Terminology and Conceptual Definitions

Define important terms as they are used in this report, e.g. Vulnerability, Risk, Resilience.

Define the framework that underlies the HSRVA analysis and how it relates to the rest of the ECOWAS conflict prevention framework.

Literature Review

This section is a review of the academic literature on conflict prevention and early warning, specifically on the rise and use of a human security lens in conflict early warning.

Research Questions

This section covers the framing questions developed based on the initial desktop findings, broken out by the five human security pillars. These framing questions inform the design of the KII and FGD instruments, as described in section 3.D, Conducting KIIs and FGDs within Implementation Steps.

Description of the Sample

A brief description of the data types and sources utilized in the creation of this report.

Data Analysis

A high level analysis of the data – including SitReps, IncReps, event data, and the HSRVA Index – on the country in question, including conflict patterns and trends and relative vulnerabilities across the five human security pillars. This can be supplemented by graphs and maps to help illustrate the analysis, including heatmaps and a map of the locations where fieldwork took place.

Scope and Limitations of the Study

This section describes the scope of the study in this report and its limitations, including limitations based on data availability and representativeness, as well as the purpose of the report and the ways it will be used to strengthen ECOWAS's conflict prevention and early warning efforts.

Country Background

This section should cover a background of the country, including its history, its economic situation, its sociopolitical context, and its position in the regional environment.

National-Level Vulnerabilities, Risks and Resiliencies

Based on desktop research using the ECOWARN and ACLED data sets, surveys of peace and security actors in key regions in [Country Name], field research that included KIs and FGDs, and participatory analysis by the HSRVA field research team, the following national-level risks, vulnerabilities, and resilience factors were identified:

Structural Vulnerabilities	Crime <ul style="list-style-type: none"><input type="checkbox"/> List of Structural Vulnerabilities within Crime Dimension Environment <ul style="list-style-type: none"><input type="checkbox"/> List of Structural Vulnerabilities within Environment Dimension Governance <ul style="list-style-type: none"><input type="checkbox"/> List of Structural Vulnerabilities within Governance Dimension Security <ul style="list-style-type: none"><input type="checkbox"/> List of Structural Vulnerabilities within Security Dimension Health <ul style="list-style-type: none"><input type="checkbox"/> List of Structural Vulnerabilities within Health Dimension
Event-Driven Risks	Crime <ul style="list-style-type: none"><input type="checkbox"/> List of Event-Driven Risks within Crime Dimension Environment <ul style="list-style-type: none"><input type="checkbox"/> List of Event-Driven Risks within Environment Dimension



Governance

- List of Event-Driven Risks within Governance Dimension

Security

- List of Event-Driven Risks within Security Dimension

Health

- List of Event-Driven Risks within Health Dimension



Social and Institutional Resilience Factors

Crime

- List of Social and Institutional Resilience Factors within Crime Dimension

Environment

- List of Social and Institutional Resilience Factors within Environment Dimension

Governance

- List of Social and Institutional Resilience Factors within Governance Dimension

Security

- List of Social and Institutional Resilience Factors within Security Dimension

Health

- List of Social and Institutional Resilience Factors within Health Dimension

[Dimension Name] (Most Vulnerable Pillar) calculated in HSRVA Index

Vulnerabilities	<input type="checkbox"/> List of Structural Vulnerabilities within this Dimension from the list of National-level vulnerabilities, Risks, and Resiliencies above
Risks	<input type="checkbox"/> List of Event-Driven Risks within this Dimension from the list of National-level vulnerabilities, Risks, and Resiliencies above

Vulnerabilities and Risks

According to the HSRVA Index, [country] is most vulnerable in the area of [this dimension], with a score of X.XX/10.

Description of the Structural Vulnerabilities and Event-Driven Risks present in this dimension at the national level. Include results from the Field Research and Desktop Research, including quotes from KIIs and FGDs as well as quantitative figures. If there are particularly striking or illustrative quotes, include them in breakout quote boxes.

Social and Institutional Resilience Factors

Description of the Social and Institutional Resilience Factors that are present in this dimension at the national level. Include results from the Field Research and Desktop Research, including, where possible, quotes from KIIs and FGDs as well as quantitative figures.

[Dimension Name] (Second Most Vulnerable Pillar) from HSRVA Index

Vulnerabilities	<input type="checkbox"/> List of Structural Vulnerabilities within this Dimension from the list of National-level vulnerabilities, Risks, and Resiliencies above
Risks	<input type="checkbox"/> List of Event-Driven Risks within this Dimension from the list of National-level vulnerabilities, Risks, and Resiliencies above

Vulnerabilities and Risks

According to the HSRVA Index, [country] is most vulnerable in the area of [this dimension], with a score of X.XX/10.

Description of the Structural Vulnerabilities and Event-Driven Risks present in this dimension at the national level. Include results from the Field Research and Desktop Research, including quotes from KIIs and FGDs as well as quantitative figures. If there are particularly striking or illustrative quotes, include them in breakout quote boxes.

Social and Institutional Resilience Factors

Description of the Social and Institutional Resilience Factors that are present in this dimension at the national level. Include results from the Field Research and Desktop Research, including, where possible, quotes from KIIs and FGDs as well as quantitative figures.

[Dimension Name] (Third Most Vulnerable Pillar) from HSRVA Index

Vulnerabilities

- List of Structural Vulnerabilities within this Dimension from the list of National-level vulnerabilities, Risks, and Resiliencies above

Risks

- List of Event-Driven Risks within this Dimension from the list of National-level vulnerabilities, Risks, and Resiliencies above

Vulnerabilities and Risks

According to the HSRVA Index, [country] is most vulnerable in the area of [this dimension], with a score of X.XX/10.

Description of the Structural Vulnerabilities and Event-Driven Risks present in this dimension at the national level. Include results from the Field Research and Desktop Research, including quotes from KIIs and FGDs as well as quantitative figures. If there are particularly striking or illustrative quotes, include them in breakout quote boxes.

Social and Institutional Resilience Factors

Description of the Social and Institutional Resilience Factors that are present in this dimension at the national level. Include results from the Field Research and Desktop Research, including, where possible, quotes from KIIs and FGDs as well as quantitative figures.

[Dimension Name] (Fourth Most Vulnerable Pillar) from HSRVA Index

Vulnerabilities	<input type="checkbox"/> List of Structural Vulnerabilities within this Dimension from the list of National-level vulnerabilities, Risks, and Resiliencies above
Risks	<input type="checkbox"/> List of Event-Driven Risks within this Dimension from the list of National-level vulnerabilities, Risks, and Resiliencies above

Vulnerabilities and Risks

According to the HSRVA Index, [country] is most vulnerable in the area of [this dimension], with a score of X.XX/10.

Description of the Structural Vulnerabilities and Event-Driven Risks present in this dimension at the national level. Include results from the Field Research and Desktop Research, including quotes from KIIs and FGDs as well as quantitative figures. If there are particularly striking or illustrative quotes, include them in breakout quote boxes.

Social and Institutional Resilience Factors

Description of the Social and Institutional Resilience Factors that are present in this dimension at the national level. Include results from the Field Research and Desktop Research, including, where possible, quotes from KIIs and FGDs as well as quantitative figures.

[Dimension Name] (Least Vulnerable Pillar) from HSRVA Index

Vulnerabilities	<input type="checkbox"/> List of Structural Vulnerabilities within this Dimension from the list of National-level vulnerabilities, Risks, and Resiliencies above
Risks	<input type="checkbox"/> List of Event-Driven Risks within this Dimension from the list of National-level vulnerabilities, Risks, and Resiliencies above

Vulnerabilities and Risks

According to the HSRVA Index, [country] is most vulnerable in the area of [this dimension], with a score of X.XX/10.

Description of the Structural Vulnerabilities and Event-Driven Risks present in this dimension at the national level. Include results from the Field Research and Desktop Research, including quotes from KIs and FGDs as well as quantitative figures. If there are particularly striking or illustrative quotes, include them in breakout quote boxes.

Social and Institutional Resilience Factors

Description of the Social and Institutional Resilience Factors that are present in this dimension at the national level. Include results from the Field Research and Desktop Research, including, where possible, quotes from KIs and FGDs as well as quantitative figures.

External Factors

Description of the external factors that affect the country, such as membership in international and regional organizations, exposure to international economic conditions, migration and refugee flows, climate change, and effects of geographic location and neighboring countries.

Gender Considerations

While gender considerations should be mainstreamed throughout the report in both the national and sub-national sections, this section should cover the challenges and sources of resilience for women in the social, economic, and political spheres.

Sub-National Level Vulnerabilities, Risks and Resilience Factors: Observations by Region

[Name of Sub-national region] – **section repeated for each sub-national region**

Brief (~one paragraph) description of the sub-national region, including population, demographic makeup, and local economy. There should also be a heatmap of incidents within this region.

Structural Vulnerabilities

- A list of structural vulnerabilities that are present within this sub-national region across all dimensions

Event-Driven Risks

- A list of event-driven risks that are present within this sub-national region across all dimensions

Social and Institutional Resilience Factors

- A list of social and institutional resilience factors that are present within this sub-national region across all dimensions

Each of the following sections should include a description of the Structural Vulnerabilities and Event-Driven Risks that are present in the dimension in this sub-national region. The description should be driven by the results of the field research, including quotes from KIIs and FGDs, and should be supported by Desktop Research where possible. If there are particularly striking or illustrative quotes from the KIIs or FGDs, include them in breakout quote boxes.

Crime
Environment
Governance
Security
Health

The following section should include a description of the Social and Institutional Resilience Factors that are present in this sub-national region. The description should be driven by the results of the field research, including quotes from KIIs and FGDs and should be supported by Desktop Research where possible.

**Social and Institutional Resilience
Factors**

Conclusion and Recommendations

This section should include a high level review of the findings covered in the report as well as recommendations based on those findings. As covered in section 4.B of the Implementation Steps section of the Manual, effective recommendations should:

- *Know the audience*
- *Be specific and actionable*
 - ***who** should do it or be a part of it?*
 - ***what** should be done specifically, where possible?*
 - ***when** should it be done?*
 - ***where** should it be done?*
 - ***how** should it be done?
Address timing and steps as possible*
- *Be politically feasible*
- *Be timely*
- *Be concise*
- *Build on identified resiliencies*

The recommendations should be broken into sections based on the HSRVA dimensions: Crime, Environment, Governance, Security, Health.

Appendix A: Data Sample

This appendix should be a table that includes every data source used in the HSRVA, including those used in the construction of the HSRVA Index, the peace/security actors surveyed as part of the SNA, the SitReps and IncReps, and the KIIs and FGDs. A reduced example of the table is included below.

Phase	Dimension	Source	Metric	Sample
Phase 1: Desktop	Risk	ECOWARN	IncReps	Number of IncRep reports used (after reducing for duplicates and relevance)
Phase 2: Field Research	Risk and Vulnerability	Focus Group Discussions	Broken out by Men, Women, and Youth	Number of Focus Group Discussions conducted
Phase 2: Field Research	Risk and Vulnerability	Key Informant Interviews	Prominent individuals and local experts, including gvt officials	Number of Key Informant Interviews conducted

Appendix B: Vulnerability Index

Index Data Sources

Very brief discussion of the data sources used in the HSRVA Index.

Process: Calculating the Scores

The process of calculating the scores, divided into the three steps of 1) normalization, 2) scaling, and 3) aggregation and including the mathematical formulas that underlie those steps.

Appendix C: Additional References

This appendix should include a list of useful reports, studies or other materials relevant to the country context or the broader topic of human security, should the reader require additional information. Potential sources could include reports by international organizations or NGOs, academic studies, government strategy papers, or policy documents.

Appendix D: Quantitative Field Research Breakdown

This section should cover the quantitative breakdown of the results of the field research, as described in the Quantitative Field Research Breakdown appendix. The section should first break down the data by human security pillar, and then should break down the data from each pillar into sub-pillars. Each breakdown should include a table and a graph, as well as a very brief (~1 line) analysis.

Appendix E: Matrix of Vulnerabilities, Risks, Resilience Factors, and Recommendations by Human Security Pillar

CABO VERDE	Vulnerabilities	Risks	Resiliencies	Recommendations
Crime	➤ List of national-level Structural Vulnerabilities in Crime Dimension	➤ List of national-level Event-Driven Risks in Crime Dimension	➤ List of national-level Resiliencies in Crime Dimension	➤ List of recommendations in the Crime Dimension
Environment	➤ List of national-level Structural Vulnerabilities in Environment Dimension	➤ List of national-level Event-Driven Risks in Environment Dimension	➤ List of national-level Resiliencies in Environment Dimension	➤ List of recommendations in the Environment Dimension
Governance	➤ List of national-level Structural Vulnerabilities in Governance Dimension	➤ List of national-level Event-Driven Risks in Governance Dimension	➤ List of national-level Resiliencies in Governance Dimension	➤ List of recommendations in the Governance Dimension
Security	➤ List of national-level Structural Vulnerabilities in Security Dimension	➤ List of national-level Event-Driven Risks in Security Dimension	➤ List of national-level Resiliencies in Security Dimension	➤ List of recommendations in the Security Dimension
Health	➤ List of national-level Structural Vulnerabilities in Health Dimension	➤ List of national-level Event-Driven Risks in Health Dimension	➤ List of national-level Resiliencies in Health Dimension	➤ List of recommendations in the Health Dimension