**Note: This is a MAG-internal form for Community Liaison Teams. It is a generic form that has to be adjusted to the country context. The lines of advice in blue font are there to guide you during this adjustment, so please delete them when done.**

**All programmes must share their final country RCIA POST-CLEARANCE forms with ODT-CL for internal approval.**

***Same form to be used whether Post-Clearance Survey phase is Immediate, Intermediate or Long-Term.***

*⭘ Refers to single selection. 🞎 Refers to multiple selection possible.*

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| 1. **General Information** | | | | | | | | |
| **Assessment ID** | | *Report ID format as in OMIS 2 is: Country inititals\_team number-RCIA-date-time. E.g.: LBN\_CLT1S-RCIA-15092022-0930*  *Should be automatically generated. Can be kept blank if using paper forms* | | | | | | |
| **Report Date** | |  | | | **Report Time** | | |  |
| **Area of Operations** | | ⭘ *Select from list* | | | | | | |
| **Type of Team**  *Remove or adjust as needed* | | ⭘ MAG  ⭘ Partner *(name)* | | | **Team Name** | | |  |
| **Survey Phase** | | ⭘ Immediate Post Clearance (up to 3 months after)  ⭘ Intermediate Post Clearance (3-6 months after)  ⭘ Long-term Post Clearance (6+ months after) | | | | | | |
| **Task Reference**  *Get it from the RCIA PRE report* | |  | | | **Final Task Size**  **(Sq M)**  *Get it from this task’s completion report* | | |  |
| **Project Information**  *If using paper forms, can remove the fields except for Donor Code and Project Number* | | | | | | | | |
| **Cost Centre** | |  | | | **Donor Code** | | |  |
| **Donor Name** | |  | | | | | | |
| **Project Number** | |  | | | **Project Code** | | |  |
| * 1. **Location of the Task**   *Adjust ‘Location of the Task’ to the administrative divisions in your country* | | | | | | | | |
| **Province** | | | | *Select from list* | | | | |
| **District** | | | | *Select from list* | | | | |
| **Municipality** | | | | *Select from list* | | | | |
| **Village/Town** | | | | *Select from list* | | | | |
| **Neighbourhood** *(if applicable)* | | | |  | | | | |
| * 1. **Geographic Location Reference Point**   *Keep or delete line for decimal degree coordinate as per country requirements* | | | | | | | | |
| **Decimal degree** | Latitude | | | | | Longitude | | |
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| **UTM** | Zone and band | | Easting | | | | Northing | |
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| 1. **Land Use Assessment** | | | |
| **Take a photo of sketch map showing extent of each land use** | | | |
| **Write the estimated % of actual land used per category**  *The total score needs to add up to 100%. Adjust the scores to reflect this.*  *Use whole numbers between 0-100* | | | |
|  | **RESIDENTIAL purposes** | |  |
|  | **AGRICULTURE purposes** | |  |
|  | **COMMUNITY or PUBLIC SERVICES** | |  |
|  | **NATURAL RESOURCES** | |  |
|  | **INFRASTRUCTURE purposes** | |  |
|  | **ACCESS purposes** | |  |
|  | **NOT IN USE** | |  |
| Value Check (must =100)  *In case of data collection software (e.g. Kobo)… this calculation should be automated, with a warning note emerging if total score does not equal 100* | | |  |
| **Write the Sq M calculations, based on % above**  *In case of data collection software (e.g. Kobo)… this section should be automated* | | | |
|  | | **Sq M – Residential** |  |
|  | | **Sq M – Agriculture** |  |
|  | | **Sq M – Community or Public Services** |  |
|  | | **Sq M - Natural Resources** |  |
|  | | **Sq M – Infrastructure** |  |
|  | | **Sq M – Access** |  |
|  | | **Sq M - Not in Use** |  |
| **Please add any valuable remarks about how people benefit from using cleared land (income generation, family subsistence, community use etc…)** | | | |
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| 1. **Visual Evidence of Areas Intended for Land Use** | |
| *Take 2 photos of each area of land used, as per the categories indicated in section 2 (i.e. 2 photos per category), if safe to access and meaningful photos can be taken. Tick the box next to the relevant photo description to confirm it was taken.*  *Attach the photo to this report* | |
| 🞎 **RESIDENTIAL – 1st photo** | 🞎 **RESIDENTIAL – 2nd photo** |
| 🞎 **AGRICULTURE – 1st photo** | 🞎 **AGRICULTURE – 2nd photo** |
| 🞎 **COMMUNITY or PUBLIC SERVICES – 1st photo** | 🞎 **COMMUNITY or PUBLIC SERVICES – 2nd photo** |
| 🞎 **NATURAL RESOURCES – 1st photo** | 🞎 **NATURAL RESOURCES – 2nd photo** |
| 🞎 **INFRASTRUCTURE – 1st photo** | 🞎 **INFRASTRUCTURE – 2nd photo** |
| 🞎 **ACCESS – 1st photo** | 🞎 **ACCESS – 2nd photo** |
| 🞎 **NOT to be USED – 1st photo** | 🞎 **NOT to be USED – 2nd photo** |

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| 1. **Housing, Lands & Property**   *You have collected this data during the Pre impact assessment phase. However, changes may have happened in the meantime. Check/update this information about cleared land/property.* | | |
| **Who owns the land?**  *(select all that apply)*  *Adapt answer options to country. Please:*  *- add or remove options as needed*  *- for kept options, do not change the wording unless absolutely necessary* | | 🞎 Private landowners  🞎 Communal land  🞎 Government  🞎 Unknown  🞎 Other |
| **If other, please describe:** |  | |
| **Other people apart from the owner have the right to use this land?** | | ⭘ Yes  ⭘ No  ⭘ Don’t know |
| **[If yes], who?** |  | |
| **Any disputes over land rights/ ownership after clearance of this land?** | | ⭘ Yes  ⭘ No  ⭘ Don’t know |
| **[If yes], please explain what kind of property problems, i.e. ownership disputes, documentation lost or missing…** | | |
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| 1. **Development Plans**   *This includes all types of activities / plans / projects that can benefit the community, either planned by the community themselves, the authorities, government or NGOs* | | |
| **Now that this land is cleared, are there any development activities/projects realised or firmly planned for this area?** | | ⭘ Yes  ⭘ No  ⭘ Don’t know |
| **[If yes] Provide a description of the activities, projects, plans.**  *List here all the development plans mentioned* | | |
|  | | |
| **[If yes] Who did/will undertake the development?** | | 🞎 Government  🞎 NGO  🞎 Private owners  🞎 Community  🞎 Other |
| **If other, please describe:** |  | |

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| 1. **Feeling of Safety** | | | | | | | | | | | | |  | | | | | | | | |
| *Ask the group to do a ranking exercise.  Prepare a line on the ground and mark 1,2,3,4,5 from start to finish. Ask below question; each person quietly thinks of his/her answer and takes a position in response to the question – points from 1-5 (e.g., a line on the ground; only full numbers allowed). Discuss why the person has taken this position; allow to alter position once in order to take final position; take scores and calculate one average score.*  **On a scale from 1 to 5, can you describe how worried you are now about EO on this piece of land (HA)? (1 being the lowest and 5 highest).**  *For each score, write the total, then break-it down by age and gender.*  *W= women (18+), G= girls (17 and under), B= boys (17 and under), M= men (18+)*  *Calculate the total score, then calculate the average score (total divided by number of participants)*  *In case of data collection software (e.g. Kobo)… these calculations should be automated* | | | | | | | | | | | | | | | | | | | | | |
| **Score 1** | | | | **Score 2** | | | | **Score 3** | | | | | **Score 4** | | | | | **Score 5** | | | |
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| **W** | **G** | **B** | **M** | **W** | **G** | **B** | **M** | **W** | **G** | | **B** | **M** | **W** | **G** | **B** | | **M** | **W** | **G** | **B** | **M** |
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| **Total score** | | | | |  | | | | | **Average score** | | | | | |  | | | | | |
| **Add any observations** | | | | | | | | | | | | | | | | | | | | | |
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| 1. **Assessment of Blockages** | |
| *This section aims to understand what has been unblocked and become accessible after clearance.* | |
| **What has been unblocked after clearance of this HA?** | 🞎 Access to residential housing  🞎 Access to land for agriculture  🞎 Access to using or developing community/public facilities  🞎 Access to natural resources  🞎 Access to using or developing infrastructure  🞎 Access to using or developing access infrastructure |
| **Please explain** |  |

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| 1. **Contamination Update**   *(Only refer to the community). Start these questions by ‘Since land was cleared…’* | |
| **To your knowledge, are there any additional dangerous areas containing EO (mines/ERW/IED) in your community?**  *Use/explain map of the community and tasks to be assessed for land release. Sketch in new areas if mentioned by participants.* | ⭘ Yes  ⭘ No  ⭘ Don’t know |
| ***[If yes]***  ***Attach photo of new sketch map showing locations of relevant suspected areas/spot tasks*** | |
| **Has any EO accident occurred involving persons - here inside your community?**  *Check against existing accident data. If yes, fill in the relevant forms.* | ⭘ Yes  ⭘ No |
| **Has any EO accident occurred involving animals - here inside your community?**  *Check against existing accident data. If yes, fill in the relevant forms.* | ⭘ Yes  ⭘ No |
| **Have there been any other incidents from EO-blasts?**  *For example, detonations caused by fire or incidents causing damage to buildings, structures, to vehicles or motorbikes etc.?* | ⭘ Yes  ⭘ No |
| **[If yes] Please describe the incident(s) and its effects:** | |
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| 1. **Demographic Data**   *In the Pre Clearance RCIA, you collected information about the pre-clearance phase. Here you need to capture information about the post-clearance phase (as the situation may have changed in the meantime).*  *If the HA is used by more than 1 locality, add a table as needed for locality 2, etc, and a section for the overall totals (summing up the localities) . An example has been added for your convenience.* | | | | |
| **Population**  *Collect up-to-date demographic information (from local authorities) on residents for this ENTIRE community. Write separately the number of refugees / IDPs (who live in this community).*  *In case of data collection software (e.g. Kobo)… calculation of totals should be automated.*  *Adapt or remove displaced population headings as per country context.* | | | | |
| **Locality 1** | | | | |
| **Description** | **Residents** | **Refugees** | **IDPs** | **Total** |
| **Number of Women** |  |  |  |  |
| **Number of Girls** |  |  |  |  |
| **Number of Boys** |  |  |  |  |
| **Number of Men** |  |  |  |  |
| **Total** |  |  |  |  |
| **Number of Households** |  |  |  |  |
| **Locality 2** | | | | |
| **Description** | **Residents** | **Refugees** | **IDPs** | **Total** |
| **Number of Women** |  |  |  |  |
| **Number of Girls** |  |  |  |  |
| **Number of Boys** |  |  |  |  |
| **Number of Men** |  |  |  |  |
| **Total** |  |  |  |  |
| **Number of Households** |  |  |  |  |
| **Overall totals** | | | | |
| **Description** | **Residents** | **Refugees** | **IDPs** | **Total** |
| **Number of Women** |  |  |  |  |
| **Number of Girls** |  |  |  |  |
| **Number of Boys** |  |  |  |  |
| **Number of Men** |  |  |  |  |
| **Total** |  |  |  |  |
| **Number of Households** |  |  |  |  |

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| **Actual Beneficiaries** (Task Level)  *Don’t forget to include here displaced people if they are beneficiaries*  *In case of data collection software (e.g. Kobo)… the calculation of totals should be automated, and the calculations of indirect beneficiaries SADD as well (knowing they cannot be negative below 0).* | | | |
| **Locality 1** | | | |
| **Description** | **Direct Beneficiaries** *(****inside*** *the community)* | **Direct Beneficiaries** *(****outside*** *the community)* | **Indirect Beneficiaries** |
| **Number of Women** |  |  |  |
| **Number of Girls** |  |  |  |
| **Number of Boys** |  |  |  |
| **Number of Men** |  |  |  |
| **Total** |  |  |  |
| **Number of Households** |  |  |  |
| **Locality 2** | | | |
| **Description** | **Direct Beneficiaries** *(****inside*** *the community)* | **Direct Beneficiaries** *(****outside*** *the community)* | **Indirect Beneficiaries** |
| **Number of Women** |  |  |  |
| **Number of Girls** |  |  |  |
| **Number of Boys** |  |  |  |
| **Number of Men** |  |  |  |
| **Total** |  |  |  |
| **Number of Households** |  |  |  |
| **Overall totals** | | | |
| **Description** | **Direct Beneficiaries** *(****inside*** *the community)* | **Direct Beneficiaries** *(****outside*** *the community)* | **Indirect Beneficiaries** |
| **Number of Women** |  |  |  |
| **Number of Girls** |  |  |  |
| **Number of Boys** |  |  |  |
| **Number of Men** |  |  |  |
| **Total** |  |  |  |
| **Number of Households** |  |  |  |

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| **Clarification about demographic data** | |
| **For population (residents or displaced), please explain (if applicable) any large differences from previously recorded numbers** |  |
| **For direct/indirect beneficiaries of the HAs, please explain (if applicable) any large differences from previously recorded numbers, any specific circumstances linked to their identification, and/or your basis for counting them** |  |

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| 1. **Informant / Household Information / Group Interview** | | | | |
| **Participant Information** | | | | |
| *Decide whether to include in the form (or keep in a separate file) the name and contact number of interviewees, based on the data protection policy in your country programme. Interviewees may give first names only if otherwise uncomfortable.* | | | | |
| **Name 1** | **Name 2** | | **Name 3** | |
|  |  | |  | |
| **Name 4** | **Name 5** | | | |
|  |  | | | |
| **Occupations of group interview participants**  *Select all that apply*  *Adapt answer options to country. Please:*  *- add or remove options as needed*  *- for kept options, do not change the wording unless absolutely necessary* | 🞎 Farmer  🞎 Herder / Shepherd  🞎 Daily / Casual worker  🞎 Student  🞎 Hunter  🞎 Public servant  🞎 Housewife  🞎 Teacher  🞎 Shop owner  🞎 Military  🞎 Police  🞎 Self-employed | | | 🞎 Communal Leader  🞎 Driver / Truck Driver  🞎 Healthcare Staff  🞎 Local Authority  🞎 Private sector employee  🞎 Unemployed  🞎 Construction Worker  🞎 Scrap Metal Collector  🞎 Religious Leader  🞎 Unknown  🞎 Other |
| **If other, please describe** |  | | | |
| **Gender and age of group interview participants**  *Fill total number in each, and sum them up under TOTAL Participants* | **Women (18+)** |  | | |
| **Girls (17 and under)** |  | | |
| **Boys (17 and under)** |  | | |
| **Men (18+)** |  | | |
| **TOTAL Participants** |  | | |
| **Status**  *Fill total number of each category*  *Adapt answer options to country.* | **Resident** |  | | |
| **Refugee** |  | | |
| **IDP** |  | | |
| **Returnee** |  | | |

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| **End of Form** | | |
| **Prepared by** *(enter name)* |  | |
| **Position**  *Adjust to country (especially in case of other team type)* | ⭘ CLO  ⭘ CLTL | ⭘ CLS  ⭘ CLM |
| **Signature** |  | |
| **Validated by** *(name and position)* |  | |
| **Position**  *Adjust to country (especially in case of other team type)* | ⭘ CLS | ⭘ CLM |
| **Validation signature** |  | |

*When adapting the form - and especially when intending to use paper versions (not electronic versions) - please aim to edit the pages to an even number and to print double-sided, in order to save up on paper and reduce harm on the environment.*

