**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 PRE-CLEARANCE forms with ODT-CL for internal approval.**

*⭘ 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 | | | **Team Name** | | |  |
| **Task Reference**  *Get it from available reports for this task* | |  | | | **Initial Task Size**  **(Sq M)**  *Get it from this task’s NTS/HA report* | | |  |
| **Additional Task Information** | |  | | | | | | |
| **NTS Conducted by MAG**  *Remove if not applicable/necessary for your country context* | | | | | ⭘ Yes | | | ⭘ No |
| **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 | | |
|  | | | | |  | | |
| **UTM** | Zone and band | | Easting | | | | Northing | |
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| 1. **Land Use Assessment** | | | |
| **Take a photo of sketch map showing HA and the extent of each area intended to be used in each land use category** | | | |
| **Write the estimated % of task area intended/planned to be used for each 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 to be USED** | |  |
| 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 intended for land use, 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 purposes – 1st photo** | 🞎 **RESIDENTIAL purposes – 2nd photo** |
| 🞎 **AGRICULTURE purposes – 1st photo** | 🞎 **AGRICULTURE purposes – 2nd photo** |
| 🞎 **COMMUNITY or PUBLIC SERVICES purposes – 1st photo** | 🞎 **COMMUNITY or PUBLIC SERVICES purposes – 2nd photo** |
| 🞎 **NATURAL RESOURCES purposes – 1st photo** | 🞎 **NATURAL RESOURCES purposes – 2nd photo** |
| 🞎 **INFRASTRUCTURE purposes – 1st photo** | 🞎 **INFRASTRUCTURE purposes – 2nd photo** |
| 🞎 **ACCESS purposes – 1st photo** | 🞎 **ACCESS purposes – 2nd photo** |
| 🞎 **NOT to be USED – 1st photo** | 🞎 **NOT to be USED – 2nd photo** |

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| 1. **Housing, Lands & 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 expected 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 are currently blocked by EO contamination, and that can benefit the community, either planned by the community themselves, the authorities, government or NGOs*  *You may have collected this information earlier (in CBA, HA forms…); confirm or update it* | |
| **Any development activities/projects planned for this HA, or for areas adjacent to this HA?** | ⭘ Yes  ⭘ No  ⭘ Don’t know |
| **[If yes] Provide a description of the activities, projects, plans.**  *List here all the development plans mentioned* | |
|  | |
| **[If yes] Development undertaken by who?** | 🞎 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** |
|  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |
| **Total score** | | | | |  | | | | | **Average score** | | | | | |  | | | | | |
| **Add any observations** | | | | | | | | | | | | | | | | | | | | | |
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| 1. **Assessment of Blockages**   *You may have collected this information earlier (in CBA, HA forms…); confirm or update it* | |
| *This section aims to understand what the EO on this HA is currently blocking for the community, and what is going to be unblocked and become accessible after clearance.* | |
| **What has been blocked?** | 🞎 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)* | |
| **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**   *You may have collected this data previously during CBA or NTS... However, this clearance impact assessment data is the 'official' count to validate any earlier counts/estimates.*  *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).*  *Provide estimates if unable to collect actual numbers of that time period.*  *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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| **Anticipated 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 this HA, 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.*

