

# Research Terms of Reference

UN Women: Enhancing Livelihoods Opportunities for Jordanian and Syrian Refugee Women in Jordan

JOR1808

Jordan

October 2018

V1

**REACH** Informing more effective humanitarian action

## 1. Executive Summary

<b>Country of intervention</b>	Jordan		
<b>Type of Emergency</b>	<input type="checkbox"/> Natural disaster	<input checked="" type="checkbox"/> <b>Conflict</b>	
<b>Type of Crisis</b>	<input type="checkbox"/> Sudden onset	<input type="checkbox"/> Slow onset	<input checked="" type="checkbox"/> <b>Protracted</b>
<b>Mandating Body/ Agency</b>	UN Women		
<b>Project Code</b>	13iAHV		
<b>Overall Research Timeframe</b> <i>(from research design to final outputs / M&amp;E)</i>	September 2018 – February 2019		
<b>Research Timeframe</b>  <i>Add planned deadlines (for first cycle if more than 1)</i>	1. Start collect data: 14 October, 2018	4. Data sent for validation: 22 November 2018 (quant) 4 January 2019 (qual)	
	2. Data collected: 14 October – 8 November (Quant) 11 November – 28 December (FGD & KII)	5. Outputs sent for validation: 20 January, 2019	
	3. Data analysed: 11 November -22 November 2018 (quant) January 2019 (qual)	6. Outputs published: 28 February 2019	
<b>Number of assessments</b>	<input checked="" type="checkbox"/> <b>Single assessment (one cycle)</b>	<input type="checkbox"/> Multi assessment (more than one cycle)	
<b>Humanitarian milestones</b> <i>Specify what will the assessment inform and when e.g. The shelter cluster will use this data to draft its Revised Flash Appeal;</i>	<b>Milestone</b>	<b>Timeframe</b>	
	<input type="checkbox"/> Donor plan/strategy	_ _ / _ _ / _ _ _ _	
	<input type="checkbox"/> Inter-cluster plan/strategy	_ _ / _ _ / _ _ _ _	
	<input type="checkbox"/> Cluster plan/strategy	_ _ / _ _ / _ _ _ _	
	<input type="checkbox"/> NGO platform plan/strategy	_ _ / _ _ / _ _ _ _	
<input checked="" type="checkbox"/> Other	In 2019, inform programming aiming at removing gendered barriers and identifying enablers to Jordanian and Syrian women's participation on the labour market.		

Audience Type & Dissemination <i>Specify who will the assessment inform and how you will disseminate to inform the audience</i>	Audience type	Dissemination
	<input type="checkbox"/> Strategic <input checked="" type="checkbox"/> Programmatic <input checked="" type="checkbox"/> Operational <input checked="" type="checkbox"/> As deemed necessary by UN Women	<input checked="" type="checkbox"/> General Product Mailing (e.g. mail to NGO consortium; HCT participants; Donors) (To be finalized with UN Women) <input type="checkbox"/> Cluster Mailing (Education, Shelter and WASH) and presentation of findings at next cluster meeting <input checked="" type="checkbox"/> Presentation of findings (e.g. at HCT meeting; Cluster meeting) <input checked="" type="checkbox"/> Website Dissemination (Relief Web & REACH Resource Centre) <input type="checkbox"/> [Other, Specify]
Detailed dissemination plan required	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
General Objective	Assess individual and community characteristics of Jordanian and Syrian women engaged in the formal labour market to inform programming aimed at removing gendered barriers to Jordanian and Syrian women's participation on the labour market.	
Specific Objective(s)	<ol style="list-style-type: none"> <li>1. Understand the livelihoods situation of women in Jordan especially in relation to:             <ol style="list-style-type: none"> <li>a. Jordanian and Syrian refugee women's participation in the formal labour market according to individual characteristics (such as demographic, family, education profile, career path, and economic activities and sectors of involvement ).</li> <li>b. The individual and community-level factors hindering Jordanian and Syrian women's participation in the formal labour market, with a particular emphasis on the societal pressures which hinder women's engagement in the formal labour market.</li> <li>c. The enabling factors (financial, material, logistics, societal, inclusion efforts etc.) for women to become economically active in the formal labour market at the national level.</li> <li>d. The drivers of women's participation in the formal labour market, including both financial considerations and non-economic factors (including the role of social protection, tax law etc.)</li> <li>e. The behaviours, strategies and situations women employed in the formal labour market.</li> <li>f. From the supply side, understand the challenges and benefits in hiring female staff, and preferences (ie. profiles and skill sets).</li> </ol> </li> <li>2. Identify and analyse 3-4 projects/activities currently implemented by actors designed to foster Jordanian and Syrian refugee women's' participation in the labour market.</li> </ol>	
Research Questions	<ol style="list-style-type: none"> <li>1. What are the individual characteristics (such as demographic, family, education profile, career path, and economic activities and sectors of involvement) of Syrian refugee women and Jordanian women who participate in the formal labour market?</li> <li>2. What are the enabling factors and drivers, on an individual and community level for women to become economically active in the formal labour market?             <ol style="list-style-type: none"> <li>a. What are the drivers of women's participation in the formal labour market?</li> </ol> </li> </ol>	

	<p>b. What are the beliefs, practices, and external factors that enable women to overcome employment barriers?</p> <p>3. What continued challenges, and societal pressures, do women who are economically active in the formal labour market, and those women who are not active in the formal labour market, face?</p> <p>4. What are current projects/activities implemented by actors designed to foster Jordanian and Syrian refugee women's' participation in the formal labour market?</p> <p>a. What positive impacts have such projects had on women's lives?</p>		
<b>Geographic Coverage</b>	Nation wide coverage for the phone survey, 5 governorates for FGDs and KIs - Tafileh, Ma'an, Karak, Zarqa, Amman (the 5 governorates which UN women is involved in programming), Za'atari refugee camp, Azraq refugee camp		
<b>Secondary data sources</b>	UN women project documents, reports, reports from UN agencies and International Organisations, advocacy reports, past REACH research		
<b>Population(s)</b> <i>Select all that apply</i>	<input type="checkbox"/> IDPs in camp	<input type="checkbox"/> IDPs in informal sites	
	<input type="checkbox"/> IDPs in host communities	<input type="checkbox"/> IDPs [Other, Specify]	
	<input checked="" type="checkbox"/> <b>Refugees in camp</b>	<input type="checkbox"/> Refugees in informal sites	
	<input checked="" type="checkbox"/> <b>Refugees in host communities</b>	<input type="checkbox"/> Refugees [Other, Specify]	
	<input checked="" type="checkbox"/> <b>Non-displaced (hosting)</b>	<input type="checkbox"/> Non-displaced (not hosting)	
	<input type="checkbox"/> Returnees	<input type="checkbox"/> [Other, Specify]	
<b>Stratification</b> <i>Select type(s) and enter number of strata</i>	<input type="checkbox"/> Geographical #: Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> <b>Group #: 2 (working Jordanian women and Syrian refugee women with work permits)</b> Population size per strata is known? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> [Other Specify] #: __ Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Data collection tool(s)</b>	<input type="checkbox"/> Quantitative	<input type="checkbox"/> Qualitative	<input checked="" type="checkbox"/> <b>Mixed method</b>
	<b>Sampling method</b>		<b>Data collection method</b>
<b>Structured data collection tool # 1</b> <i>Select sampling and data collection method and specify target # interviews</i>	<input type="checkbox"/> Purposive <input type="checkbox"/> Probability / Simple random <input checked="" type="checkbox"/> Probability / Stratified simple random <input type="checkbox"/> Probability / Cluster sampling <input type="checkbox"/> Probability / Stratified cluster sampling <input type="checkbox"/> [Other, Specify]		<input type="checkbox"/> Key informant interview (Target #):_____ <input type="checkbox"/> Group discussion (Target #):_____ <input type="checkbox"/> Household interview (Target #):_____ <input checked="" type="checkbox"/> Individual interview (Target #): <b>715</b> <input type="checkbox"/> Direct observations (Target #):_____ <input type="checkbox"/> [Other, Specify] (Target #):_____
<b>Structured data collection tool # 2</b> <i>Select sampling and data collection method and specify target # interviews</i>	<input checked="" type="checkbox"/> Purposive <input type="checkbox"/> Probability / Simple random <input type="checkbox"/> Probability / Stratified simple random <input type="checkbox"/> Probability / Cluster sampling <input type="checkbox"/> Probability / Stratified cluster sampling <input type="checkbox"/> [Other, Specify]		<input type="checkbox"/> Key informant interview (Target #):_____ <input checked="" type="checkbox"/> Group discussion (Target #): <b>72</b> <input type="checkbox"/> Household interview (Target #):_____ <input type="checkbox"/> Individual interview (Target #):_____ <input type="checkbox"/> Direct observations (Target #):_____ <input type="checkbox"/> [Other, Specify] (Target #):_____
<b>Structured data collection tool # 2</b>	<input checked="" type="checkbox"/> Purposive <input type="checkbox"/> Probability / Simple random		<input checked="" type="checkbox"/> Key informant interview (Target #): <b>35</b> <input type="checkbox"/> Group discussion (Target #):_____

Select sampling and data collection method and specify target # interviews	<input type="checkbox"/> Probability / Stratified simple random <input type="checkbox"/> Probability / Cluster sampling <input type="checkbox"/> Probability / Stratified cluster sampling <input type="checkbox"/> [Other, Specify]	<input type="checkbox"/> Household interview (Target #):_ _ _ _ _ <input type="checkbox"/> Individual interview (Target #):_ _ _ _ _ <input type="checkbox"/> Direct observations (Target #):_ _ _ _ _ <input type="checkbox"/> [Other, Specify] (Target #):_ _ _ _ _	
Data management platform(s)	<input checked="" type="checkbox"/> IMPACT	<input type="checkbox"/> UNHCR	
	<input checked="" type="checkbox"/> UN Women		
Expected output type(s)	<input type="checkbox"/> Situation overview #: _ _	<input checked="" type="checkbox"/> Report #: 1	<input type="checkbox"/> Profile #: _ _
	<input checked="" type="checkbox"/> Presentation (Preliminary findings) #: 1	<input checked="" type="checkbox"/> Presentation (Final) #: 1	<input type="checkbox"/> Factsheet #: _ _
	<input type="checkbox"/> Interactive dashboard #: _	<input type="checkbox"/> Webmap #: _ _	<input type="checkbox"/> Map #: _ _
	<input type="checkbox"/> [Other, Specify] #: _ _		
Access	<input checked="" type="checkbox"/> Public (available on REACH resource center and other humanitarian platforms)		
	<input type="checkbox"/> Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)		
Visibility	UN Women, REACH		

## 2. Rationale

### 2.1. Rationale

In 2017, Jordan had the third lowest rate of female participation in the labour market in the world, after Syria and Yemen<sup>1</sup>. In March the same year, the unemployment rate for women reached 33%, its highest peak in 25 years. At the macro level these figures originate, amongst others, from Jordan’s poor economic conditions exacerbated by the surge in the population of Jordan since the beginning of the Syrian crisis. As a growing number of initiatives in Jordan aim to ease and promote the economic inclusion of Syrian refugees while creating job opportunities for Jordanians; REACH will be undertaking an assessment looking at Jordanian and Syrian refugee women’s participation into the labour market according to individual characteristics as well as the enabling factors contributing to women’s participation in the labour force.

The research will build upon the study conducted in 2016 by REACH on behalf of UN Women, which sought to promote an understanding of Syrian and Jordanian women’s labour force participation and factors that might hinder their participation in the labour market.<sup>2</sup> The study revealed that causes of women’s unemployment in Jordan are complex and interrelated. The structure of the economy and of the labour market, social pressure and a lack of affordable childcare services as well as safe and reliable public transport were reported as being the major impediments to women’s participation in the labour market.

While this prior report offered an overview of the factors hindering women’s participation in the labour market in Jordan, little is known about the characteristics of Jordanian and Syrian refugees who are engaged in the labour market as well as how they overcame the afore-mentioned employment barriers. Further, there is little research with respect to factors (material, financial, logistics etc.) that could facilitate women’s inclusion in the labour market. Lastly, at the time of the 2016 REACH assessment, 43% of Syrian women reported not having applied for or possessing a work permit due to cost and a lack of awareness.<sup>3</sup> As (1) a large number of programmes that aim at raising awareness on access to work permits have been implemented and (2) a number of policy and legislative reforms have been made concerning the

<sup>1</sup> Among 185 countries and territories that report such data (World Development Indicators, 2017). This is the most recent statistic that can be found as of 25/09/2018

<sup>2</sup> Women Working: Jordanian and Syrian Refugee Women’s Labour Force Participation and Attitudes Towards Employment, August 2016

<sup>3</sup> Women Working: Jordanian and Syrian Refugee Women’s Labour Force Participation and Attitudes Towards Employment, August 2016

employment of Syrian refugees since then, there is a pressing need for an updated overview of Syrian refugee women's labour force participation.<sup>4</sup>

### 3. Methodology

#### 2.1. Methodology overview

REACH will pursue a mixed methods approach comprising both qualitative and quantitative components. Primary data will be collected using both quantitative surveys of the population of interest, as well as through qualitative FGDs and KIIs in the 5 governorates of interest. Findings will be consolidated in a final report for UN Women.

#### 2.2. Population of interest

For the quantitative component of the research, the population of interest includes Jordanian women who are (or were recently in the last 12 months) engaged in the formal labour market in Jordan, and Syrian refugee women residing in Jordan who are using, or have previously used, a work permit to engage in the formal labour market.

For the qualitative component, the population of interest includes both women and men living in the five governorates in which UN Women is currently involved in programming.

#### 2.3. Secondary data review

The research will be informed by past research conducted by REACH in 2016 and 2017. This includes both research conducted in 2016 by REACH on behalf of UN Women, which sought to promote an understanding of Syrian and Jordanian women's labour force participation and factors that might hinder their participation in the labour market, and research in 2017 which focused on women engaged in agricultural activities. Research will also be informed by past UN women project documents and reports, reports from UN agencies and International Organisations, and advocacy reports.

#### 2.4. Primary Data Collection

##### Quantitative component

Population	Sample	Buffer	Rationale
Jordanian women	384	2,000 extra phone numbers generated	95/5 at the national level, based on the number of Jordanian women officially engaged into the labour market in Jordan in 2016. <sup>5</sup>
Syrian refugee women	331	7,000 requested from UNHCR RAIS database	95/5 at the national level, based on the number of working permits issued for Syrian refugee women in 2017

<sup>4</sup> In April 2016, the MoL took the decision to waive work permit fees for Syrian refugees. In June the same year, employers were not required to submit proof of social security for their workers at the time of submitting work permit applications. Finally, in September 2016, medical examination requirements for Syrian workers was waived.

<sup>5</sup> According to the Ministry of Labour, 302,308 Jordanian women were engaged in the Jordanian labour market in 2016. These are the most recent statistics that can be found as of the 25/09/2018.

Ministry of Labour, [Jordanian Labour Market in Numbers \(2012-2016\)](#)

			and valid for one-year.
	715		

The survey will be conducted through phone interviews. With data collection occurring during common working hours, phone surveys using mobile phone numbers will enable greater ease in contacting women who are working. Conducting phone surveys should also provide interviewees more privacy (necessary to respond truthfully to all questions, including those related to perceived cultural, societal, familial or religious pressures) than face-to-face interviews at respondents' homes. An alternative method for interviewing Syrian refugee women in the case of challenges to random sampling is outlined in the challenges and limitations section.

### Sampling

For Jordanian women, sampling will be implemented by generating a list of random mobile phone numbers with the codes of Jordan's main network providers (namely Zain, Orange and Umniah). The telephone interview will be conducted only in cases where (1) a woman directly answers the phone, or is nearby and willing to participate **and** (2) women report to have been engaged (in the last 12 months)/ be engaged in the labour market at the time the interview takes place. Surveys will be conducted by five community mobilizers who will be trained on how to use KoBo, and on communication and interview techniques. The survey tool will undergo a pilot test to ensure that data collectors are fully familiar with the use of KOBO and the survey tool itself. For Syrian refugee women, sampling will be implemented by randomly selecting refugee telephone numbers from the Refugee Assistance Information System (RAIS) database, which potential changes outlined in the challenges and limitations section.

### Qualitative component

#### FGDs

This qualitative component of the research project will aim to (1) contextualise and better understand the findings from the quantitative component; (2) identify the individual and community-level factors hindering Jordanian and Syrian women's participation in the formal labour market, including the employment barriers related to the structure of the labour market and workplace policies, the lack of supporting infrastructure and familial and societal pressures, (3) identify the enabling factors, drivers and positive deviant individual and community practices for women to become economically active on the labour market. REACH will conduct a total of 72 FGDs allocated between the 5 governorates where UN Women is planning to conduct programming (namely Amman, Zarqa, Tafilah, Ma'an and Karak), and in Mafraq only in Za'atari refugee camp. The number of FGDs to be conducted in each governorate was defined according to the proportion of women residing there. The FGDs with women will include both women participating in the formal labour market and those who are not participating. Potential limitations and challenges are addressed in Section 2.5.

Whenever possible, REACH's assessment team will target the specific areas, within each governorates, where UN Women is already implementing or plans to implement projects.<sup>6</sup> The discussion rounds will be divided into groups of Jordanian women, Jordanian men, Syrian women and Syrian men. The FGDs with women will be further disaggregated

<sup>6</sup> REACH will target specific municipalities/localities where UN women are active, however UN Women is not necessarily active in every area of the governorate. Because of this and constraints in finding women to participate, it is possible that not all women involved in FGDs will be from a locality where UN Women are active.

into groups of women who are working and those who are not. To form focus groups of women engaged in the labour market, during the quantitative survey women will be asked if they are willing to be contacted again for a potential follow up discussion with a gathering of their friends who are also working. Those women who say yes will then be contacted to plan for FGDs in the targeted governorates. If gathering women engaged in the formal labour market for FGDs is not possible, REACH will adapt its methodology to incorporate a qualitative questionnaire to the survey which will be conducted over the phone. In this scenario, REACH will identify a target number of KIs, and conduct a qualitative questionnaire, in addition to the quantitative survey, in which they will be asked open-ended questions).

The stratification will allow for the generation of gender, nationality, and employment status disaggregated qualitative data and will encourage more open discussions for these groups that might not openly share in a mixed group. Although this assessment focuses on women's participation in the labour market, the inclusion of men in the sample will provide a deeper understanding of the cultural and societal pressures impeding women from engaging in economic activities and detect which measures could ease their inclusion in the labour market.

### Number of FGDs broken down by governorate, nationality, employment status (for women) and sex

	Jordanian women		Syrian women		Jordanian men	Syrian men	Total
	Participating in the labour market	Not participating in the labour market	Participating in the labour market	Not participating in the labour market	N/A	N/A	
Amman	6	4	5	4	2	2	22
Mafraq	N/A	N/A	3	2	1	1	7
Zarqa	4	3	2	2	1	1	13
Tafilah	2	2	2	2	1	1	10
Ma'an	2	2	2	2	1	1	10
Karak	2	2	2	2	1	1	10
<b>Total number of FGDs to be conducted</b>							<b>72</b>

### KI interviews

In addition to the FGDs, a round of key informant interviews will be conducted to allow REACH to:

1. Inform about the legal framework and women's status in Jordan
2. Collect information from business owners in the sectors women most commonly work in (identified through previous assessments, official statistics, and in the quantitative survey), to understand their challenges in hiring female staff, the set of working conditions/ arrangement that need to/can be set up to ease women's inclusion in the formal labour market, preferences in terms of skills sets and profiles for specific work roles.

As for FGDs, the number of KI interviews to be conducted in each governorate was defined according to the proportion of women residing there. KIs will be conducted over the phone by the Senior Field Officer and the Field Officer.

KI Status	Location	Number of KIs
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Legal stakeholder KIIs	Nationwide	4
Business owner KIIs	Amman governorate	12
	Zarqa governorate	8
	Tafilah governorate	3
	Ma'an governorate	4
	Karak governorate	4
Total		35

### Key informant interviews with legal stakeholders

Key informant interviews will seek to explore further challenges that inhibit women's equal participation and compensation in the labour market. Moreover, the key informant interviews will constitute a primary means to inform the current legislative framework regarding women's employment in Jordan. Employing a purposive sampling method, REACH will identify relevant informants at both national and local levels through a previous REACH stakeholder analysis conducted for the research on women in agriculture with UN Women, and a current stakeholder analysis if necessary. Key informants may include government representatives, community leaders, and CBO representatives working for labour and union organisations.

### Key informant interview with business owners with female employees

The purpose of the KIIs with business owners is to collect information on the demand side of the labour market. Key informants will be selected with business owners in the sectors women most commonly work in, identified through previous assessments, official statistics and through the quantitative survey. KIIs will be stratified by nationality and governorate. KIIs will be identified through a snowball methodology beginning with UN Women's implementing partners who will have contact details of employers who hire Syrian and Jordanian women.

### Project Case Studies

Survey and FGD results will be used to identify projects and activities currently implemented aimed at the insertion of Jordanian and Syrian refugee women in the labour market, nationwide. These activities will be studied in order to: (1) outline their impacts on women and the communities they live in, (2) look for possible aspects that can be replicated elsewhere as well as the lessons learned from these initiatives. Depending on the nature of the projects selected (media campaign, economic empowerment, professional orientation etc.), 2 individual interviews and/or FGDs with some of the beneficiaries of these initiatives will be conducted. Wherever possible, interviews with beneficiaries' relatives will be conducted too; so as to gather their impressions on these interventions.

## 2.5. Potential Challenges and Limitations

Challenges may arise in reaching women employed in the formal labour market for the quantitative survey, as they may not be able to answer the phone for an interview in the middle of the work day. To address this, a substantial buffer is included for both Jordanian women and Syrian refugee women. In addition, the limit on the time since employment (12 months) may necessarily be increased. The number of Syrian refugee women with work permits is exceptionally small compared to the number of Syrian refugees registered in Jordan. As such, it may prove difficult to reach women who are employed in the formal labour market with a work permit, if specific numbers of refugee women with work permits cannot be obtained. In this case, a snowballing technique will be employed, starting with contacts from UN Women, which would provide indicative results only as the sampling would no longer be representative of the population strata. In order to ensure that one geographic area is not over represented, through UN Women, REACH will approach organizations working with Syrian women in different geographic areas to begin snowballing.



For the qualitative research component, potential challenges may arise in gathering women engaged in the formal labour market for FGDs during the day (ie. regular working hours). If it is not feasible to conduct FGDs during the day with women engaged in the formal labour market, REACH will adapt its methodology to incorporate a qualitative questionnaire to the survey conducted which will be conducted over the phone. In this scenario, REACH will identify a target number of KIs, and conduct a qualitative questionnaire, in addition to the quantitative survey, in which they will be asked open-ended questions).

## 2.6. Data Processing & Analysis

Quantitative survey data will be analysed by means of sophisticated statistical computer software (SPSS) that will allow to perform statistical tests such as correlation analysis, or significance tests, where relevant and adequate. Such tests may reveal relationships between different factors or themes that may remain undiscovered without rigorous quantitative data analysis.

Data generated through key informant interviews and FGDs will be analysed with qualitative research methods so as to identify and distil themes and patterns from the data. FGD questions will be informed, in part by data collected through the survey, and will thus help contextualize the findings from the quantitative component.

Key findings will be shared from the quantitative and qualitative analysis in a final report for UN Women and will include a narrative outlining findings accompanied by graphs, charts and tables where appropriate.

## 3. Roles and responsibilities

Table 2: Description of roles and responsibilities

<b>Task Description</b>	<b>Responsible</b>	<b>Accountable</b>	<b>Consulted</b>	<b>Informed</b>
<i>Research design</i>	<i>Assessment Officer, Assessment Intern</i>	<i>Assessment Manager</i>	<i>UN Women Focal Point REACH HQ Research Unit</i>	
<i>Supervising data collection</i>	<i>Field Manager</i>	<i>Field Manager</i>	<i>Assessment Officer</i>	<i>Assessment Manager</i>
<i>Data processing (checking, cleaning)</i>	<i>Assessment Officer, Assessment Intern, Database officer</i>	<i>Assessment Officer</i>	<i>Assessment Manager REACH HQ Data Unit</i>	<i>UN Women Focal Point</i>
<i>Data analysis</i>	<i>Assessment Officer, Assessment Intern</i>	<i>Assessment Officer</i>	<i>Assessment Manager REACH HQ Data Unit</i>	
<i>Final report</i>	<i>Assessment Officer, Assessment Intern</i>	<i>Assessment Officer</i>	<i>Assessment Manager, UN Women Focal Point REACH HQ Reporting Unit</i>	

Dissemination	Assessment Officer, Assessment Intern	Assessment Officer	Assessment Manager REACH HQ Communication Unit	Assessment Manager, UN Women Focal Point
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**Responsible:** the person(s) who executes the task

**Accountable:** the person who validates the completion of the task and is accountable of the final output or milestone

**Consulted:** the person(s) who must be consulted when the task is implemented

**Informed:** the person(s) who need to be informed when the task is completed

## 4. Data Analysis Plan

Research questions	IN #	Data collection method	Sub question/Indicator	Indicator variable	Questionnaire Question	Instructions	Questionnaire Responses	Data collection level	Sampling	Maps planned
N/A	A1.1	Individual Interview	<b>Filter questions to establish relevancy</b>	Nationality	Are you a Syrian refugee?	Select one	Yes/No	Individual	Stratified simple random	No
	A1.2	Individual Interview		Work permit	FOR SYRIANS/Do you have a work permit?	Select one	Yes/No	Individual	Stratified simple random	No
	A1.3	Individual Interview		Use of work permit	FOR SYRIANS/Are you currently using a valid permit? Or did you work with it while it was valid in the past?	Select one	Currently using permit, previously used the permit, never used the permit	Individual	Stratified simple random	No
	A1.4	Individual Interview		Employment status	JORDANIAN/Are you currently employed or have you been employed in the last year?	Select one	Yes currently employed, yes employed in the last year, no	Individual	Stratified simple random	No
	A1.5	Individual Interview		Formality	Are/(were) you included in social security through your employer?	Select one	Yes/No	Individual	Stratified simple random	No
	A1.6	Individual Interview		Contract type	What type of employment contract do/(did) you have, if any?	Select one	Short term (six months or less) written, long (more than 6 months) term written, short term (six months or less) verbal agreement, long term (more than six months) verbal agreement, none	Individual	Stratified simple random	No
<b>1. What are the individual characteristics</b>	B1.1	Individual Interview	<b>Demographic</b>	<i>Governorate</i>	In which governorate do you live?	Select one		Individual	Stratified simple random	No

<b>(such as demographic, family, education profile and career path) of Syrian refugee women and Jordanian women who participate in the formal labour market?</b>	B1.2	Individual Interview		Age	What is your age?	Enter number		Individual	Stratified simple random	No
	B1.3	Individual Interview		Nationality	What is your nationality?	Select one	Jordanian, Syrian, other please specify	Individual	Stratified simple random	No
	B1.4	Individual Interview		Marital status	What is your marital status?	Select one	Divorced/separated, engaged, married, single, widowed	Individual	Stratified simple random	No
	B2.1	Individual Interview	<b>Family</b>	HoHH	Are you the HoHH?	Select one	Yes/No	Individual	Stratified simple random	No
	B2.2	Individual Interview		Gender HoHH	IF NOT/Gender of HoHH	Select one	Male/Female	Individual	Stratified simple random	No
	B2.3	Individual Interview		Relationship w HoHH	IF NOT/Relationship with HoHH	Select one	Mother, sister, cousin, niece, wife, daughter	Individual	Stratified simple random	No
	B2.4	Individual Interview		Number of people in house	How many people are living in your HH? (including yourself)	Enter number		Individual	Stratified simple random	No
	B2.5	Individual Interview		Adults earning income	How many adults with an income in your HH (including yourself)?	Enter number		Individual	Stratified simple random	No
	B2.6	Individual Interview		Number of children	How many children ages 0-5 do you have?	Enter number		Individual	Stratified simple random	No
	B2.6.1			Number of children	How many children ages 6-17 do you have?	Enter number		Individual	Stratified simple random	No
	B2.6.2			Number of dependent adults	How many people, 18 or older without an income, are living in your HH?	Enter number		Individual	Stratified simple random	No
	B2.6.3	Individual Interview		Number of other children	How many children, 17 or younger who are not	Enter number		Individual	Stratified simple random	No

				yours, are living in your HH?					
B2.6.4			<i>Property ownership</i>	Do you own any property?	Select one	Yes I personally own property, Yes my family owns property, Yes my family and I own property, No, I don't know			
B3.1	Individual Interview	<b>Education profile</b>	<i>Level of education</i>	What is the highest level of education you have completed?	Select one	No formal education, Primary, Secondary, 2 year diploma, university degree, post graduate, vocational training, other please specify	Individual	Stratified simple random	No
B3.2	Individual Interview		<i>Education field</i>	IF ABOVE SECONDARY/What is your training/degree in?	Select one	Accommodation and food service, agriculture forestry fishing, cosmetology, education, finance insurance and business services, human health and social work, information and computer technology, international organizations NGOs, local charities NGOs CBOs, public administration, religious professions, security and defence police military, sewing textiles, telecommunication, wholesale and retail trade repair, other.	Individual	Stratified simple random	No
B4.1	Individual Interview	<b>Employment intentions</b>	Reason for leaving	IF EMPLOYED IN THE LAST YEAR/PREVIOUSLY USED WORK PERMIT/What was the reason for leaving your place of employment	Select multiple (do not read options)	I retired, I got married, I had children/childcare, I moved, Started university/training, illness disability injury (medical reason), lost interest, no longer financially necessary for me to work, working was incompatible with house work responsibilities, my family objects, salary too low, job/work environment was dangerous/unsafe, I quit/lost my job and could not find a new one, I quit/lost my job and did not want a new one, personal	Individual	Stratified simple random	No

						differences with management/colleagues, I had concerns about security on the way to work, harrasment in the workplace, I felt discriminated against, I was afraid to lose assistance from the government NGOs UN etc. if I do work, lack of work permit, other please specify			
B4.2	Individual Interview		Employment intentions	IF EMPLOYED IN THE LAST YEAR/PREVIOUSLY USED WORK PERMIT/Do you have intentions to return to work?	Select one	Yes/No	Individual	Stratified simple random	No
B4.3	Individual Interview		Employment intentions	IF NO/Why?	Select multiple (do not read options)	I retired, I got married, I had children/childcare, I moved, Started university/training, illness disability injury (medical reason), lost interest, no longer financially necessary for me to work, working was incompatible with house work responsibilities, my family objects, salary too low, job/work environment was dangerous/unsafe, I quit/lost m job and did not want a new one, I had concerns about security on the way to work, harrasment in the workplace, I felt discriminated against, I am afraid to lose assistance from the government NGOs UN etc. if I do work, other please specify	Individual	Stratified simple random	No
B4.4	Individual Interview		Barrier to employment	IF YES/Do you have current barriers to being employed?	Select one (do not read options)	Transportation, childcare, family pressure, illness/disability, need more skills/training/education, other please specify	Individual	Stratified simple random	No

B6.1	Individual Interview	<b>Syrian employment prior to war</b>	Syrian employment	FOR SYRIANS/Were you employed in Syria in 2011 before the start of the war?	Select one	Yes/No	Individual	Stratified simple random	No
B6.1.1	Individual Interview		Sector of work	IF YES/What sector of work were you employed in?	Select one	Accommodation and food service, agriculture forestry fishing, cosmetology, education, finance insurance and business services, human health and social work, information and computer technology, international organizations NGOs, local charities NGOs CBOs, public administration, religious professions, security and defence police military, sewing textiles, telecommunication, wholesale and retail trade repair, other please specify	Individual	Stratified simple random	No
B7.1	Individual Interview	<b>Employment conditions</b>	Type of work	Which of the following best describes/(described) your employment/work?	Select one	I have my own business/am self employed, permanent full time employment, permanent part time employment, seasonal work (i.e. agricultural), temporary full time employment, temporary part time employment	Individual	Stratified simple random	No
B7.2	Individual Interview		Sector of work	What sector are/(were) you employed in?	Select one	Accommodation and food service, agriculture forestry fishing, cosmetology, education, finance insurance and business services, human health and social work, information and computer technology, international organizations NGOs, local charities NGOs CBOs, public administration, religious professions, security and defence police military,	Individual	Stratified simple random	No

B7.3	Individual Interview	
B7.4		
B7.5	Individual Interview	
B7.6	Individual Interview	
B7.7	Individual Interview	
B7.8	Individual Interview	

			sewing textiles, telecommunication, wholesale and retail trade repair, other.			
<i>How respondent found the job</i>	How did you find this employment?	Select one	Through friends/relatives, responded to advertisement, found through labour office, recruited by a head hunter or organization, found through educational service, started my own business, through an NGO/CBO, other	Individual	Stratified simple random	No
<i>Decision for formality</i>	Dis social protection (social security, MoL mandate coverage) play a role in why you chose to seek employment in the formal sector?	Select one	Yes it was a strong consideration, Yes it was one of a few considerations, No it was not a consideration			
<i>Decision to take job</i>	Who made the final decision to accept the offer of employment?	Select one	Myself, my husband, my husband and I, father, mother, other	Individual	Stratified simple random	No
<i>Location of work</i>	Where is/(was) your place of work?	Select one	In a village/town/city in another governorate, in another village/town/city in the same governorate, in the same village/town/city I live in	Individual	Stratified simple random	No
<i># of years at current place of employment (most recent place of employment)</i>	How long have you been/(were you) at your current/(most recent) place of employment?	Select one	Less than 1 year, greater than 1 less than 2 years, greater than 2 less than 3 years, greater than 3 less than 4 years, greater than 4 less than 5 years, more than 5 years	Individual	Stratified simple random	No
<i>Total # of years employed (not just at current place)</i>	How many total years have you been/(were you) employed?	Select one	Less than 1 year, greater than 1 less than 2 years, greater than 2 less than 3 years, greater	Individual	Stratified simple random	No



						than 3 less than 4 years, greater than 4 less than 5 years, more than 5 years			
B8.1	Individual Interview	<b>Career goals and satisfaction</b>	<i>Short term career goals</i>	CURRENTLY EMPLOYED/CURRENTLY USING PERMIT/What are your short term career goals? (the next five years or less)	Select one	Remain at my current place of employment, start my own business, find another place of employment, leave the workforce, return to school/vocational training, other please specify	Individual	Stratified simple random	No
B8.2	Individual Interview		<i>Long term career goals</i>	CURRENTLY EMPLOYED/CURRENTLY USING PERMIT/What are you long term career goals? (five years or more from now)	Select one	Remain at my current place of employment, start my own business, find another place of employment, leave the workforce, return to school/vocational training, other please specify	Individual	Stratified simple random	No
B8.3	Individual Interview		<i>Job satisfaction</i>	CURRENTLY EMPLOYED/CURRENTLY USING PERMIT/In general, are you satisfied with your current employment?	Select one	Yes/No	Individual	Stratified simple random	No
B8.3.1	Individual Interview		<i>Reason for dissatisfaction</i>	IF NO/Why?	Select multiple	There are no opportunities for job growth, it is not fulfilling/I am bored with work, inadequate wages, I do not prefer the work, I face harassment, I face discrimination, other please specify	Individual	Stratified simple random	No
B8.4	Individual Interview		<i>Fair wages</i>	Do/(did) you receive wages equal to others in your place of employment performing the same or similar tasks?	Select one	Yes, No, Don't know, Refuse to answer	Individual	Stratified simple random	No

	B8.4.1	Individual Interview		<i>Career advancement</i>	Do you feel you have an equal chance with your male colleagues for promotion in your work?	Select one	Yes, No, Don't know	Individual	Stratified simple random	No
<b>2. What are the enabling factors and drivers, on an individual and community level, for women to become economically active in the labour market?</b>	C1.1	Individual Interview	<b>What are the drivers of women's participation in the labour market?</b>	<i>Motivating factors to seek work</i>	What were the main motivating factors for you to seek formal employment?	Select multiple	Need the money, personal drive and satisfaction, family pressure, other please specify	Individual	Stratified simple random	No
	B5.1	Individual Interview		<i>Work permit assistance</i>	FOR SYRIANS/Did you receive any assistance in obtaining a work permit?	Select one	Yes/No	Individual	Stratified simple random	No
	B5.1.2	Individual Interview		<i>Type of assistance</i>	IF YES/What kind of assistance?	Select multiple	Sponsor, guidance from NGO, monetary assistance from NGO, monetary assistance from friend/family member, guidance from friend/family	Individual	Stratified simple random	No
	B5.2	Individual Interview		<i>Challenges to obtaining work permit</i>	FOR SYRIANS/Did you face challenges in obtaining a work permit?	Select one	Yes/No	Individual	Stratified simple random	No
	B5.2.1	Individual Interview		<i>Specific challenges</i>	IF YES/What challenges?	Select multiple	Finding a sponsor, cost, obtaining necessary documents, moving from a camp to an urban area, other please specify	Individual	Stratified simple random	No
	C2.1	Individual Interview		<i>Female family members employed</i>	Are other women in your family employed?	Select multiple	Mother, sister, cousin, niece, daughter, other please specify	Individual	Stratified simple random	No
	C2.2	Individual Interview		<i>Role models</i>	Did you have any role models in your life who influenced you to seek employment?	Select one	Yes/No	Individual	Stratified simple random	No
					<b>What are the beliefs, practices, and external factors that enable women to overcome employment barriers?</b>					

C2.2.1	Individual Interview	<i>Specific role model</i>	IF YES/Who?	Select multiple	Female friend, female family member, male friend, male family member, well known public figure, celebrity, other please specify	Individual	Stratified simple random	No
C2.3	Individual Interview	<i>Employer assistance</i>	Does/(did) your employer offer help with transportation?	Select one	Yes, No, Yes but I don't use it	Individual	Stratified simple random	No
C2.3.1	Individual Interview	<i>How employer helps with transportation</i>	IF YES/what?	Select multiple	Subsidy, service, other	Individual	Stratified simple random	No
C2.3.2	Individual Interview	<i>Why assistance is not used</i>	IF YES BUT I DON'T USE IT/Why?	Select multiple	I don't need it, it does not meet my needs (does not go where I need etc), other please specify	Individual	Stratified simple random	No
C2.4	Individual Interview	<i>Transportation method</i>	What are/(were) your main methods of transportation to and from work?	Select multiple	Bus, taxi, walking, with a rented car, with a borrowed car, with a family car, other please specify	Individual	Stratified simple random	No
C2.4.1		<i>Number of transportation methods</i>	How many means of transportation do you use in each trip between work and home?	Enter number				

C2.5		<i>Transportation cost</i>	On average, how much do/(did) you spend per month on transportation to work?	Enter number		Individual	Stratified simple random	No
C2.6		<i>Transportation time</i>	In total, how long do/(did) you spend commuting to work on an average day?	Enter number (in minutes)		Individual	Stratified simple random	No
C2.7	Individual Interview	<i>Employer assistance</i>	Does/(did) your employer offer any childcare support for women with children?	Select one	Yes, No, Yes but I don't use it	Individual	Stratified simple random	No
C2.8	Individual Interview	<i>Childcare assistance</i>	IF YES/What?	Select multiple	Subsidy, daycare on site, other	Individual	Stratified simple random	No
C2.2.8	Individual Interview	<i>Why assistance is not used</i>	IF YES BUT I DON'T USE IT/Why?	Select multiple	I don't need it, it does not meet my needs, other please specify			
C2.9	Individual Interview	<i>Childcare</i>	IF THEY HAVE CHILDREN/How do/(did) you manage childcare while you are at work?	Select multiple	A nanny/babysitter assists; My husband assists; Other family members assist; Day-care; Children are in school; Children are old enough to care for themselves; Friends/Neighbours assist; Other, please specify, children come to the work place	Individual	Stratified simple random	No
C2.10	Individual Interview	<i>Days of childcare</i>	IF THEY HAVE CHILDREN/How many days a week do/(did) you get help with childcare?	Enter number		Individual	Stratified simple random	No
C2.11	Individual Interview	<i>Childcare cost</i>	IF THEY HAVE CHILDREN/How much on average do/(did) you spend per month on childcare?	Enter number		Individual	Stratified simple random	No
C2.12	Individual Interview	<i>HH chores</i>	Who is responsible for household chores?	Select one	I am, my husband and I share the work, my children and I share the work, my husband my children and I share the work, I have a cleaner, other please specify	Individual	Stratified simple random	No

	C2.13	Individual Interview		<i>Source of income</i>	What is your household's primary source of income?	Select one	Income, savings, loan, remittances, selling my assets, begging, humanitarian aid, don't know, refuse to answer, other please specify	Individual	Stratified simple random	No
	C2.14	Individual Interview		<i>Monthly income</i>	What is your HH's total monthly income?	Enter number		Individual	Stratified simple random	No
	C2.15	Individual Interview		<i>Personal income</i>	What is your personal monthly income?	Enter number		Individual	Stratified simple random	No
	C12.16	Individual Interview		<i>Financial decision maker</i>	Who is the primary decision maker about financial matters in your HH?	Select one	Husband, husband, self and husband, self, other members of the HH, other please specify	Individual	Stratified simple random	No
	C2.17	Individual Interview		<i>Use of personal salary</i>	Who makes decisions regarding the use of your salary?	Select one	Husband and I, Husband, I do, mother, father, other family member, other please specify	Individual	Stratified simple random	No
	C2.18	Individual Interview		<i>Bank account ownership</i>	Do you have your own bank account?	Select one	Yes/No	Individual	Stratified simple random	No
<b>3. What challenges and societal pressures, in terms of employment, do women who are economically active in the formal labour market, and those women who are not active in the</b>	D1.1	Individual Interview	<b>Work place conditions</b>	<i>Workplace gender attitudes</i>	Does the ratio of women to men at your place of employment matter to you?	Select one	No, it doesn't matter. Yes, I prefer to work mostly with men. Yes, I prefer to work where the ratio of men to women is about the same. Yes, I prefer to work mostly with women	Individual	Stratified simple random	No
	D1.2	Individual Interview		<i>Workplace gender balance</i>	What is/(was) the ratio of women to men at your work place?	Select one	Female majority, male majority, even ratio of male to female	Individual	Stratified simple random	No

<b>formal labour market?</b>	D1.3	Individual Interview		Workplace gender attitudes of family members	Does the ratio of women to men at your place of employment matter to your family?	Select one	No, it doesn't matter. Yes, they prefer that I work mostly with men. Yes, they prefer that I work where the ratio of men to women is about the same. Yes, they would prefer that I work mostly with women	Individual	Stratified simple random	No
	D1.4	Individual Interview		Equal treatment in the work place	Do/(did) you feel you receive/(d) equal treatment compared to others in your place of work?	Select one	Yes, No I am treated worse, No I am treated better, I don't know	Individual	Stratified simple random	No
	D1.4.1	Individual Interview		Who is treated differently	IF NO/Who do you believe is treated differently?	Select one	Men, people in higher positions, other	Individual	Stratified simple random	No
	D1.5	Individual Interview		Freedom of opinion	Do/(did) you feel you have the ability to express your opinions in your place of employment?	Select one	Always, sometimes, never	Individual	Stratified simple random	No
	D1.5.1	Individual Interview		Why	If sometimes/never/Why don't you feel you have full freedom to express your opinions?	Select multiple	Fear of harassment, fear of losing my job, fear of what others will think, believe that it won't make a difference, other	Individual	Stratified simple random	No
	D1.6	Individual Interview		Workplace harassment	Have you ever experienced harassment in your place of work, or seen someone experience harassment?	Select multiple	Yes/No/Have seen someone/Prefer not to answer	Individual	Stratified simple random	No
	D1.7	Individual Interview		Fear of harassment	Do/(did) you fear harassment in your place of work?	Select one	Yes/No/prefer not to answer	Individual	Stratified simple random	No
	D1.8	Individual Interview		Limitations due to harassment	Do you feel that workplace harassment limits(limited) your employment opportunities?	Select one	Yes/No			
	D2.1	Individual Interview	<b>Transportation challenges</b>	Preferred method of transportation	If you could choose any method, what is/(was) your preferred method of transportation to and from work?	Select one	By bus, by taxi, transportation provided by employer, walking, with a rented car, with a family car	Individual	Stratified simple random	No

D2.2	Individual Interview		<i>Barriers to transportation</i>	What barriers are/(were) there to you using your preferred method of transportation?	Select one	Not available, cost, unreliable, family objects to using transportation, other, not applicable	Individual	Stratified simple random	No
D2.3	Individual Interview		<i>Transportation limitations</i>	Do you feel that access to adequate transportation limits/(limited) your employment opportunities?	Select one	Y/N	Individual	Stratified simple random	No
D2.3.1	Individual Interview		<i>How transportation limites employment</i>	IF YES/How?	Select one	Unable to reach area with employment opportunities, It is too expensive, my family does not approve, it takes too long, other	Individual	Stratified simple random	No
D3.1	Individual Interview	<b>Childcare challenges</b>	<i>Childcare satisfaction</i>	IF THEY HAVE CHILDCARE/Are (were) you satisfied with your childcare?	Select one	Yes/No	Individual	Stratified simple random	No
D3.1.2	Individual Interview		<i>Reason for dissatisfaction</i>	IF NO/why?	Select one	It is too expensive, my family does not approve, poor quality of childcare, other,	Individual	Stratified simple random	No
D3.2	Individual Interview		<i>Limitations due to childcare</i>	Do you feel that childcare needs limit(limited) your employment opportunities?	Select one	Yes/No	Individual	Stratified simple random	No
D4.1	Individual Interview	<b>Family and friends support</b>	<i>Friend and family support</i>	In general, how would you describe the level of support you feel from each of the following family members and friends regarding your employment?	Select one	Very supportive, somewhat supportive, not very supportive; not supportive at all, not applicable	Individual	Stratified simple random	No
D4.1.1	Individual Interview			/Husband			Individual	Stratified simple random	No
D4.1.2	Individual Interview			/Parents			Individual	Stratified simple random	No

D4.1.4	Individual Interview			/other family			Individual	Stratified simple random	No
D4.1.5	Individual Interview			/friends			Individual	Stratified simple random	No
D4.2	Individual Interview			If somewhat/not is chosen for an option, why?	Select one	They do not believe women should work, they think I should take care of the children, they do not like the work I do, they think I should not work such long hours, other	Individual	Stratified simple random	No
D5.1	Individual Interview	<b>Perceived Obstacles</b>	<i>Obstacles to employment for others</i>	In general, what obstacles do you think prevent other women like you from working in Jordan?	Select multiple	They do not want to work, they are waiting to receive a work permit, there are not enough work opportunities, lack of education/training, house work responsibilities, childcare, discrimination against women in the hiring process, cultural/societal/familial/religious pressures, unsafe work conditions, lack of reliable safe transportation, cost of transportation, fear of harassment on the way to work, lack of work permits, other please specify, don't know, there are none	Individual	Stratified simple random	No



## 5. Data Management Plan

Administrative Data			
Research Cycle name	UN Women: Enhancing livelihoods opportunities for Jordanian and Syrian refugee women in Jordan		
Project Code	13iAHV		
Donor	UN Women		
Project partners	UN Women		
Research Contacts	Oanh-Mai Chung: <a href="mailto:Oanh-mai.chung@reach-initiative.org">Oanh-mai.chung@reach-initiative.org</a> Becca Buthe: <a href="mailto:becca.buthe@reach-initiative.org">becca.buthe@reach-initiative.org</a>		
Data Management Plan Version	Date: 24/09/2018	Version: 1	
Related Policies			
Documentation and Metadata			
What documentation and metadata will accompany the data? <i>Select all that apply</i>	<input checked="" type="checkbox"/>	Data analysis plan	<input checked="" type="checkbox"/> Data Cleaning Log, including: x Deletion Log x Value Change Log
	<input type="checkbox"/>	Code book	<input type="checkbox"/> Data Dictionary
	<input type="checkbox"/>	Metadata based on HDX Standards	<input checked="" type="checkbox"/> Folder with scanned FGD forms stored on the server
Ethics and Legal Compliance			
Which ethical and legal measures will be taken?	<input checked="" type="checkbox"/>	Consent of participants to participate	<input checked="" type="checkbox"/> Consent of participants to share personal information with other agencies
	<input checked="" type="checkbox"/>	No collection of personally identifiable data will take place	<input checked="" type="checkbox"/> Gender, child protection and other protection issues are taken into account
	<input checked="" type="checkbox"/>	All participants reached age of majority	[Other, Specify]
Who will own the copyright and Intellectual Property Rights for the data that is collected?	REACH		
Storage and Backup			
Where will data be stored and backed up during the research?	<input checked="" type="checkbox"/>	IMPACT/REACH Kobo Server	<input type="checkbox"/> Other Kobo Server: <i>[specify]</i>
	<input type="checkbox"/>	IMPACT Global Physical / Cloud Server	<input checked="" type="checkbox"/> Country/Internal Server
	<input checked="" type="checkbox"/>	On devices held by REACH staff	<input type="checkbox"/> Physical location <i>[specify]</i>
	<input type="checkbox"/>	[Other, Specify]	
Which data access and security measures have been taken?	<input checked="" type="checkbox"/>	Password protection on devices/servers	<input checked="" type="checkbox"/> Data access is limited to REACH staff
	<input type="checkbox"/>	Form and data encryption on data collection server	
	<input type="checkbox"/>	[Other, Specify]	
Preservation			
Where will data be stored for long-term preservation?	<input type="checkbox"/>	IMPACT / REACH Global Cloud / Physical Server	<input type="checkbox"/> OCHA HDX
	<input checked="" type="checkbox"/>	REACH Country Server	<input type="checkbox"/> [Other, Specify]
Data Sharing			

Will the data be shared publically?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No, only with mandating agency / body
Will all data be shared?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No, only anonymized/ cleaned/ consolidated data will be shared
	<input checked="" type="checkbox"/>	No, data will only be shared on condition of UN Women approval.
Where will you share the data?	<input type="checkbox"/> REACH Resource Centre	<input type="checkbox"/> OCHA HDX
	<input type="checkbox"/> Humanitarian Response	<input checked="" type="checkbox"/> A clean, raw data set (and KII/ FGD notes and debrief forms if requested) will be shared with UN Women upon completion of data collection.
<b>Responsibilitie</b>		
Data collection	Oanh-Mai Chung: <a href="mailto:Oanh-mai.chung@reach-initiative.org">Oanh-mai.chung@reach-initiative.org</a> Becca Buthe: <a href="mailto:becca.buthe@reach-initiative.org">becca.buthe@reach-initiative.org</a>	
Data cleaning	Oanh-Mai Chung: <a href="mailto:Oanh-mai.chung@reach-initiative.org">Oanh-mai.chung@reach-initiative.org</a> Becca Buthe: <a href="mailto:becca.buthe@reach-initiative.org">becca.buthe@reach-initiative.org</a>	
Data analysis	Oanh-Mai Chung: <a href="mailto:Oanh-mai.chung@reach-initiative.org">Oanh-mai.chung@reach-initiative.org</a> Becca Buthe: <a href="mailto:becca.buthe@reach-initiative.org">becca.buthe@reach-initiative.org</a>	
Data sharing/uploading	Oanh-Mai Chung: <a href="mailto:Oanh-mai.chung@reach-initiative.org">Oanh-mai.chung@reach-initiative.org</a> Becca Buthe: <a href="mailto:becca.buthe@reach-initiative.org">becca.buthe@reach-initiative.org</a>	

## 6. Monitoring & Evaluation Plan

IMPACT Objective	External M&E Indicator	Internal M&E Indicator	Focal point	Tool	Will indicator be tracked?
Humanitarian stakeholders are accessing IMPACT products	Number of humanitarian organisations accessing IMPACT services/products	# of downloads of x product from Resource Center	Country request to HQ	User log	<input checked="" type="checkbox"/> Yes
		# of downloads of x product from Relief Web	Country request to HQ		<input checked="" type="checkbox"/> Yes
		# of downloads of x product from Country level platforms	Country team		<input type="checkbox"/> Yes
	Number of individuals accessing IMPACT services/products	# of page clicks on x product from REACH global newsletter	Country request to HQ		<input checked="" type="checkbox"/> Yes
		# of page clicks on x product from country newsletter, sendingBlue, bit.ly	Country team		<input checked="" type="checkbox"/> Yes
		# of visits to x webmap/x dashboard	Country request to HQ		<input type="checkbox"/> Yes
IMPACT activities contribute to better program implementation and coordination of the humanitarian response	Number of humanitarian organisations utilizing IMPACT services/products	# references in HPC documents (HNO, SRP, Flash appeals, Cluster/sector strategies)	Country team	Reference log	<i>To be filled in after publication</i>
		# references in single agency documents			
Humanitarian stakeholders are using IMPACT products	Humanitarian actors use IMPACT evidence/products as a basis for decision making, aid planning and delivery	Perceived relevance of IMPACT country-programs	Country team	Usage Feedback and Usage Survey template	<i>Data from usage and feedback survey shared with key stakeholders after report publication and launch</i>
		Perceived usefulness and influence of IMPACT outputs			
		Recommendations to strengthen IMPACT programs			
		Perceived capacity of IMPACT staff			
		Perceived quality of outputs/programs			
	Number of humanitarian documents (HNO, HRP, cluster/agency strategic plans, etc.) directly informed by IMPACT products	Recommendations to strengthen IMPACT programs			
Humanitarian stakeholders are engaged	Number and/or percentage of humanitarian organizations	# of organisations providing resources (i.e. Staff, vehicles, meeting space, budget, etc.) for activity implementation	Country team	Engagement log	<input type="checkbox"/> Yes

<b>in IMPACT programs throughout the research cycle</b>	directly contributing to IMPACT programs (providing resources, participating to presentations, etc.)	# of organisations/clusters inputting in research design and joint analysis			x Yes
		# of organisations/clusters attending briefings on findings;			x Yes