

Research Terms of Reference

Menbij District Area-based Assessment

SYR1903

Syria

May 2019
V1

REACH Informing
more effective
humanitarian action

1. Executive Summary

Country of intervention	Syria		
Type of Emergency	<input type="checkbox"/> Natural disaster	<input checked="" type="checkbox"/> Conflict	
Type of Crisis	<input type="checkbox"/> Sudden onset	<input type="checkbox"/> Slow onset	<input checked="" type="checkbox"/> Protracted
Mandating Body/ Agency	Northeast Syria NGO (NES) Forum		
Project Code	16DDC		
Overall Research Timeframe (from research design to final outputs / M&E)	15/03/2019 to 28/05/2019		
Research Timeframe Add planned deadlines (for first cycle if more than 1)	1. Start collect data: 9/04/2019	5. Preliminary presentation: N/A	
	2. Data collected: until 29/04/2019	6. Outputs sent for validation: 21/05/2019	
	3. Data analysed: 9/05/2019	7. Outputs published: 4/06/2019	
	4. Data sent for validation: 17/05/2019	8. Final presentation: TBD with NES Forum	
Number of assessments	<input checked="" type="checkbox"/> Single assessment (one cycle)		
	<input type="checkbox"/> Multi assessment (more than one cycle)		
Humanitarian milestones Specify what will the assessment inform and when e.g. The shelter cluster will use this data to draft its Revised Flash Appeal;	Milestone		Deadline
	<input type="checkbox"/>	Donor plan/strategy	--/ /----
	<input type="checkbox"/>	Inter-cluster plan/strategy	--/ /----
	<input type="checkbox"/>	Cluster plan/strategy	--/ /----
	<input checked="" type="checkbox"/>	NGO platform plan/strategy	28/05/2019
<input type="checkbox"/>	Other (Specify):	--/ /----	
Audience Type & Dissemination Specify who will the assessment inform and how you will disseminate to inform the audience	Audience type		Dissemination
	<input checked="" type="checkbox"/> Strategic <input type="checkbox"/> Programmatic <input checked="" type="checkbox"/> Operational	<input checked="" type="checkbox"/> General Product Mailing (e.g. mail to NGO consortium; HCT participants; Donors) <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 type="checkbox"/> Website Dissemination (Relief Web & REACH Resource Centre) <input checked="" type="checkbox"/> NES Forum workshop on findings	

Detailed dissemination plan required	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
General Objective	The general objective of this assessment is to provide information on population demographics, the humanitarian situation as it relates to sectors, priority needs, and gaps in assistance provision to cross-border NGOs in Menbij district with the intent of informing operational decision making. The assessment aims to provide an overview of all opposition-controlled communities in Menbij district.			
Specific Objective(s)	<ul style="list-style-type: none"> • Determine population numbers (residents, spontaneous returns, and IDPs) within each neighbourhood/community, including basic age/gender disaggregation. • Determine the availability of and access to basic goods and services¹ in the neighbourhood/community • Identify the priority needs of the population living in the neighbourhood/community • Identify what response activity is currently underway in the overall coverage area and identify gaps 			
Research Questions	<p>Research question 1: How many residents, spontaneous returns, and IDPs are in Menbij district and where in the district are these groups residing?</p> <p>Research question 2: What is the current humanitarian situation of people residing in the assessed area in terms of shelter, food security, livelihoods, protection, access to healthcare, education, electricity and water?</p> <p>Research question 3: What are the priority needs of people residing in the assessed area?</p> <p>Research question 4: How does the current response in Menbij district compare to the humanitarian situation and needs of people residing there?</p>			
Geographic Coverage	All accessible communities in opposition-controlled areas in Menbij district in north-eastern Aleppo governorate (172 communities total).			
Secondary data sources	<ul style="list-style-type: none"> • NGO/agency assessments/reports • Humanitarian Needs Assessment Program in Syria (HNAP) mobility and needs monitoring data • REACH North-east Syria Movement Monitoring Initiative (NESMMI) datasets and factsheets, March 2019 • REACH Humanitarian Situation Overview Syria (HSOS) monthly dataset and factsheets. March 2019 			
Population(s) <i>Select all that apply</i>	<input type="checkbox"/>	IDPs in camp	<input type="checkbox"/>	IDPs in informal sites
	<input checked="" type="checkbox"/>	IDPs in host communities	<input type="checkbox"/>	IDPs [Other, Specify]
	<input type="checkbox"/>	Refugees in camp	<input type="checkbox"/>	Refugees in informal sites
	<input type="checkbox"/>	Refugees in host communities	<input type="checkbox"/>	Refugees [Other, Specify]
	<input checked="" type="checkbox"/>	Host communities	<input checked="" type="checkbox"/>	Spontaneous returns
Stratification <i>Select type(s) and enter number of strata</i>	<input checked="" type="checkbox"/>	Geographical #: 172 communities Population size per strata is known? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/>	Group #: _ _ _ Population size per strata is known? <input 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

¹ Such as access to markets and food, healthcare services, education, sources of livelihoods, solid/finished shelters, water and sanitation services, and electricity

Data collection tool(s)	<input checked="" type="checkbox"/> Structured (Quantitative)	<input type="checkbox"/> Semi-structured (Qualitative)
	Sampling method	Data collection method
Structured data collection tool # 1 <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 checked="" type="checkbox"/> Key informant interview (Target #): 2 per community/neighbourhood <input type="checkbox"/> Group discussion (Target #): _____ <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"/> [Other, Specify]	<input type="checkbox"/> UNHCR
Expected output type(s)	<input checked="" type="checkbox"/> Situation overview #: 1 <input type="checkbox"/> Presentation (Preliminary findings) #: __ <input type="checkbox"/> Interactive dashboard #: _ <input checked="" type="checkbox"/> Workshop #: 1	<input type="checkbox"/> Report #: __ <input type="checkbox"/> Presentation (Final) #: __ <input type="checkbox"/> Webmap #: __ <input type="checkbox"/> Profile #: __ <input type="checkbox"/> Factsheet #: __ <input type="checkbox"/> Map #: __
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 <i>Specify which logos should be on outputs</i>	REACH and HNAP logos	

2. Rationale

2.1. Rationale

An estimated 350,000 people² reside in Menbij district in north-east Aleppo governorate. Since the start of the Syrian crisis, Menbij has witnessed several periods of heightened clashes and displacement, leading to a decline in the overall humanitarian situation.³ To date, despite activity from five cross-border NGOs in Menbij addressing all key sectors (WASH, shelter, electricity and NFIs, healthcare, livelihoods, food security, education, and protection) and a recent inter-sector UN/SARC assistance convoy,⁴ gaps in the humanitarian response in Menbij to meet the needs of populations in the district persist. A greater understanding of the availability and functionality of infrastructure and services, as well as populations' priorities needs is essential to both guide and inform the current response and also to inform an evidence-based expansion of the response. General information on population figures, an overview of needs, and limited response data is currently available for Menbij district. However, the overall objective of this assessment is to bring these different sources of information together and supplement them with primary data collection on a more granular level, with the ultimate objective of informing a more effective response.

3. Methodology

2.1. Methodology overview

² According to most recent data collected by HNAP

³ Syria Deeply, '[Thousands Return to Manbij After Islamic State Militants Flee City](#),' 15 August 2018

⁴ United Nations, '[The United Nations and Syrian Arab Red Crescent deliver humanitarian assistance to 50,000 people in Menbij, Aleppo Governorate](#),' March 2019

This assessment is a joint endeavour between REACH and the Humanitarian Needs Assessment Program – Syria (HNAP), in which HNAP leads on data collection and REACH provides research design, follow up and data cleaning, analysis and output production. The assessment will employ a two-key informant (KI) methodology, in which two KIs in each community/neighbourhood will be interviewed using the full questionnaire, and the results will be triangulated to improve accuracy. This assessment will provide indicators across multiple sectors, including water, sanitation and hygiene (WASH), non-food items (NFIs) and electricity, shelter, protection, healthcare, food security, and livelihoods, as well as information on population numbers and demographics.

Data will be collected at the community level for all communities except Menbij city. In Menbij city, information will be collected at the neighbourhood level (16 neighbourhoods) in order to provide information that is more specific and thus more useful for informing humanitarian operations in the city. Neighbourhood boundaries retrieved from Wikimapia will be verified with KIs by HNAP in the days prior to the assessment. The questionnaire for neighbourhoods will be the same as that for communities, with slight adjustments in language (i.e. reference to neighbourhoods rather than communities).

Population of interest

Addressing the information gap reported by the NES Forum, this assessment will provide information on residents, spontaneous returns, and IDPs living in 172 assessed communities in the SDF-controlled area of Menbij district (definitions of each group can be found below). Based on partner feedback, some sections of the questionnaire will refer to the situation of all households residing in the community/neighbourhood, while others will distinguish between resident and IDP households. Because previous assessments have shown that the majority of residents in Menbij district are spontaneous returns,⁵ there are no specific questions on spontaneous returns aside from population demographics.

IDPs: Individuals or groups of people who have been forced to leave their homes or places of habitual residence, in particular as a result of or in order to avoid the effects of armed conflict, situations of generalised violence, violations of human rights, or natural or man-made disasters, and who have not crossed an international border.

Residents: Individuals or groups of people who currently reside in their communities of origin, or communities of permanent residence prior to the Syrian conflict. This includes populations that were never displaced as well as previously displaced populations that have returned to their communities of origin.

Spontaneous returns: Internally Displaced Persons (IDPs) or refugees who return to their community of origin that they left due to conflict but not necessarily to their places of habitual residence (their former homes); who intend to remain in the community for a prolonged period of time; and who do not necessarily enjoy the full spectrum of rights afforded to them prior to their displacement.

2.2. Secondary data review

NGO/agency assessments/reports: These documents, provided by the NES Forum, will provide information for reporting on operations in Menbij District and can help identify gaps in aid provision compared to needs in the assessed area.

Humanitarian Needs Assessment Program in Syria (HNAP) mobility and needs monitoring monthly data: This data can be used as a source for triangulating needs and population data.

REACH North-east Syria Movement Monitoring Initiative (NESMMI) datasets and factsheets: This data can be used for triangulation, and population numbers for informal sites from this assessment will be used in the factsheet.

REACH Humanitarian Situation Overview Syria (HSOS) monthly dataset and factsheets: HSOS can be used for triangulation and general trends analysis when possible based on comparability of indicators.

2.3. Primary Data Collection

HNAP will be responsible for data collection for this assessment. REACH will be responsible for research design, follow up and data cleaning, analysis and output production. HNAP will be responsible for training enumerators, with REACH providing

⁵ REACH, [Menbij Sub-district: IDP and Spontaneous Returnee Situation Overview](#), December 2018

input and guidance. Data collection will take place at the community level in 171 communities in SDF-controlled areas of Menbij district, and at the neighbourhood level in Menbij city. This coverage area was determined based on the information needs and capacity of the NES Forum and HNAP. Data collection will take place for three weeks beginning 10 April 2019.

The assessment will employ a structured questionnaire, collecting data on population demographics, sector-related situational information (WASH, shelter, electricity and NFIs, healthcare, livelihoods, food security, education, and protection), and priority needs. Indicators were designed by REACH in collaboration with the NES Forum and HNAP, and input was solicited by partners in north-east Syria.

Enumerators will interview two KIs per community/neighbourhood, selecting KIs who live or work in the respective communities/neighbourhoods, based on their knowledge about the community in general or about specific sectors covered in the assessment in particular. Enumerators will upload separate forms for each KI in the community. Potential KIs will be identified using existing KI networks of HNAP and its enumerators as well as through a snowball approach to reach a larger number of KIs to triangulate information and to allow for a wider coverage area. KI types may include: members of local relief committees, local charities or NGOs, community leaders, local council members, teachers or doctors and nurses. KIs have to be over the age of 18. Where possible, enumerators should aim to identify and interview male as well as female KIs.

2.5. Data Processing & Analysis

Submissions will be uploaded to the KoBo server and data checking and follow up with enumerators will be conducted on a weekly basis throughout the data collection stage. The first round of cleaning will take place after the first day of data collection, allowing possible adjustments to the tool, if necessary. Afterwards, cleaning will take place twice a week. REACH will run a number of checks, including checks that two forms have been submitted for each community/neighborhood, checks for internal consistency within each submission and on consistency between the two submissions for each community/neighborhood. Significant inconsistencies between the responses provided by the two KIs will be followed-up on by enumerators. After follow-up, the final dataset will consolidate the responses between the two KIs in each community using a weighted average or by aggregating ranges when appropriate. In addition, collected data will be triangulated with secondary data to ensure data quality and accuracy. If two KIs are not available in a community, information provided for the community will be triangulated as much as possible with secondary data. Enumerators will be trained on the specific tool before the beginning of data collection for the baseline and will receive feedback and further guidelines, if needed, based on the any issues identified during the data checking process. Due to the triangulation process and anonymity of KIs, KIs and enumerators will not benefit from exaggerating or providing inaccurate information.

Analysis will be conducted using Stata. The NES Forum will contribute expertise to help ensure reporting will be most operationally useful. In Menbij city, data will be reported at the neighbourhood level. The level of reporting for other communities will be at the area level, with the exact areas for reporting determined with the NES Forum following preliminary analysis, in order to ensure findings are reported in a way that is useful for operational partners.

4. Roles and responsibilities

Table 3: Description of roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed
<i>Research design</i>	<i>Assessment Officer</i>	<i>Assessment Manager</i>	<i>NES Forum, HNAP, REACH HQ</i>	
<i>Supervising data collection</i>	<i>Assessment Officer</i>	<i>Assessment Manager</i>	<i>HNAP</i>	

<i>Data processing (checking, cleaning)</i>	Assessment Officer	Assessment Manager	HNAP	
<i>Data analysis</i>	Assessment Officer	Assessment Manager	NES Forum, REACH HQ	
<i>Output production</i>	Assessment Officer	Assessment Manager	NES Forum, REACH HQ	NES Forum, Country Coordinator
<i>Dissemination</i>	Assessment Officer	Assessment Manager	REACH HQ	NES Forum, Country Coordinator
<i>Monitoring & Evaluation</i>	Assessment Officer	Assessment Manager	NES Forum, REACH HQ	
<i>Lessons learned</i>	Assessment Officer	Assessment Manager	NES FORUM, HNAP	Country Coordinator

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

5. Data Analysis Plan

Research questions	IN #	Data collection method	Indicator / Variable	Questionnaire Question	Questionnaire Responses	Data collection level
Basic Information	A.1.1	KI Interview	Enumerator code	Enter enumerator code:	Enter code	KI
	A.1.2	KI Interview	Sub-district	Enter Sub-district:	Menbij, Abu Qalqal, Al-Khafsa	KI
	A.1.3	KI Interview	Community / neighbourhood	Enter community / neighbourhood :	Enter community	KI
	A.1.5	KI Interview	Data collection method	Is this interview being conducted face-to-face or remotely?	Face-to-face, Remotely	KI
	A.1.6	KI Interview	KI type	Who is the person answering the following questions?	Civil Society Groups, Local Charities, Local Council, Local Relief Committees, NGOs, Community Leaders - Elders, Community Leaders - Religious, Documentation Office Registration Focal Point, Mukhtar, Teacher, Health staff (e.g. doctor, nurse), Other	KI
	A.1.10	KI Interview	Length of time KI has lived in the community	How long has the person answering the following questions lived/worked in this community?	Up to 1 month, 1-3 months, 4-6 months, 7-12 months, 1-2 years, 3-5 years, 6-10 years, More than 10 years, Not sure	KI
	A.1.11	KI Interview	Length of time KI has worked at current organisation	How long has the person answering the following questions been working with this organisation?	Up to 1 month, 1-3 months, 4-6 months, 7-12 months, Over 12 months, Not sure, Not applicable	KI
	A.1.12	KI Interview	KI gender	What is the gender of the person answering the following questions?	Male, Female	KI
How many residents, spontaneous returns, and IDPs are in Menbij district and where in the district are these groups residing?	B.1.1	KI Interview	Number of host community households	What is the total number of host community member households that is currently living in the community?	Enter number	KI
	B.1.2	KI Interview	Number of host community individuals	What is the total number of host community individuals that are currently living in the community?	Enter number	KI
	B.1.3	KI Interview	Number of host community individuals by gender	How many host community individuals are male and female?	Enter number	KI

B.1.4	KI Interview	Number of host community individuals by age group	How many host community individuals are in the following age groups (0-5,6-11,12-17,60+)?	Enter number	KI
B.1.5	KI Interview	Presence of spontaneous returns in the community	Have any host community households that had been displaced since the beginning of the conflict returned to the community?	Yes, No	KI
B.1.6	KI Interview	Number of spontaneous return households	What is the total number of host community households who had previously been displaced from the community that have since returned and are currently living in the community?	Enter number	KI
B.1.7	KI Interview	Number of spontaneous return individuals	What is the total number of host community individuals who had previously been displaced from the community that have since returned and are currently living in the community ?	Enter number	KI
B.1.8	KI Interview	Presence of IDPs in the community	Are there any IDPs currently living in the community (NOT including in nearby reported camps/informal tented settlements/collective centres/informal settlements in unfinished or damaged buildings/other sites)?	Yes, No	KI
B.1.9	KI Interview	Number of IDP households	What is the total number of IDP households currently living in the community (NOT including those in nearby reported camps/informal tented settlements/collective centres/informal settlements in unfinished or damaged buildings/other sites)?	Enter number	KI
B.1.10	KI Interview	Number of IDP individuals	What is the total number of IDP individuals currently living in the community (NOT including those in camps/informal tented settlements/collective centres/informal settlements in unfinished or damaged buildings/other sites)?	Enter number	KI
B.1.11	KI Interview	Number of IDP individuals by gender	How many IDP individuals are male and female?	Enter number	KI
B.1.12	KI Interview	Number of IDP individuals by age group	How many IDP individuals are in the following age groups (0-5,6-11,12-17,60+)?	Enter number	KI

What is the current humanitarian situation of people residing in the assessed area in terms of shelter?	C.1.1	KI Interview	Percentage of shelters by damage category	Of the shelters where people are living in the community, approximately what percentage falls in each of the following damage categories (Minor damage, Major damage, Severe damage, Completely destroyed, No damage)?	Enter number	KI
	C.1.2	KI Interview	Main challenges to repairing shelters	What are the main challenges to households wishing to repair their shelters?	None (cannot be selected with other options), Lack of authorization to do repairs, Repairs require professionals but cannot afford their service, Repairs require professionals but they are not available, Shelter and repair materials are unavailable in the market, Shelter and repair materials are too expensive, Fear of UXOs, Other (please specify), Not sure	KI
	C.1.3	KI Interview	Change in rent prices in the 3 months prior to the assessment	Has the cost of rent increased or decreased in the last 3 months?	Rent has increased 100% or more, Rent has increased 50% - 99%, Rent has increased 10% - 49%, Rent has stayed approximately the same, Rent has decreased 10% - 49%, Rent has decreased 50% or more, Nobody in the community is renting, Not sure	KI
	C.1.4	KI Interview	Most common shelter inadequacies	What are the most common inadequacies for shelters in the community?	Lack of lighting inside shelter, Lack of lighting around shelter, Lack of heating, Lack of insulation from cold, Lack of safe access to drinking water, Lack of bathing facilities, Unable to lock home securely, Lack of privacy inside shelter, Lack of toilets, Lack of space/overcrowding, Other (specify), None	KI
	C.1.5	KI Interview	Types of IDP shelters	What are the types of shelter available to IDPs in the community?	Solid/finished house or apartment (owned/rented), Solid/finished house or apartment (not owned/rented), Unfinished/damaged building, Non-residential/public building, Managed camp, Informal settlement, Individual tents, Open areas, Other, Not sure	KI
	C.1.6	KI Interview	Proportion of IDPs living in	For each of the shelter types selected, what is your best guess at the proportion of IDPs living in them?	Enter number	KI

			each shelter type			
	C.1.7	KI Interview	Types of tents used in the community	What are the main types of tents used in this community?	Provided by UNHCR, Provided by NGO, Personal-brought by families, Personal- handmade tent, Other, Not sure	KI
	C.1.8	KI Interview	Types of host community shelters	What are the types of shelter available to host community (resident/pre-conflict population households including households that have returned) in the community?	Solid/finished house or apartment (owned/rented), Solid/finished house or apartment (not owned/rented), Unfinished/damaged building, Non-residential/public building, Managed camp, Informal settlement, Individual tents, Open areas, Other, Not sure	KI
	C.1.9	KI Interview	Proportion of host community living in each shelter type	For each of the shelter types selected, what is your best guess at the proportion of host community living in them?	Enter number	KI
What is the current humanitarian situation of people residing in the assessed area in terms of electricity and NFIs?	D.1.1	KI Interview	Most common source of electricity in the month prior to the assessment	What was the most common source of electricity in the community over the past month?	Main network, Community generators, Private generator, Solar panels, Car batteries, Other batteries, Other, Not sure	KI
	D.1.2	KI Interview	Average number of hours per day of electricity in the month prior to the assessment	How many hours per day do households in the community have access to electricity (on average over the last month)?	None, Less than 2 hours, From 2 to 4 hours, From 5 to 6 hours, From 7 to 8 hours, From 9 to 10 hours, From 11 to 12 hours, More than 12 hours, Not sure	KI
	D.1.3	KI Interview	Most common barriers to accessing electricity in the month prior to the assessment	What are the most common barriers to accessing electricity in the community over the past month?	No challenges, Main network not functioning due to damage, Main network not functioning due to general disrepair, Generators not available, Solar panels too expensive, Electricity too expensive, Not enough fuel for generators, Fuel for generators too expensive, Other (specify), Not sure	KI
	D.1.4	KI Interview	Availability of fuel for generators	Was (the most commonly used) fuel for generators available over the last month?	Yes, No, Not sure	KI

	D.1.5	KI Interview	Affordability of fuel for generators	Was (the most commonly used) fuel for generators affordable over the last month?	Affordable for the majority of people, Not affordable for the majority of people, Not sure	KI
	D.1.6	KI Interview	Availability of essential NFIs	In the past month, were the following household and personal hygiene items available in markets in the community?	Yes, No	KI
	D.1.7	KI Interview	Affordability of essential NFIs	For each item that was available, please indicate if it was affordable or unaffordable in the community over the past month	Affordable for the majority of people, Not affordable for the majority of people, Not sure	KI
What is the current humanitarian situation of people residing in the assessed area in terms of WASH?	E.1.1	KI Interview	Most common sources of all-purpose water	What was the most common source of water used for all purposes (including cooking, drinking, bathing, washing etc) in the community over the last month?	No water was available, Main network, Surface water (i.e.: untreated water from the river surface that is distributed via the water network), Formal water trucking conducted by authorities or an NGO, Informal water trucking conducted by private citizens, Community borehole for free, Community borehole paid, Springs, river or natural source, Bottle, Other, please specify, Not sure	KI
	E.1.2	KI Interview	Most common sources of drinking water	What was the most common source of drinking water in the community over the last month?	No water was available, Main network, Surface water (i.e.: untreated water from the river surface that is distributed via the water network), Formal water trucking conducted by authorities or an NGO, Informal water trucking conducted by private citizens, Community borehole for free, Community borehole paid, Springs, river or natural source, Bottle, Other, please specify, Not sure	KI
	E.1.3	KI Interview	Connection to main water network	Is the community connected to the main water network?	Yes, No, Not sure	KI
	E.1.4	KI Interview	Average number of days per week water from the main network was available in the month prior to the assessment	How many days per week was water from the main network available in the community over the last month?	0, 1-2, 3-4, 5-6, 7, Not sure	KI

E.1.5	KI Interview	Proportion of households with sufficient water access in the month prior to the assessment	What proportion of households were able to access sufficient water in the last month?	100% have enough water for their needs, 81%-99% have enough water for their needs, 61%-80% have enough water for their needs, 41%-60% have enough water for their needs, 21%-40% have enough water for their needs, 1%-20% have enough water for their needs, 0% have enough water for their needs, Not sure	KI
E.1.6	KI Interview	Reasons households were unable to access sufficient water	Why were households in the community unable to access sufficient water in the last month?	Main network partially or completely not functioning due to damage, Main network partially or completely not functioning due to general disrepair, Boreholes not providing water due to damage, Boreholes not providing water due to disrepair, Alternative sources not available, Alternative sources too expensive, Not enough pressure to pump sufficient water, Water pumps only function a few hours per day, High price of water trucking, Other (specify), Not sure	KI
E.1.7	KI Interview	Most common coping strategies for lack of water	What are the most common ways households in the community have coped with lack of water over the last month, if any?	No coping strategies used (cannot be selected with any other option), Reduce drinking water consumption, Spend money usually spent on other things to buy water, Modify hygiene practices (bath less etc.) , Receive water on credit/borrow water, Drink water usually used for cleaning or other purposes than drinking, Rely on drinking water stored previously, Drink water from a source known to be unsafe, Other (specify), Not sure	KI
E.1.8	KI Interview	Proportion of households using each coping strategy for lack of water	How widespread is the use of each coping strategy for lack of water?	All or almost all households use this coping strategy (81%-100%), More than half of households use this coping strategy (61% - 80%), Around half of households use this coping strategy (41% - 60%), Less than half of households use this coping strategy (21% - 40%), A few households use this coping strategy (1% - 20%), Not sure	KI

E.1.9	KI Interview	Most common problems with drinking water in the month prior to the assessment	Were there any problems with drinking water in the community over the past month?	No problems, water was safe to drink (can't be selected with any other option), Water tastes bad, Water smells bad, Water is a bad colour, Water is calcareous, People got sick after drinking the water, Other (specify), Not sure	KI
E.1.10	KI Interview	Main method of garbage disposal	What was the main method of garbage disposal in the community in the past month?	Garbage is not collected/disposed of, Buried, Burnt, Disposed in the open common area in the community, Disposed in a municipal garbage bin in the community, Dispose in a non-specific area, Other, Not sure	KI
E.1.11	KI Interview	Presence of waste collection services	Are there waste collection services operated in the community?	Yes, No, Not sure	KI
E.1.12	KI Interview	Operator of waste collection services	Who is operating the waste collection in the community?	Municipality, NGO, Other, Not sure	KI
E.1.13	KI Interview	Most common sanitation issues	What are the most common sanitation issues faced by households in the community?	None, No sewage system in the community, Sewage system needs repair, Sewage system needs cleaning, Sewage flowing onto the streets, Flooding in the streets, Open defecation, Garbage in the streets, Rats and pests contaminating food and people, Not sure, Other	KI
E.1.14	KI Interview	Connection to sewage network	Is the community connected to a sewage system?	Yes, No, Not sure	KI
E.1.15	KI Interview	Most common issues with sewage network	Are there any issues related to the sewage network?	None, There are leakages and sludge in the street, Network is blocked and there is sludge inside homes, Not sure, Other	KI
E.1.16	KI Interview	Proportion of households with access to latrines	What proportion of households have access to a latrine?	0% of households, 1-20% of households, 21-40% of households, 41-60% of households, 61-80% of households, 81-99% of households, 100% of households, Not sure	KI

What is the current humanitarian situation of people residing in the assessed area in terms of livelihoods?	F.1.1	KI Interview	Most common sources of livelihoods for host community households in the last month	What were the most common sources of meeting basic needs for host community households in the community over the past month?	Humanitarian aid, Remittances, Fishing, Growing crops, Raising livestock, Day labour (construction), Producing/selling fuel, Seasonal agricultural migration, Skilled trades (mechanics, teachers, pharmacists, etc.), Gathering firewood, Trade/shopkeeping, Employment with local authorities, Armed groups, Not sure, Other	KI
	F.1.2	KI Interview	Most common barriers to accessing livelihoods for host community households in the last month	What, if any, were the most common barriers to accessing livelihoods for host community households in the community over the past month?	No challenges, General lack of employment opportunities, Lack of employment opportunities that match people's skills, Low wages, Security situation in the community, Lack of access to resources needed for job (e.g. water for agriculture), Restrictions by local authorities, Discrimination in job provision, Not sure, Other (specify)	KI
	F.1.3	KI Interview	Most common host community household coping strategies for lack of livelihoods	What strategies have host community households in this community commonly used in the past month to cope with a lack of income/resources to meet basic needs?	No coping strategies used, Donations from relatives, the community, religious organisation, Sell household items or assets, Send children (15 or below) to work, Borrow money from family or friends, Purchasing items on credit, High risk/illegal work, Skip paying rent, Limit food portions/skip meals, Not sure, Other	KI
	F.1.4	KI Interview	Average monthly income for host community households	What is the approximate average monthly income for host community households?	Less than 50,000 SYP, 50,000 - 75,000 SYP, 75,000 - 100,000 SYP, 100,000 - 125,000 SYP, 125,000 - 150,000 SYP, Above 150,000 SYP, Not sure	KI
	F.1.5	KI Interview	Most common services impoverished host community households have difficulty accessing	What services do host community households earning less than 50,000 SYP per month have problems accessing due to their low income?	Shelter, Healthcare, NFIs, Food, Education, Water, sanitation and hygiene, Winterisation or equivalent, Other, Not sure	KI

F.1.6	KI Interview	Most common sources of livelihoods for IDP households in the last month	What were the most common sources of meeting basic needs for IDPs in the community over the past month?	Humanitarian aid, Remittances, Fishing, Growing crops, Raising livestock, Day labour (construction), Producing/selling fuel, Seasonal agricultural migration, Skilled trades (mechanics, teachers, pharmacists, etc.), Gathering firewood, Trade/shopkeeping, Employment with local authorities, Armed groups, Not sure, Other	KI
F.1.7	KI Interview	Most common barriers to accessing livelihoods for IDP households in the last month	What, if any, were the most common barriers to accessing livelihoods for IDPs in the community over the past month?	No challenges, General lack of employment opportunities, Lack of employment opportunities that match people's skills, Low wages, Security situation in the community, Lack of access to resources needed for job (e.g. water for agriculture), Restrictions by local authorities, Discrimination in job provision, Not sure, Other (specify)	KI
F.1.8	KI Interview	Most common IDP household coping strategies for lack of livelihoods	What strategies have IDP households in this community commonly used in the past month to cope with a lack of income/resources to meet basic needs?	No coping strategies used, Donations from relatives, the community, religious organisation, Sell household items or assets, Send children (15 or below) to work, Borrow money from family or friends, Purchasing items on credit, High risk/illegal work, Skip paying rent, Limit food portions/skip meals, Not sure, Other	KI
F.1.9	KI Interview	Average monthly income for IDP households	What is the approximate average monthly income for IDP households?	Less than 50,000 SYP, 50,000 - 75,000 SYP, 75,000 - 100,000 SYP, 100,000 - 125,000 SYP, 125,000 - 150,000 SYP, Above 150,000 SYP, Not sure	KI
F.1.10	KI Interview	Most common services impoverished IDP households have difficulty accessing	What services do IDP households earning less than 50,000 SYP per month have problems accessing due to their low income?	Shelter, Healthcare, NFIs, Food, Education, Water, sanitation and hygiene, Winterisation or equivalent, Other, Not sure	KI
G.1.1	KI Interview	Access to healthcare in the community	Were households able to access health services at facilities in the assessed community in the past month?	Yes, No, Not sure	KI

What is the current humanitarian situation of people residing in the assessed area in terms of healthcare?	G.1.2	KI Interview	Access to healthcare in other/nearby communities	Were households able to access health services at facilities in other/nearby communities in the past month?	Yes, No, Not sure	KI
	G.1.3	KI Interview	Location of other accessible healthcare facilities	In which other communities (up to 3) households were able to access health facilities in the last month?	Enter governorate, sub-district, community	KI
	G.1.4	KI Interview	Available healthcare facilities (in the community)	What health facilities were available to households in the past month to address their healthcare needs in the assessed community?	Mobile clinics / field hospitals, Informal emergency care points, Private clinics, Vaccination clinic, Primary care facilities (free healthcare), Private hospitals, Public hospitals, Pharmacies, Other, Not sure	KI
	G.1.5	KI Interview	Available healthcare facilities (in other/nearby communities)	What health facilities were available to households in the past month to address their healthcare needs in other/nearby communities?	Mobile clinics / field hospitals, Informal emergency care points, Private clinics, Vaccination clinic, Primary care facilities (free healthcare), Private hospitals, Public hospitals, Pharmacies, Other, Not sure	KI
	G.1.6	KI Interview	Availability of essential medical supplies and services	Did households in the community have access to the following health supplies/services in the past month (in the assessed community or in other/nearby communities)?	Yes, No, Not sure	KI
	G.1.7	KI Interview	Proportion of households that could receive treatment when needed in the last month	What proportion of households requiring medical attention have been able to receive treatment in the last month?	0% of households, 1-20% of households, 21-40% of households, 41-60% of households, 61-80% of households, 81-99% of households, 100% of households, Not sure	KI

	G.1.8	KI Interview	Most common barriers to accessing healthcare in the last month	What, if any, were the most common barriers to healthcare access in the community over the last month?	No challenges, Lack of facilities, Lack of medicine/medical items, Lack of medical personnel, Healthcare is being provided by unqualified members of the community, Distance to healthcare facilities too far, Unsafe to travel to medical facilities, Lack of female doctors, Women physically unable to access medical facilities, Healthcare is available but of low quality, Healthcare is available but unaffordable, Healthcare only available to certain groups (e.g. people with certain political affiliations), Health care available in certain areas not easily accessible to all members of the community, Other (specify), Not sure	KI
What is the current humanitarian situation of people residing in the assessed area in terms of food security?	H.1.1	KI Interview	Access to markets in the community	Were households able to access markets in the assessed community in the past month?	Yes, No, Not sure	KI
	H.1.2	KI Interview	Most common barriers to opening markets in the last month	What have been the main barriers to markets opening in this community in the last month?	Markets unable to restock due to lack of supply routes, Lack of places to store food, Lack of sufficient electricity, Not sure, Other	KI
	H.1.3	KI Interview	Access to markets in other/nearby communities	Were households able to access markets in other/nearby communities in the past month?	Yes, No, Not sure	KI
	H.1.4	KI Interview	Location of other accessible markets	In which other communities (up to 3) households were able to access markets in the last month?	Enter governorate, sub-district, community	KI

H.1.5	KI Interview	Most common barriers to accessing markets in the last month	What challenges, if any, have there been to accessing food markets in the past month?	No challenges, Markets do not function at times of conflict, Lack of access / unsuitability for women, Lack of access for persons with restricted mobility, Distance to markets too far, Certain population groups unable to access markets, Lack of transportation to markets (private or public), Safety or security constraints restricting movement to markets, Safety or security concerns at markets, Physical constraints preventing access to markets (e.g. roads damaged/blockages), Other, Not sure	KI
H.1.6	KI Interview	Most common sources of food	What were the most common sources of food for households in the community in the last month?	Purchasing from stores/markets in this community, Purchasing from stores/markets in other communities, Own production/farming, Relying entirely on food stored previously, Assistance from local councils/NGOs/other groups, Gifts from friends and family, Begging/bartering, Borrowing, Hunting/gathering/catching, Not sure, Other	KI
H.1.7	KI Interview	Availability of essential food items in the last month	In the past month, were the following items available (in the assessed community or in other/nearby communities)?	Yes, No, Not sure	KI
H.1.8	KI Interview	Affordability of essential food items in the last month	For each item that was available, please indicate if it was affordable or unaffordable for households over the past month	Affordable for the majority of people, Not affordable for the majority of people, Not sure	KI
H.1.9	KI Interview	Most common coping strategies for lack of food	Were any of the following coping strategies used at all by returned households in the community to deal with a lack of food in the last month?	No coping strategies used (cannot be selected with any other option), Reducing meal size, Skipping meals, Buying food with money usually used for other things, Purchasing food on credit/borrowing money to buy food, Selling non-productive assets, Selling productive assets, Spending days without eating, Consuming bad foods (e.g. food from garbage, weeds), Not sure, other (specify)	KI

	H.1.10	KI Interview	Proportion of households using each coping strategy for lack of food	How widespread is the use of each coping strategy for lack of food?	All or almost all households use this coping strategy (81%-100%), More than half of households use this coping strategy (61% - 80%), Around half of households use this coping strategy (41% - 60%), Less than half of households use this coping strategy (21% - 40%), A few households use this coping strategy (1% - 20%), Not sure	KI
What is the current humanitarian situation of people residing in the assessed area in terms of education?	I.1.1	KI Interview	Access to education facilities in the community	Were children able to access education facilities in the assessed community in the past month?	Yes, No, Not sure	KI
	I.1.2	KI Interview	Access to education facilities in other/nearby communities	Were children able to access education facilities in other/nearby communities in the past month?	Yes, No, Not sure	KI
	I.1.3	KI Interview	Location of other accessible education facilities	Do you know in which other communities children were able to access education facilities in the last month?	Enter governorate, sub-district, community	KI
	I.1.4	KI Interview	Available education facilities (in the community)	Please identify each type of education facility accessible to children (aged 6-18) in the last month in the community	Non-formal nursery school, Formal nursey school, Non-formal primary school, Formal primary school, Non-formal intermediary school, Formal intermediary school, Non-formal secondary school, Formal secondary school, Other	KI
	I.1.5	KI Interview	Available education facilities (in other/nearby communities)	Please identify each type of education facility accessible to children (aged 6-18) in the last month in other/nearby communities	Non-formal nursery school, Formal nursey school, Non-formal primary school, Formal primary school, Non-formal intermediary school, Formal intermediary school, Non-formal secondary school, Formal secondary school, Other	KI
	I.1.6	KI Interview	Percentage of host community boys attending nursery school	Approximately what percentage of host community boys are currently attending nursery school (formal or non-formal) in the community?	0%, 1-20%, 21-40%, 41-60%, 61-80%, 81-99%, 100%, Not sure	KI
	I.1.7	KI Interview	Percentage of host community	Approximately what percentage of host community boys are currently attending primary school (formal or non-formal) in the community?	0%, 1-20%, 21-40%, 41-60%, 61-80%, 81-99%, 100%, Not sure	KI

		boys attending primary school			
I.1.8	KI Interview	Percentage of host community boys attending intermediary school	Approximately what percentage of host community boys are currently attending intermediary school (formal or non-formal) in the community?	0%, 1-20%, 21-40%, 41-60%, 61-80%, 81-99%, 100%, Not sure	KI
I.1.9	KI Interview	Percentage of host community boys attending secondary school	Approximately what percentage of host community boys are currently attending secondary school (formal or non-formal) in the community?	0%, 1-20%, 21-40%, 41-60%, 61-80%, 81-99%, 100%, Not sure	KI
I.1.10	KI Interview	Percentage of host community girls attending primary school	Approximately what percentage of host community girls are currently attending nursery school (formal or non-formal) in the community?	0%, 1-20%, 21-40%, 41-60%, 61-80%, 81-99%, 100%, Not sure	KI
I.1.11	KI Interview	Percentage of host community girls attending nursery school	Approximately what percentage of host community girls are currently attending primary school (formal or non-formal) in the community?	0%, 1-20%, 21-40%, 41-60%, 61-80%, 81-99%, 100%, Not sure	KI
I.1.12	KI Interview	Percentage of host community girls attending intermediary school	Approximately what percentage of host community girls are currently attending intermediary school (formal or non-formal) in the community?	0%, 1-20%, 21-40%, 41-60%, 61-80%, 81-99%, 100%, Not sure	KI
I.1.13	KI Interview	Percentage of host community girls attending secondary school	Approximately what percentage of host community girls are currently attending secondary school (formal or non-formal) in the community?	0%, 1-20%, 21-40%, 41-60%, 61-80%, 81-99%, 100%, Not sure	KI
I.1.14	KI Interview	Percentage of IDP boys attending nursery school	Approximately what percentage of IDP boys are currently attending nursery school (formal or non-formal) in the community?	0%, 1-20%, 21-40%, 41-60%, 61-80%, 81-99%, 100%, Not sure	KI
I.1.15	KI Interview	Percentage of IDP boys attending primary school	Approximately what percentage of IDP boys are currently attending primary school (formal or non-formal) in the community?	0%, 1-20%, 21-40%, 41-60%, 61-80%, 81-99%, 100%, Not sure	KI

I.1.16	KI Interview	Percentage of IDP boys attending intermediary school	Approximately what percentage of IDP boys are currently attending intermediary school (formal or non-formal) in the community?	0%, 1-20%, 21-40%, 41-60%, 61-80%, 81-99%, 100%, Not sure	KI
I.1.17	KI Interview	Percentage of IDP boys attending secondary school	Approximately what percentage of IDP boys are currently attending secondary school (formal or non-formal) in the community?	0%, 1-20%, 21-40%, 41-60%, 61-80%, 81-99%, 100%, Not sure	KI
I.1.18	KI Interview	Percentage of IDP girls attending primary school	Approximately what percentage of IDP girls are currently attending nursery school (formal or non-formal) in the community?	0%, 1-20%, 21-40%, 41-60%, 61-80%, 81-99%, 100%, Not sure	KI
I.1.19	KI Interview	Percentage of IDP girls attending nursery school	Approximately what percentage of IDP girls are currently attending primary school (formal or non-formal) in the community?	0%, 1-20%, 21-40%, 41-60%, 61-80%, 81-99%, 100%, Not sure	KI
I.1.20	KI Interview	Percentage of IDP girls attending intermediary school	Approximately what percentage of IDP girls are currently attending intermediary school (formal or non-formal) in the community?	0%, 1-20%, 21-40%, 41-60%, 61-80%, 81-99%, 100%, Not sure	KI
I.1.21	KI Interview	Percentage of IDP girls attending secondary school	Approximately what percentage of IDP girls are currently attending secondary school (formal or non-formal) in the community?	0%, 1-20%, 21-40%, 41-60%, 61-80%, 81-99%, 100%, Not sure	KI

	I.1.22	KI Interview	Most common barriers to accessing education for host community children	What are the most common challenges/barriers preventing access to education for host community children in the last month?	Insufficient or no schools available in this community or within a reasonable distance , Lack of recognised certification, Lack of personal documentation required to enroll in schools, Quality of education provided is too low, Damaged facilities that can't be used or are unsafe to use, Unsuitable environment (insufficient or no: heat, electricity, toilets, furniture, ventilation, etc.), , Distance to school is too far , Traveling to or from school is unsafe , Schools are unsafe (fear of bullying, physical violence, etc.) , Overcrowding (too few teachers, classrooms, etc.), Not enough teaching or learning supplies (stationary, textbooks, etc.) , Children unable to learn (stress, hunger, unwelcoming school environment, etc.) , Families cannot afford to prioritize school (children need to help earn family income, help at home, etc.), Children uncomfortable reentering/attending school (IDPs, out of school for a long time, overage, behind in learning, etc.) , Closure of schools by local authorities, Other (specify)	KI
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	I.1.23	KI Interview	Most common barriers to accessing education for IDP children	What are the most common challenges/barriers preventing access to education for IDP children in the last month?	Insufficient or no schools available in this community or within a reasonable distance , Lack of recognised certification, Lack of personal documentation required to enroll in schools, Quality of education provided is too low, Damaged facilities that can't be used or are unsafe to use, Unsuitable environment (insufficient or no: heat, electricity, toilets, furniture, ventilation, etc.), , Distance to school is too far , Traveling to or from school is unsafe , Schools are unsafe (fear of bullying, physical violence, etc.) , Overcrowding (too few teachers, classrooms, etc.), Not enough teaching or learning supplies (stationary, textbooks, etc.), , Children unable to learn (stress, hunger, unwelcoming school environment, etc.) , Families cannot afford to prioritize school (children need to help earn family income, help at home, etc.), Children uncomfortable reentering/attending school (IDPs, out of school for a long time, overage, behind in learning, etc.) , Closure of schools by local authorities, Other (specify)	KI
What is the current humanitarian situation of people residing in the assessed area in terms of protection?	J.1.1	KI Interview	Most common protection risks present in the community in the last month	What are the main protection risks faced by women, girls, men, and boys in the assessed community in the last month?	Not sure, Inter-communal disputes, Lack/loss of civil documentation, Housing, land and property issues, Family separation, Exploitation, Harassment, Kidnapping , Domestic Violence, Sexual violence, Threat from airstrikes, Movement restrictions, Threat from mines, Threat from sniper/gunfire, Threat from IEDs/SVBIEDS/BBIEDs, Forced and early marriage, Child labour, Violence in schools, Other (specify)	KI
	J.1.2	KI Interview	Groups facing protection issues in the community in the last month	Which groups (women, girls, men, boys), if any, faced the indicated protection issues in the assessed community in the last month?	Men, Women, Boys (under 18), Girls (under 18)	KI
What are the priority needs of people residing in	K.1.1	KI Interview		What are the most important priority needs of the IDP population households in the community (first, second, third)?	Shelter, Health, NFIs, Food, Education, Water, sanitation and hygiene, Other, Not sure	KI

the assessed area?	K.1.2	KI Interview		What are the specific shelter needs of IDP households in the community during the past month	New/additional tents, Tarpaulins/plastic sheeting, Nails/screws, Timber, Rope, Wire, Roofing materials, Doors/doorframes, Windows/window frames, Concrete, Bricks / other stone blocks, Plaster or other material for repairing cracked walls, Basic electrical items (wiring, switches, sockets, extension cords), Basic tools (hammer, screw driver, wrenches), Other, Not sure	KI
	K.1.3	KI Interview		What are the specific food needs of IDP households in the community during the past month	Bread, Rice, Bulgur, Flour, Lentils, Pasta, Cooking oil, Fresh vegetables, Chicken, Meat, Sugar, Salt, Other (specify), Not sure	KI
	K.1.4	KI Interview		What are the specific NFI needs of IDP households in the community during the past month	Bedding items (sheets, pillows), Mattresses/Sleeping mats, Cooking utensils, Cooking fuel, Cooking stoves, Water containers, Sources of light/solar lamps, Solar panels, Clothing, Shoes, Batteries, Other (specify)	KI
	K.1.5	KI Interview		What are the specific water, sanitation and hygiene needs of IDP households in the community during the past month	Drinking water, Functioning latrines, Disposable diapers, Sanitary pads, Soap, Washing powder (for clothes), Cleaning liquid (for house), Detergent (for dishes), Other (specify), Not sure	KI
	K.1.6	KI Interview		What are the specific healthcare needs of IDP households in the community during the past month	First aid / emergency care (accident and injuries), Diarrhea treatment, Vaccination, Antibiotics, Surgery, Psychiatric care, Skilled care during childbirth, Treatment for chronic disease (diabetes, blood pressure, heart problems, kidney problems), Rehabilitation (i.e.: recovery programmes for those who have recently experienced injuries, especially to muscles or limbs), Assistive devices (e.g.: wheelchairs, prosthetics), Other, Not sure	KI

K.1.7	KI Interview		For education priority need: what are the key things to do to get more IDP children go to school and more children to stay in school?	Additional space for learning (schools, classrooms), Certification of curriculum, Provision of personal documentation, Better skilled teachers, Suitable school environment (repairs, heat, electricity, toilets, furniture, ventilation, etc.), , Additional teaching & learning materials (stationary, textbooks, etc.),, Ensuring travel to/from schools and school themselves are safe, Counselling for psychosocial stress, Reducing poverty (food, money, etc. to families) , Recognition and/or certification of curriculum, Appropriate WASH facilities, Counselling for psychosocial stress, Other, Not sure	KI
K.1.8	KI Interview		What are the most important priority needs of the host community population households in the community (first, second, third)?	Shelter, Health, NFIs, Food, Education, Water, sanitation and hygiene, Other, Not sure	KI
K.1.9	KI Interview		What are the specific shelter needs of host community households in the community during the past month	New/additional tents, Tarpaulins/plastic sheeting, Nails/screws, Timber, Rope, Wire, Roofing materials, Doors/doorframes, Windows/window frames, Concrete, Bricks / other stone blocks, Plaster or other material for repairing cracked walls, Basic electrical items (wiring, switches, sockets, extension cords), Basic tools (hammer, screw driver, wrenches), Other, Not sure	KI
K.1.10	KI Interview		What are the specific food needs of host community households in the community during the past month	Bread, Rice, Bulgur, Flour, Lentils, Pasta, Cooking oil, Fresh vegetables, Chicken, Meat, Sugar, Salt, Other (specify), Not sure	KI
K.1.11	KI Interview		What are the specific NFI needs of host community households in the community during the past month	Bedding items (sheets, pillows), Mattresses/Sleeping mats, Cooking utensils, Cooking fuel, Cooking stoves, Water containers, Sources of light/solar lamps, Solar panels, Clothing, Shoes, Batteries, Other (specify)	KI

K.1.12	KI Interview		What are the specific water, sanitation and hygiene needs of host community households in the community during the past month	Drinking water, Functioning latrines, Disposable diapers, Sanitary pads, Soap, Washing powder (for clothes), Cleaning liquid (for house), Detergent (for dishes), Other (specify), Not sure	KI
K.1.13	KI Interview		What are the specific healthcare needs of host community households in the community during the past month	First aid / emergency care (accident and injuries), Diarrhea treatment, Vaccination, Antibiotics, Surgery, Psychiatric care, Skilled care during childbirth, Treatment for chronic disease (diabetes, blood pressure, heart problems, kidney problems), Rehabilitation (i.e.: recovery programmes for those who have recently experienced injuries, especially to muscles or limbs), Assistive devices (e.g.: wheelchairs, prosthetics), Other, Not sure	KI
K.1.14	KI Interview		For education priority need: what are the key things to do to get more host community children go to school and more children to stay in school?	Additional space for learning (schools, classrooms), Certification of curriculum, Provision of personal documentation , Better skilled teachers, Suitable school environment (repairs, heat, electricity, toilets, furniture, ventilation, etc.), , Additional teaching & learning materials (stationary, textbooks, etc.),, Ensuring travel to/from schools and school themselves are safe, Counselling for psychosocial stress, Reducing poverty (food, money, etc. to families) , Recognition and/or certification of curriculum, Appropriate WASH facilities, Counselling for psychosocial stress, Other, Not sure	KI

6. Data Management Plan

Administrative Data		
Research Cycle name	Menbij District Area-based Assessment	
Project Code	16DDC	
Donor	OFDA	
Project partners	HNAP, NES Forum	
Research Contacts	Makayla Palazzo, Makayla.palazzo@reach-initiative.org Christoph Rother, Christoph.rother@reach-initiative.org Aline Kirkland, Aline.kirkland@reach-initiative.org	
Data Management Plan Version	Date: 03/04/2019	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: <input type="checkbox"/> Deletion Log <input type="checkbox"/> Value Change Log
	<input type="checkbox"/> Code book	<input type="checkbox"/> Data Dictionary
	<input type="checkbox"/> Metadata based on HDX Standards	<input type="checkbox"/> [Other, Specify]
Ethics and Legal Compliance		
Which ethical and legal measures will be taken?	<input checked="" type="checkbox"/> Consent of participants to participate	<input 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 type="checkbox"/> IMPACT/REACH Kobo Server	<input checked="" type="checkbox"/> Other Kobo Server: <i>HNAP Kobo server</i>
	<input type="checkbox"/> IMPACT Global Physical / Cloud Server	<input type="checkbox"/> Country/Internal Server
	<input type="checkbox"/> On devices held by REACH staff	<input type="checkbox"/> Physical location <i>[specify]</i>
	<input checked="" type="checkbox"/> On devices held by HNAP staff	
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 <i>REACH staff</i>
	<input type="checkbox"/> Form and data encryption on data collection server	<input type="checkbox"/> Partners signed an MoU if accessing raw data
	<input type="checkbox"/> [Other, Specify]	
Kobo Access Rights		
Kobo Access	Person	Account Name
View Form	HNAP	N/A
View and Edit Form	HNAP	N/A

View Form and Submit Data	HNAP	N/A
Download Data	HNAP	N/A

Raw Data Access Rights

Raw Data Access	Reason	Person
Accountable	Accountable	HNAP
Access (sent by HNAP)	Assessment	Makayla Palazzo
Access	GIS	Aline Kirkland

Preservation

Where will data be stored for long-term preservation?	<input checked="" type="checkbox"/> IMPACT / REACH Global Cloud / Physical Server	<input type="checkbox"/> OCHA HDX
	<input type="checkbox"/> REACH Country Server	<input type="checkbox"/> [Other, Specify]

Data Sharing

Will the data be shared publically?	<input checked="" type="checkbox"/> Yes	<input 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 type="checkbox"/> No, [Other, Specify]	
Where will you share the data?	<input checked="" type="checkbox"/> REACH Resource Centre	<input checked="" type="checkbox"/> OCHA HDX
	<input checked="" type="checkbox"/> HumanitarianResponse	<input type="checkbox"/> [Other, Specify]

Data protection risk assessment

Have you completed the Indicators Risk Assessment table below?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No, no information that potentially allows identification of individuals is to be collected.
[Please complete the first 4 columns in the Indicators Risk Assessment table below]		

Risk indicator	Type of identification risk	Disclosure implications	Benefits	Class	Required mitigation
<i>Personal KI Information:</i> <ul style="list-style-type: none"> • Profession • Gender • Time in current position • Time living in community/neigh 	<i>Potential Identification of KI</i>	<i>Potential target of area authorities</i>	<i>Creation of confidence level for KI during triangulation</i>	<i>[To be completed by IMPACT HQ]</i>	<i>[To be specified by IMPACT HQ]</i>

bourhood					
[Add relevant number of rows for risk indicators]					

Responsibilities	
Data collection	Modher Hamadani, HNAP focal point, alhamadani@un.org
Data cleaning	Makayla Palazzo, assessment officer, Makayla.palazzo@reach-initiative.org
Data analysis	Makayla Palazzo, assessment officer, Makayla.palazzo@reach-initiative.org
Data sharing/uploading	Makayla Palazzo, assessment officer, Makayla.palazzo@reach-initiative.org

7. 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	X Yes
		# of downloads of x product from Relief Web	Country request to HQ		X Yes
	Number of individuals accessing IMPACT services/products	# of downloads of x product from Country level platforms	Country team		<input type="checkbox"/> Yes
		# of page clicks on x product from REACH global newsletter	Country request to HQ		X Yes
		# of page clicks on x product from country newsletter, sendingBlue, bit.ly	Country team		X 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	X Yes
		# references in single agency documents			X Yes
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_Feed back and Usage_Survey template	N/A
		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 in IMPACT programs throughout the research cycle	Number and/or percentage of humanitarian organizations directly contributing to IMPACT programs (<i>providing resources, participating to presentations, etc.</i>)	# of organisations providing resources (i.e.staff, vehicles, meeting space, budget, etc.) for activity implementation	Country team	Engagement_log	X Yes
		# of organisations/clusters inputting in research design and joint analysis			X Yes
		# of organisations/clusters attending briefings on findings;			X Yes