

# Research Terms of Reference

Northwest Syria Joint Rapid Assessment of Markets (NWS JRAM)

SYR2302

Syria

April 2023  
Version 1

**REACH** Informing  
more effective  
humanitarian action

## 1. Executive Summary

<b>Country of intervention</b>	Syria		
<b>Type of Emergency</b>	<input checked="" type="checkbox"/> Natural disaster	<input type="checkbox"/> Conflict	<input type="checkbox"/> Other ( <i>specify</i> )
<b>Type of Crisis</b>	<input checked="" type="checkbox"/> Sudden onset	<input type="checkbox"/> Slow onset	<input type="checkbox"/> Protracted
<b>Mandating Body/ Agency</b>	BHA		
<b>IMPACT Project Code</b>	16AXF 907		
<b>Overall Research Timeframe</b> (from research design to final outputs / M&E)	07/03/2023 to 27/04/ 2023		
<b>Research Timeframe</b> Add planned deadlines (for first cycle if more than 1)	1. Pilot/ training: 30/03/2023	6. Preliminary presentation: NA	
	2. Start collect data: 03/04/2023	7. Outputs sent for validation: 18/04/2023	
	3. Data collected: 05/04/2023	8. Outputs published: 25/04/2023	
	4. Data analysed: 11/04/2023	9. Final presentation: 27/04/2023	
	5. Data sent for validation: 11/04/2023		
<b>Number of assessments</b>	<input checked="" type="checkbox"/> Single assessment (one cycle)		
	<input type="checkbox"/> Multi assessment (more than one cycle) [Describe here the frequency of the cycle]		
<b>Humanitarian milestones</b> Specify <b>what</b> will the assessment inform and <b>when</b> e.g. The shelter cluster will use this data to draft its Revised Flash Appeal;	<b>Milestone</b>	<b>Deadline</b>	
	<input checked="" type="checkbox"/> Donor plan/strategy	No specific deadline or documents – will inform ongoing flash appeals for funding, emergency response planning and strategy, sectoral planning and strategy.	
	<input checked="" type="checkbox"/> Inter-cluster plan/strategy	No specific deadline but the CWG is providing on-going support to inform inter-cluster guidance on MPCA.	
	<input checked="" type="checkbox"/> Cluster plan/strategy	No specific deadline but the CWG and clusters are circulating earthquake response recommendations on a bi-weekly basis for the most part.	
	<input type="checkbox"/> NGO platform plan/strategy	_ _ / _ _ / _ _ _ _	
	<input checked="" type="checkbox"/> Other (Specify):	Inform CWG partners for emergency cash distribution	
	<b>Audience type</b>	<b>Dissemination</b>	

<b>Audience Type &amp; Dissemination</b> Specify <i>who</i> will the assessment inform and <i>how</i> you will disseminate to inform the audience	X Strategic X Programmatic X Operational <input type="checkbox"/> [Other, Specify]	X General Product Mailing (e.g. mail to NGO consortium; HCT participants; Donors) X Cluster Mailing (Education, Shelter and WASH) and presentation of findings at next cluster meeting <input type="checkbox"/> Presentation of findings (e.g. at HCT meeting; Cluster meeting) X Website Dissemination (Relief Web & REACH Resource Centre) <input type="checkbox"/> [Other, Specify]
<b>Detailed dissemination plan required</b>	<input type="checkbox"/> Yes	X No
<b>General Objective</b>	To understand the impact of the earthquake on the functionality of major consumer markets in Northwest Syria (NWS) in order to inform the distributions of cash and voucher assistance (CVA) and multi-purpose cash assistance (MPCA) by humanitarian actors.	
<b>Specific Objective(s)</b>	<ol style="list-style-type: none"> <li>1. To understand consumers' access to markets since the earthquake (physically, socially, and financially) to obtain basic commodity items, as well as any barriers they face in accessing markets (i.e. physical access from earthquake related damage, security, availability, affordability etc.);</li> <li>2. To understand the impact of the earthquake on the capacity of retailers and wholesalers to maintain stocks and adapt to changes in supply and demand<sup>2</sup></li> <li>3. To understand the extent to which supply of key items and supply chains have been impacted by disrupted cross-border access since the earthquake.</li> </ol>	
<b>Research Questions</b>	<ol style="list-style-type: none"> <li>1. Are key market hubs accessible to consumers in relation to physical, security, safety, and financial barriers?</li> <li>2. What is the availability of essential goods since the earthquake and what challenges, if any, have vendors' faced in restocking goods and meeting consumers' demand?</li> <li>3. How has disrupted cross-border access since the earthquake impacted supply chains for key items?</li> </ol>	
<b>Geographic Coverage</b>	<p>The JRAM will cover 20 communities affected by the earthquake (either directly or by IDP arrivals) and also identified as key 'market hubs' in the 2021 and 2022 REACH NWS Market Network Analysis<sup>1</sup>.</p> <p>Given limited field capacity market hubs will be prioritised based on the following considerations:</p> <ol style="list-style-type: none"> <li>1. Market hubs that 15 or more communities are reliant on to purchase four basic commodity types (bulk foods, fresh food, fuel, and hygiene items).</li> <li>2. Most affected by the earthquake (with infrastructure damage score &gt;0.1 from the February RNA)</li> <li>3. Market hubs in community with a large population (&gt;100, 000) that were not selected by criteria 1 and 2 (according to May 2022 HNAP population data)</li> </ol>	

<sup>1</sup> Markets hubs covered in the JRAM include the following: Al Bab, Ar-Ra'ee (Al Bab district), Afrin, Jandaris, Raju (Afrin District), Mare', Azaz (A'zaz district), Kafr Takharim, Qah, Salqin, Sarmada, Harim (Harim district), Ma'arrat Tamasrin, Idleb city including Al Gharbi neighbourhood and Al Sharqi neighbourhood (Idleb district), Atareb, Daret Azza (Jebel Saman district), Darkosh, and Jisr-Ash-Shugur (Jisr-Ash-Shugur district)

	4. Market hubs experiencing high numbers of IDP arrivals that were not selected by criteria 1,2, or 3 (RNA/ISMI data) 5. The proposed coverage of market hubs has been shared with the CWG Coordinator to take into consideration areas where MPCA is being prioritised for distribution.			
<b>Secondary data sources</b>	<ul style="list-style-type: none"> <li>• <a href="#">2021 and 2022 REACH Market Network Analysis</a> - September 2021 data includes markets in both Northern Aleppo and Idlib governorates and September 2022 data includes markets in Idlib governorate.</li> <li>• <a href="#">REACH Earthquake RNA data</a> to identify communities experiencing IDP arrivals.</li> <li>• <a href="#">REACH Earthquake RNA data</a> on market accessibility, unavailability of key items, damage to key infrastructure of markets to triangulate data. In addition, data on communities where MPCA was identified as a priority need can be compared against JRAM market functionality indicators.</li> <li>• 2022 HNP population data</li> <li>• <a href="#">NWS Earthquake JRAM February round</a> and <a href="#">NWS Joint Market Monitoring Initiative</a> (March round to be published prior to JRAM data collection, and pre-earthquake data available for trend analysis)</li> <li>• Mercy Corps HAT 2023 February report which includes post earthquake price monitoring data</li> <li>• WFP Syria <a href="#">Weekly Market Updates</a> and WFP Syria <a href="#">VAM Price Bulletin</a></li> </ul>			
<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 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 type="checkbox"/>	Host communities	<input checked="" type="checkbox"/>	Consumers, retailers and wholesalers
<b>Stratification</b> <i>Select type(s) and enter number of strata</i>	<input checked="" type="checkbox"/>	Geographical #: 20 communities Population size per strata is known? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/>	Group #: 3 strata (consumers, retailers, and wholesalers) Population size per strata is known? <input type="checkbox"/> Yes <input checked="" 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 checked="" type="checkbox"/>	Structured (Quantitative)	<input type="checkbox"/>	Semi-structured (Qualitative)
	<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 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 #): Retailer KIs: 300 Wholesaler KIs: 80 Consumer KIs: 320 Total: 700 KIs <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 #):_____ 	

<b>Target level of precision if probability sampling</b>	__% level of confidence		__ +/- % margin of error	
<b>Data management platform(s)</b>	<input checked="" type="checkbox"/>	IMPACT	<input type="checkbox"/>	UNHCR
	<input type="checkbox"/>	[Other, Specify]		
<b>Expected output type(s)</b>	<input type="checkbox"/>	Situation overview #: __	<input type="checkbox"/>	Report #: __
	<input type="checkbox"/>	Presentation (Preliminary findings) #: __	<input checked="" type="checkbox"/>	Presentation (Final) #: 1
	<input checked="" type="checkbox"/>	Interactive dashboard #: 1	<input type="checkbox"/>	Webmap #:
	<input type="checkbox"/>	[Other, Specify] #: __		
<b>Access</b>	<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)		
<b>Visibility</b> <i>Specify which logos should be on outputs</i>	<b>NWS CWG</b>			
	<b>Donor: BHA</b>			
	<b>Coordination Framework: NWS CWG and NWS NGO Forum logos</b>			
	<b>Partners: partners' logos depending on participation in data collection</b>			

## 2. Rationale

### 2.1. Background

Northwest Syria (NWS) has been heavily affected by the earthquake that struck on 6 February 2023. Humanitarian organisations are working to determine how to procure, transport, and deliver urgent assistance to people in need, while facing access and transit challenges. One key consideration among humanitarian organisations and the Cash Working Group (CWG) is the viability of cash assistance as a response modality. Cash assistance can potentially mitigate some of the logistical challenges associated with in-kind aid and it offers crisis-affected people more independence to decide on the essential items they need. The initial post-earthquake REACH Rapid Needs Assessment (RNA) indicated that MPCA was a primary response preference of earthquake survivors. CWG partners have reported that MPCA is being used by survivors beyond meeting their basic food needs to, for example, access services, travel to safer areas/shelter, and pay for burial of their deceased loved ones. While market functionality may not always be a necessary pre-condition to cash distribution which, as the earthquake has shown, is diverse in its utility, the extent of cash feasibility remains an important area of assessment to guide the response. If markets are damaged or destroyed or are unable to maintain stock due to broken supply chains, then operational actors will take this into consideration before proceeding with cash programming.

The first round of the JRAM conducted in the immediate aftermath of the earthquake aimed to provide a basic understanding of market functionality in 375 communities covering key marketplaces known to REACH and partners across all earthquake-affected areas. The assessment broadly indicated that markets largely remain operational and resilient despite system-wide stressors that have been exacerbated by the earthquake including supply chain vulnerability, price inflation, consumer

reliance on credit to purchase basic commodities, and liquidity issues among Financial Service Providers (FSPs). However, given the long-standing economic pressures in NWS and widespread poverty, this resilience should not be assumed indefinitely. The subsequent round of the JRAM aims monitor the impact of the earthquake on markets two months on and, in particular, capture key market functionality information gaps from the Joint Market Monitoring Initiative (JMMI) which is currently being reviewed to pilot inclusion of a more comprehensive Market Functionality Score (MFS) in the coming months.<sup>2</sup>

This round of the JRAM will include a wholesaler perspective given the high proportion of vendor KIs reporting lack of supplies from wholesalers and producers as a constraint to them meeting greater demand in the first round of the assessment. It will also provide an indicative disaggregated understanding of availability of key item categories. While market access is an indicator included in the Rapid Needs Assessment (RNA), and it will be incorporated into the monthly JMMI MFS in the coming months the JRAM will importantly capture consumer perspectives on access to markets. Given the JRAM will run concurrently with JMMI monthly data collection, it will not duplicate information collected in the JMMI, such as payment modalities accepted and price changes of key items. Other indicators such as changes in the quality of items sold and location of supplies have not been included based on the need to minimize the survey time for respondents in this difficult time and focus on priority information needs identified by CWG partners.

## 2.2. Intended impact

The purpose of the assessment is to provide an updated rapid mapping of basic market functionality indicators to support CWG partners understanding of market conditions and capacity to absorb Cash and Voucher Assistance (CVA) and meet the needs of communities in this phase of the emergency response. In conjunction with further work to develop the monthly JMMI research cycle to include a MFS, the JRAM aims to provide a more in-depth understanding of core marketplaces and provide a post-earthquake baseline. From this, the MFS will provide a monthly updated understanding of the functionality of these markets as well as others covered in the JMMI producing a score from which to quickly assess market functionality. This is of particular utility to the CVA Modality Analysis Task Force within the NWS CWG which REACH is supporting to develop a tool by which organisations can make informed decisions about the most appropriate form of assistance (cash, vouchers or in-kind) under particular market conditions (i.e. fully functionality, high inflation, mass displacement, supply chain disruption etc.). The outputs will support evidence-based planning of CVA and MPCA responses in affected areas which will be used for critical needs and services, as defined by beneficiaries receiving the cash.

## 3. Methodology

### 3.1. Methodology overview

Primary data collection will be conducted using a quantitative structured tool by REACH and partners' enumerators by contacting Key Informants (KIs). Sampling of vendors and consumers will largely take place by visiting communities in person in conjunction with the April round of JMMI data collection. Vendors will be purposefully targeted based on the criteria that they sell basic commodities according to the key item categories. Wholesalers will be targeted based on enumerator knowledge of the community and existing wholesaler contacts from previous market assessments; as needed enumerators may acquire additional wholesaler contacts through the relevant retailer interviews. Consumers will be targeted at marketplaces, noting the bias of the sample to consumers that already have access to the marketplace; findings therefore will potentially not capture the perspectives of those currently unable to access markets.

### Key definitions<sup>3</sup>

- **Market hub:** Is the term used to refer to communities (OCHA Syrian p-code administrative level 4) identified in the REACH 2021 and 2022 MNA containing (often multiple) important marketplaces that surrounding communities rely

<sup>2</sup> The Market Functionality Score (MFS) is a composite indicator that measure the functionality of a market through analysis of 5 components that determine a market's functionality: accessibility, availability, affordability, resilience and infrastructure. Indicators for each component will be integrated in the JMMI to allocate a MFS to assessed marketplaces.

<sup>3</sup> [Glossary of Terms - The CALP Network](#)

on to purchase based commodities. For the purposes of the JRAM assessment and considering limited field capacity only those market hubs (communities) that reportedly serve at least 15 surrounding communities have been included.

- **Market(place):** A marketplace is a geographic area in which market actors buy and sell a commodity, it is more geographically concentrated than a market hub as a market hub may encompass multiple markets. For the JRAM, a market should be permanent or weekly reoccurring and should be big enough to supply customers with basic commodities and non-food items such as hygiene products, fuel and currency exchange. Besides, the marketplace could host other types of vendors (bakery, confectionary etc.) as well as service providers (repair shops, sewers, etc.). Competition exists between retailers, as multiple retailers are selling the same commodities. In-line with JMMI guidance enumerators will conduct interviews in the largest or most significant marketplace within the community, visiting several marketplaces as needed to meet the targeted KI interviews per commodity type.
- **Consumer:** An individual that visits the market to obtain commodities for its household.
- **Retailer:** An individual business or branch of a chain that sells products to consumers.
- **Wholesaler:** An individual business or branch of a chain that sells products to retailers rather than consumers. Wholesalers may be within the market where the retailer is situated or may be located elsewhere.
- **Commodity group:** Used to distinguish between different types of commodity items sold by retailers and wholesalers that are of interest in the JRAM. The relevant commodity groups are food (both fresh and bulk), hygiene items, fuel, shelter items (plastic sheets, tools, etc.) and winternisation items (clothing, blankets, etc.).
- **Vendor:** The word vendor is used as a collective term to refer to both retailers and wholesalers.
- **Beneficiary:** Recipient of humanitarian assistance.

### 3.2. Population of interest

The JRAM will assess the key local stakeholders of a market area: consumers, retailers and wholesalers. Given the emphasis on rapid dissemination of information for the emergency response, other market actors such as producers, farmers, distributors, importers and the enabling environment are left out of the assessment. The assessment areas are communities (i.e. OCHA Syrian p-code administrative level 4) affected by the earthquake (either directly or by IDP arrivals) and also identified as key 'market hubs' in the 2021 and 2022 REACH NWS MNA as market hubs that surrounding communities rely on to purchase basic commodities. Coverage of these markets is intended to provide an indicative picture of the market functionality in the assessed communities.

The units of measurement for the assessment include the following:

- Consumer, retailer and wholesaler perspectives
- Basic commodity items including (food, foods, hygiene items, shelter items, winter items, and fuel)
- Marketplaces in key communities across NWS that were identified as market hubs. Analysis to report on % of assessed marketplaces in NWS.

### 3.3. Secondary data review

- REACH, Global JRAM toolkit. Global toolkit of REACH that builds up on the JRAM experience of different REACH missions.
- [2021 and 2022 REACH Market Network Analysis](#) – to support identification of key market hubs to cover in the assessment.
- [REACH Earthquake RNA data](#) to identify communities experiencing IDP arrivals.



- [REACH Earthquake RNA data](#) on market accessibility, unavailability of key items, damage to key infrastructure of markets to triangulate data. In addition, data on communities where MPCA was identified as a priority need can be compared against JRAM market functionality indicators.
- [NWS Joint Market Monitoring Initiative](#) March round collecting post-earthquake price data.

### Primary data collection

Enumerators in Greater Idlib collect data using paper forms for security reasons, which are then entered into the Kobo tool before the end of the day each day of data collection. Paper forms will be destroyed as soon as data cleaning is completed, to ensure no documentation of identifiable information remains. Enumerators in Northern Aleppo where they have permission will collect data directing using Kobo collect.

Sampling of respondents is a purposeful sampling strategy, that depends on the purposeful selection of customers, retailers and wholesalers per marketplace. Assessed marketplaces within each community will largely correspond to those assessed within the JMMI monthly monitoring cycle whereby field officers and enumerators identify the most significant marketplace within the community to conduct KI interviews. Enumerators may be instructed to visit some marketplaces outside of the JMMI regular data collection, but the process of identifying the market to conduct interviews will be based on the same criteria:

- The marketplace is permanent in nature (not street stalls)<sup>4</sup>
- Includes a more than two shops that sell a variety of goods
- That the community rely on to purchase their daily needs

Enumerators will try, as much as possible, to spread interviews across more than one marketplace per community to ensure 1 KI interview / commodity type or gender of consumers occurs across several marketplaces. For example: 1 KI interview with a retailer selling basic food items in x, y, and z marketplaces to have a total of 3 KI interviews with retailers selling basic food items per community. The number of marketplaces visited will depend on the size of the community; at a minimum, enumerators should visit more than one marketplace per community.

All data collection partners will be instructed to utilize both male and female enumerators during data collection to ensure, as much as possible, women are represented among the consumer respondents. Female consumers will only be interviewed by female enumerators across all assessed communities. Enumerators will be instructed to target 8 men and 8 women consumers to provide a disaggregated indication of findings. In addition, enumerators will be instructed to targeted shops according to the commodity type they sell, again to provide a disaggregated indication of findings according to shop type.

Sample sizes<sup>5</sup> per community will be as follows:

Vendors	Wholesalers	Consumers
12 vendors selling the following categories of items: <ul style="list-style-type: none"> <li>• Basic food items (at least 3 KI interviews)</li> <li>• Hygiene items (at least 3 KI interviews)</li> </ul>	1 bulk food wholesaler	8 women consumers

<sup>4</sup> In marketplaces where this is not possible due to infrastructural damage from the earthquake enumerators may conduct surveys from other vendors that are operating, including stalls (bastaat). Importantly, interviews should be conducted with vendors that the community reasonably rely on to purchase their daily needs.

<sup>5</sup> Exceptions can be made. For instance, if there is only one fuel vendor in the market hub only one KI interview can be held.

<ul style="list-style-type: none"> <li>Shelter items (at least 3 KI interviews)</li> <li>Winter items (at least 3 KI interviews)</li> </ul>		
3 fuel vendors	1 hygiene wholesaler	8 men consumers
	1 shelter wholesaler	
	1 winter item wholesaler	
<b>Total / KI type</b>		
15 vendor KIs	4 wholesaler KIs	16 consumer KIs
<b>Total / assessed community</b>		<b>Total KIs interviewed</b>
35 KIs		700 KIs

### Data processing and analysis

Data collection and entry will be accomplished using KoBoCollect. Forms will be coded by REACH and deployed on a central KoBo server. Following data collection, REACH assessment staff will clean and triangulate the collected data in several ways, informed by the [IMPACT Minimum Standards Check-list for Data Cleaning](#):

- Data processing, cleaning, and HQ validation will be accomplished using a collection of R scripts and a shared GitHub account. The R script will populate a list of data points to be followed up on. This list of questionable data points will be double-checked by the assessment staff for relevance (screening for type 1 error) and completeness (screening for type 2 error).
- The assessment team will only conduct follow-ups with field teams from REACH and any participating data collection partners where there are anomalies / outliers. The extent to which follow ups are carried out will be balanced with time constraints and the priority of producing timely information for partners, as well as sensitivity to the respondents affected by the earthquake.
- Data analysis will begin with R scripts that aggregate median values for numerical responses and percentages for each categorical response, disaggregated by respondent type (customer, retailer and wholesaler), and the assessed key commodities will be aggregated to the community. Findings at community level will be given as counts and not as percentages because of the small sample sizes. Aggregated findings will be given as counts and percentages given the larger sample sizes.
- Where relevant, indicators will be triangulated with data from other REACH assessments. Most notably the JRAM findings related to market access may be cross-referenced with similar indicators from the RNA and Humanitarian Situation Overview of Syria (HSOS) monitoring if conducted around the same timeframe.
- Full Data Analysis Plan is available upon request.**

## 4. Key ethical considerations and related risks

*\*\*For detailed guidance on how to complete this section, see also Step 5 of the IMPACT Research Design Guidelines\*\**

The proposed research design meets / does not meet the following criteria:

<b>The proposed research design...</b>	<b>Yes/ No</b>	<b>Details if no (including mitigation)</b>
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... Has been coordinated with relevant stakeholders to <b>avoid unnecessary duplication</b> of data collection efforts?	Yes	
... <b>Respects respondents, their rights and dignity</b> ( <i>specifically by: seeking informed consent, designing length of survey/ discussion while being considerate of participants' time, ensuring accurate reporting of information provided</i> )?	Yes	
... Does not <b>expose data collectors to any risks as a direct result</b> of participation in data collection?	Yes	Enumerators' identity is protected using codes. The enumerator identity is only known to the focal point and the enumerators, not to REACH. REACH field officers and partner organisations are responsible for assessing security risks in targeted market hubs. Where there is a high risk no data will be collected in that area.
... Does not <b>expose respondents / their communities to any risks as a direct result</b> of participation in data collection?	No	Market hubs included in the assessment should be deemed low safety risk for participating respondents.
... Does not involve <b>collecting information on specific topics which may be stressful and/ or re-traumatising</b> for research participants (both respondents and data collectors)?	No	All questions include the option 'prefer not to answer' and respondents may terminate the interview whenever they wish.
... Does not involve <b>data collection with minors</b> i.e. anyone less than 18 years old?	Yes	
... Does not involve <b>data collection with other vulnerable groups</b> e.g. persons with disabilities, victims/ survivors of protection incidents, etc.?	Yes	
... Follows IMPACT SOPs for management of <b>personally identifiable information</b> ?	Yes	

## 5. Roles and responsibilities

Table 3: Description of roles and responsibilities

<b>Task Description</b>	<b>Responsible</b>	<b>Accountable</b>	<b>Consulted</b>	<b>Informed</b>
Research design	Assessment Officer	Research Manager	IMPACT HQ Research Design & Data Unit  Data collecting partners	CWG Coordinator

Supervising data collection	Assessment Officer	Research Manager	Research Manager	Data collection partners
	Partnerships Manager			
Data processing (checking, cleaning)	Assessment Officer	Research Manager	IMPACT HQ	Data collection partners
	Senior Data Officer		Research Design & Data Unit	
Data analysis	Assessment Officer	Research Manager	Research Manager	Research Manager
	Senior Data Officer		IMPACT HQ Research Design & Data Unit	
Output production	Assessment Officer	Research Manager	Research Manager	Data collection partners
	GIS Officer		IMPACT HQ Research Reporting Unit	CWG Coordinator
Dissemination	Assessment Officer	Research Manager	IMPACT HQ Research Reporting Unit	Data collection partners
				CWG Coordinator
Monitoring & Evaluation	Assessment Officer	Research Manager	Research Manager	IMPACT HQ Research Department
			CWG Coordinator	
Lessons learned	Assessment Officer	Assessment Officer	REACH Syria Project Development Team	CWG Coordinator
			Impact HQ Research Department	
			Research Manager	
			Data collection partners	

## 5. 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  Number of individuals 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
		# 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		X 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	CWG Emergency MPCA Guidance Notes  Cluster strategies (FSL, Shelter)  NWS Earthquake Emergency Flash Appeals
		# 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	REACH Syria products annual usage survey
		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	Recommendations to strengthen IMPACT programs			

	informed by IMPACT products				
<b>Humanitarian stakeholders are engaged in IMPACT programs throughout the research cycle</b>	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	<input type="checkbox"/> Yes
		# of organisations/clusters inputting in research design and joint analysis			X Yes
		# of organisations/clusters attending briefings on findings;			X Yes