Research Terms of Reference

Tawergha Neighbourhood Mapping
LBY2110
Libya

25/11/2021
Version 1

REACH Informing more effective humanitarian action

1. Executive Summary

Country of intervention	Libya

Type of Emergency	□	Natural disaster	X	Conflict	□	Other *(specify)*
Type of Crisis	□	Sudden onset	□	Slow onset	X	Protracted

Mandating Body/ Agency	*World Food Programme (WFP)*
IMPACT Project Code	*14APT*
Overall Research Timeframe *(from research design to final outputs / M&E)*	01/10/2021 to 31/01/2022

Research Timeframe	1. Pilot/ training: 12/12/2021	6. Outputs sent for validation: 14/01/2022
	2. Start collect data: 20/12/2022	8. Outputs published: 21/01/2022
	3. Data collected: 31/12/2021	9. Final presentation: 31/01/2022
	4. Data analysed: 07/01/2022	
	5. Data sent for validation: 07/01/2022	

Number of assessments	X	Single assessment (one cycle)
	□	Multi assessment (more than one cycle)

Humanitarian milestones	**Milestone**		**Deadline**
	□	Donor plan/strategy	_ _/_ _/_ _ _ _
	□	Inter-cluster plan/strategy	_ _/_ _/_ _ _ _
	□	Cluster plan/strategy	_ _/_ _/_ _ _ _
	□	NGO platform plan/strategy	_ _/_ _/_ _ _ _
	X	Other (Specify): Nexus Working Group (NWG) Members 2022 Programming	31/01/2022

Audience Type & Dissemination	**Audience type**	**Dissemination**
	□ Strategic	**X** General Product Mailing (e.g. mail to NGO consortium; HCT participants; Donors)
	□ Programmatic	□ Cluster Mailing (Education, Shelter and WASH) and presentation of findings at next cluster meeting
	□ Operational	□ Presentation of findings (e.g. at HCT meeting; Cluster meeting)
	□ [Other, Specify]	**X** Website Dissemination (Relief Web & REACH Resource Centre)

			□	[Other, Specify]
Detailed dissemination plan required	□	Yes	X	No
General Objective		*This mapping assessment aims to provide humanitarian-development-peace 'nexus' actors with information related to the boundaries of Tawergha city and its neighbourhoods, agricultural land, and the locations of education and health facilities, commercial area/markets, as well as local governance offices to inform Nexus Working Group 2022 Programming*
Specific Objective(s)		1. *Identify and map baladiya administrative boundaries, muhallah boundaries and the main roads* 2. *Identify and map agricultural land* 3. *Identify and map key service infrastructure, specifically health centres, education centres, commercial area/markets, as well as local governance offices*
Research Questions		1. *Where are the city, muhallah, and neighbourhood boundaries and its main roads?* 2. *Where are the agricultural lands located?* 3. *What are the location and operationality of key service infrastructure, specifically health centres, education centres, commercial area/markets, as well as local governance offices?*
Geographic Coverage		*Tawergha city (admin 3) including all muhallahs (admin 4) as well as mapping of neighbourhoods within these muhallahs (admin 5)[1]*
Secondary data sources		− **REACH,** Multi-Sectoral Needs Assessement (MSNA) Libyan Population, 2021 − **Human Rights Watch,** Interactive Map of Mass and Deliberate Destruction in Tawergha, Libya, 2019 − **Friedrich Ebert Stiftung**, Tawergha: Ten Years of Displacement, 2021

Population(s) *Select all that apply*	□	IDPs in camp	□	IDPs in informal sites
	□	IDPs in host communities	□	IDPs [Other, Specify]
	□	Refugees in camp	□	Refugees in informal sites
	□	Refugees in host communities	□	Refugees [Other, Specify]
	X	Host communities	□	[Other, Specify]
Data collection tool(s)	X	Structured (Quantitative)	X	Semi-structured (Qualitative)

	Sampling method		**Data collection method**	
Structured data collection tool # 1 *Direct observations*		X Purposive □ Probability / Simple random □ Probability / Stratified simple random □ Probability / Cluster sampling □ Probability / Stratified cluster sampling □ [Other, Specify]		□ Key informant interview (Target #):_ _ _ _ _ Group discussion (Target #):_ _ _ _ _ □ Household interview (Target #):_ _ _ _ _ □ Individual interview (Target #):_ _ _ _ _ X Direct observations (Target #): TBD □ [Other, Specify] (Target #):_ _ _ _ _
Semi-structured data collection tool (s) # 1 *Mapping Focus Group Discussion with Tawergha local council*		X Purposive □ Snowballing □ [Other, Specify]		□ Key informant interview (Target #):_ _ _ _ _ □ Individual interview (Target #):_ _ _ _ _ X Focus group discussion (Target #): 1 □ [Other, Specify] (Target #):_ _ _ _ _
Data management platform(s)	X	IMPACT	□	UNHCR

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[1] Admin level 1: Region, admin 2: Mantika, admin 3: Baladiya/city, admin 4: muhallah, and admin 5 (neighbourhoods)

	□	[Other, Specify]				
Expected ouput type(s)	□	Situation overview #: _ _	□	Report #: _ _	□	Profile #: _ _
	□	Presentation (Preliminary findings) #: _ _	X	Presentation (Final) #: 1	□	Factsheet #: _ _
	□	Interactive dashboard #:_	□	Webmap #: _ _	X	Map #: 4
	□	[Other, Specify] #: _ _				
Access	X	Public (available on REACH resource center and other humanitarian platforms)				
	□	Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)				
Visibility	*REACH*					
	Donor: WFP					
	Coordination Framework: N/A					
	Partners: N/A					

2. Rationale

2.1 Background

According to the UN Refugee Agency (UNHCR), the number of displaced Tawerghans is estimated at around 40,000, or 8,500 heads of families. Most residents were displaced during 2011, with significant returns to the city not beginning until June 2018. They have been distributed systematically across four major camps in Tripoli, two camps in Benghazi and another one in the East around 20 km from Benghazi. Elsewhere, more than 470 families inhabit over 60 schools and vacant buildings.[2] Today, some families have tried to reach the outskirts of the town in order to live in some of its neighbourhoods, however, the widespread destruction inflicted upon the town has prevented them from continuing to live in it due to lack of services and infrastructure.[3]

2.2 Intended impact

The local city council shared an urgent list of requirements to the United Nations' delegation headed by the Resident and Humanitarian Coordinator for Libya. As the entire city was displaced until the recent past i.e. 2018, there is a dearth of data especially on service infrastructure. To plan efficient interventions and to provide a baseline, the Nexus Working Group members have expressed interest in the mapping of Tawergha administrative boundaries and key service infrastructure. The primary objectives of the mapping activities are as follows:

1. Identify and map baladiya administrative boundaries, muhallah boundaries and the main roads[4]
2. Identify and map agricultural land
3. Identify and map key service infrastructure, specifically health centres, education centres, commercial area/markets, as well as local governance offices

3. Methodology

3.1 Methodology overview

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[2] Friedrich Ebert Stiftung, "Tawergha: Ten Years of Displacement," April 22, 2021, https://mena.fes.de/blog/e/tawergha-ten-years-of-displacement.

[3] Ibid

[4] Main roads will in this mapping be defined as roads that are linking cities and regions, or serving cities within municipal boundaries, there are single carriageway roads for good, paved standard or dual carriage ways with 2 lanes in each direction. Adaptation to definition of what constitutes a main road in Tawergha will be discussed in the Mapping Focus Group Discussion

To achieve the above stated objectives, information will be gathered from secondary Geographic Information System (GIS) and satellite imagery data, as well as thorough a mapping focus group discussion (MFGD) with the local council of Tawergha and through direct observations by enumerators during December 2021.

Figure 1. Individual tools supporting the analysis, per research question
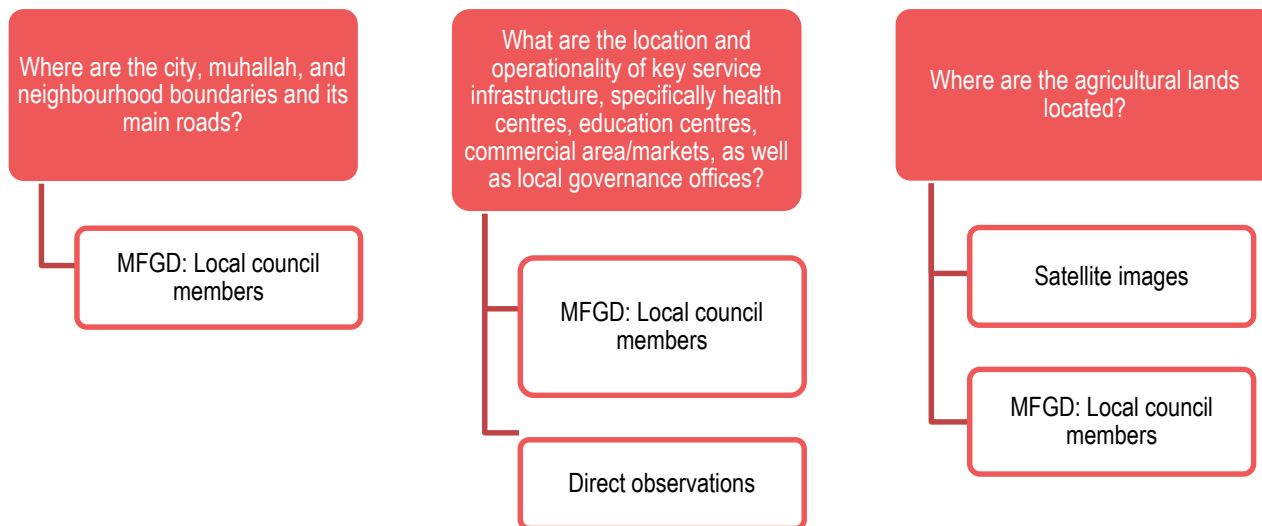
Qualitative component

The qualitative method, the MFGD, will be employed to 1) map the city boundaries, muhallah(s), and neighbourhoods including main roads, 2) identifying key service infrastructure, focusing on health centres, education, local governance institutions, and commercial markets as well as 3) map agricultural areas. The MFGD will be conducted with the local council of Tawergha. Participants will be purposively sampled targeting the local council members.

Quantitative component

The Tawergha mapping exercise will deploy one quantitative tool – direct observations. Direct observations will complement the MFGD assessment of operationality and accessibility of key service infrastructure focusing on health centres, education, and commercial markets.

2.1.1 Key definitions

Mantika

A mantika is the province level (admin 2) in Libya, and there are 22 mantikas country-wide.[5]

Baladiya

Within each mantika, there are baladiyas (admin 3), which is the district level, and commonly known as cities and/or municipalities in Libya. Libya has 100 baladiyas.[6]

Muhallah

Within each baladiya, there are muhallahs (admin 4), which is the lowest administrative level within a city/municipality.

Neighbourhoods

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[5] Office for the Coordination of Humanitarian Affairs (OCHA), "Libya: Subnational Administrative Boundaries," 2017, https://data.humdata.org/dataset/admin-boundaries-villages-libya-cods.
[6] Ibid.

Neighbourhoods in Libya can be understood as the unofficial administrative level 5, however, there are no official boundaries or names of neighbourhoods in Libya. Therefore, neighbourhood will be understood as the boundaries for which citizens perceive. What denominates a neighbourhood in Tawergha will be further elaborated upon through the MFGD.

3.2 Population of interest

One of the key objectives are to understand the city boundaries. The mapping exercise will therefore assess Tawergha baladiya on an institutional level/city wide (admin 3), at a muhallah level (admin 4), and at a neighbourhood level (admin 5). The unit of measurement for the direct observations will be infrastructures in Tawergha.

3.3 Secondary data review

Open geospatial data sources were consulted to get an initial geographical overview of Tawergha city. However, there is no publicly designated boundaries for the city or it's muhallahs. Secondary desk research that helped contextualize the research design include:

 – **REACH,** Multi-Sectoral Needs Assessement (MSNA) Libyan Population, 2021
 – **Human Rights Watch,** Interactive Map of Mass and Deliberate Destruction in Tawergha, Libya, 2019
 – **Friedrich Ebert Stiftung**, Tawergha: Ten Years of Displacement, 2021

3.4 Primary Data Collection

In advance of the primary data collection, enumerators will be trained by Tripoli Field Managers on the objectives and tools of the MFGD and direct observations. Furthermore, a pilot of the direct observations tool will take place in Tripoli at the training to ensure any changes and adaptations can be made in advance of the data collection if needed.

3.4.1 Qualitative primary data collection
MFGD: Municipal Council

Purpose: This MFGD will be used to identify areas administrative boundaries, including city boundary, muhallah and neighbourhood boundaries, as well as any other geographical groupings relevant for Tawergha including roads. Secondly, the MFGD will be used to identify key service infrastructure, focusing on health centres, education, local governance institutions, and commercial areas/markets. Lastly, the MFGD will also be used to map the agricultural areas of the city.

Method and sampling: This MFGD will be conducted with the local council members. REACH Libya will use its liaison officer to ensure communication with and the sourcing of participants. An estimated number of seven participants is expected based on the size of the local council. The MFGD will be conducted by enumerators using a semi-structured interview tool with drawing on A0-sized print outs of Tawergha city as seen with satellite images.

3.4.2 Quantitative primary data collection

Direct observations

Purpose: Direct observation will be used to map multiple different key infrastructures in Tawergha. Among others key education and health infrastructure, commercial areas/markets, including type (public/private), the facility names, and the operational status.

Method and sampling: The direct observation component will be carried out directly by enumerators. The tool will be carried out per the city (admin 3). The total number of direct observations will be determined during the MFGD. The direct observations are planned to be an exhaustive mapping of the main educational and health facilities and commercial area/markets. However, as the number of facilities are unknown the prioritization of facilities for which specific location and operationality to map with the direct observations tool will be determined during the MFGD. The direct observation tool will be employed in a structured KOBO tool.

3.4.3   Triangulation

Enumerator debriefing

Purpose and method: To contextualize qualitative data collection and verify submitted data, enumerators will be asked to fill in and submit a debriefing form through KOBO after conducting the MFGD.

3.5 Data Processing & Analysis
3.5.1   Data processing

The data collection will be carried out by enumerators and a team leader from a local civil society organization (CSO). Enumerator team leader will report to the REACH Field Manager in Tripoli and the Project Officer (PO) in Tunis. The PO in Tunis is responsible over general data collection monitoring and supervision and data processing will be carried out by the GIS Officer and the Assessment Officer. The PO in Tunis will monitor the data management plan and progress of data collection, whenever direct observations are submitted by enumerators.

Data cleaning will be undertaken according to REACH SOPs. To facilitate the timeliness of the data quality check and follow ups with enumerators, initial translation of data will be done through the translation software "Systran" and checked by the PO.

3.5.2   Data analysis

Direct observations and GIS data

Direct observation of key infrastructure in each neighbourhood will be carried out by enumerators following a structured guideline uploaded in KOBO. Datasets will be manually reviewed and GIS data will be uploaded and analysed by the GIS officer using the software QGis. The GIS officer will check incoming data against public-source data, municipal government data, and other open source data, and flag any significant inconsistencies for follow-up by REACH field staff.

MFGD data/maps

The MFGD will be carried out by enumerators and the Benghazi Field Manager following a semi-structured guideline and maps. The maps will be manually reviewed by the GIS Officer using the software QGis. The GIS officer will check incoming data against public-source data, municipal government data, and other open source data, and flag any significant inconsistencies for follow-up by REACH field staff.

4. Key ethical considerations and related risks

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

The proposed research design…	*Yes/ No*	*Details if no (including mitigation)*
… Has been coordinated with relevant stakeholders to **avoid unnecessary duplication** of data collection efforts?	Yes	
… **Respects respondents, their rights and dignity** (*specifically by: seeking informed consent, designing length of survey/ discussion while being considerate of participants' time, ensuring accurate reporting of information provided*)?	Yes	
… Does not **expose data collectors to any risks as a direct result** of participation in data collection?	Yes	

… Does not **expose respondents / their communities to any risks as a direct result** of participation in data collection?	Yes	
… Does not involve **collecting information on specific topics which may be stressful and/ or re-traumatising** for research participants (both respondents and data collectors)?	Yes	
… Does not involve **data collection with minors** i.e. anyone less than 18 years old?	Yes	
… Does not involve **data collection with other vulnerable groups** e.g. persons with disabilities, victims/ survivors of protection incidents, etc.?	Yes	
… Follows IMPACT SOPs for management of **personally identifiable information**?	Yes	

5. Roles and responsibilities

Table 1: Description of roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed
Research design	*Assessment Officer*	*Assessment Officer*	*IMPACT Research Design and Data Unit (RDDU)*	*IMPACT Libya CC, Development Pillar Lead*
Supervising data collection	*Project Officer; Field Manager Tripoli*	*Assessment Officer*	*REACH operations manager*	*Development Pillar Lead*
Data processing (checking, cleaning)	*Project Officer*	*Assessment Officer*	*RDDU, Assessment Officer*	*Development Pillar Lead*
Data analysis	*Assessment officer; GIS officer*	*Assessment Officer*	*RDDU*	*Development Pillar Lead*
Output production	*Assessment Officer, GIS officer*	*Assessment Officer*	*IMPACT Research Reporting Unit (RRU), GIS unit; Development Pillar lead*	*IMPACT Libya CC, Development Pillar Lead*
Dissemination	*Assessment Officer*	*Assessment Officer*	*IMPACT Libya CC, Development Pillar Lead*	*IMPACT Libya CC, Development Pillar Lead*

Lessons learned	*Assessment officer; GIS officer*	*Assessment Officer*	*Research Design Department* *Development Pillar Lead*

5. Data Analysis Plan

RESEARCH QUESTIONS ADDRESSED WITH <u>SEMI-STRUCTURED</u> TOOL(S) WITH MAPPING FOCUS GROUP DISCUSSION

Research questions	SUBQ#	Sub-question	Questionnaire QUESTION	Probes	Data collection method	Key disaggregations (Group types)
Where are the city, muhallah, and neighbourhood boundaries and its main roads?	1	Main Roads	What are the main streets or ways of Tawergha?	Instructions: The output should be some lines in the map highlighting this infrastructure. There should be a different colour or stroke for different types of road. If more than two or three categories are needed, please draw a legend outside the map outlining the different categories. Main road in red and secondary roads in green. Probe 1: [Point to the main road going through Tawergha as seen on the satellite imagery] This looks like a main road going towards the coast – is this a main road prone to traffic jams? *Explanations:* A main road, the most used ways of transportation. Possibly the roads more prone to traffic jams. Enquiry also about potential main roads that for some reason are not or cannot be used. Probe 2: [Point to some of the minor roads on the map as seen on the satellite imagery] This	MFGD	-> Area type (city, muhallah, neighbourhood)

				looks like a smaller road in Tawergha – is this a smaller road or a main road with traffic? Follow-up Question 1: What type of road is this? *Explanations: Asphalted or track, postholes, speedbumps* Follow-up Question 2: What is this road used for? *Explanations: is it used to move within the city? Or to other cities? Which cities?* Follow-up Question 3: How is this road used? *Explanations: By foot? By car? Other ways?*		
What are the operationality of key service infrastructure, specifically health centres, education centres, commercial area/markets, as well as local governance offices?	2		Where are the health facilities in Tawergha?	Instructions: Use a H symbol and number the facilities. Use a green marker when operational and a red marker when non-operational. Write the type of facility on a separate piece of paper with the number of the facility Follow-up Question 1: What is the typology of the facility? *Examples*: Pharmacy/-ies, hospitals, Primary health care services (primary health care units/centres, polyclinics, dental clinics, dialysis centres, blood banks, infertility specialized centres, diabetes treatment centres)	MFGD	-> Area type (city, muhallah, neighbourhood)

				Follow-up Question 2: Which ones are operational and which are not?		
				Follow-up Question 3: Any other important points that are not on the map already and should be there?		
	3	key service infrastructure	Where are the education facilities in Tawergha?	Instructions: Use a E symbol and number the facilities. Use a green marker when operational and a red marker when non-operational. Write the type of facility on a separate piece of paper with the number of the facility	MFGD	-> Area type (city, muhallah, neighbourhood)
				Follow-up Question 1: What is the typology of the facility?		
				Examples: Primary school (children attending of age 6-15), secondary school (youth attending of age 15-18), university (youth of 18+ attending)		
				Follow-up Question 2: Which ones are		

				operational and which are not?		
				Follow-up Question 3: Any other important points that are not on the map already and should be there?		
	4		Where are the local governance offices in Tawergha?	Instructions: Use a X symbol and number the facilities. Use a green marker when operational and a red marker when non-operational. Write the type of facility on a separate piece of paper with the number of the facility Follow-up Question 1: What is the typology of the facility? *Examples:* Police station, Social Solidarity Fund's office, Social Security Fund's office, General Electricity Company of Libya's (GECOL) local office, General Waste and Water Company (GWWC) office, the Local Council's office, other? Follow-up Question 2: Which ones are operational and which are not?	MFGD	-> Area type (city, muhallah, neighbourhood)

				Follow-up Question 3: Any other important points that are not on the map already and should be there?		
	5			What are the commercial areas of Tawergha?	Instructions: Use a C symbol and number the facilities. Use a green marker when operational and a red marker when non-operational. Write the type of facility on a separate piece of paper with the number of the facility Follow-up Question 1: What is the typology of the facility? *Examples:* This could be a street where commercial activity is concentrated, a market, convenience stores, etc. (i.e., where people can buy food or any other non-food items). Follow-up Question 2: Any other important points that are not on the map already and should be there?	MFGD	-> Area type (city, muhallah, neighbourhood)

Where are the agricultural lands located?				Instructions: Check with the pre-existing map for differences and inconsistencies: The pre-existing map will have some polygons, differences shouldn´t be very important. If notorious, ask about it. Draw the areas in green.	MFGD	-> Area type (city, muhallah, neighbourhood)
	6		We are also interested in knowing where the agricultural fields of the city are found. Draw the areas.	Probe 1: [Point to agricultural areas in Tawergha as seen on the satellite imagery] This looks like an agricultural area – is it an agricultural area where crops can be grown or?		
				Probe 2: [Point to another agricultural areas in Tawergha as seen on the satellite imagery] This looks like an agricultural area – is it an agricultural area where crops can be grown or?		

Where are the city, muhallah, and neighbourhood boundaries and its main roads?	7		What are the city limits of Tawergha?	Instructions: Please draw the limits of Tawergha city in black. On a separate piece of paper write down if any geographical points that help to identify these limits Follow-up Question 1: Are these limits well known by the residences of Tawergha? Follow-up Question 2: Are there particular geographical points that help to identify these limits?	MFGD	-> Area type (city, muhallah, neighbourhood)
	8		Within these limits you have drawn, are there other sub-divisions?	Instructions: Please draw the limits of Tawergha muhallahs in red. Number each muhallah and write their names on a separate piece of paper. Follow-up Question 1: What are the muhallah boundaries? Follow-up Question 2: What are the names of each muhallah?	MFGD	-> Area type (city, muhallah, neighbourhood)
	9	Borders	Within these limits you have drawn, are there other sub-divisions?	Instructions: Please draw the limits of Tawergha neighbourhoods in green. Number each neighbourhood and write their names on a separate piece of paper. Add the	MFGD	-> Area type (city, muhallah, neighbourhood)

				definitions/descriptions of neighbourhoods to the separate piece of paper below their names		
				Follow-up Question 1: What are the neighbourhood boundaries?		
				Follow-up Question 2: What are the names of each neighbourhood/ How do inhabitants of Tawergha refer to the geographic areas where they live?		
				Follow-up Question 3: Looking at the neighbourhoods that you just drew on the map. For each neighbourhood, what makes neighbourhoods distinct and different from each other, for instance on economic, social, or political factors?		
				Probes: Why did you draw these areas precisely? In Tawergha, what defines a neighbourhood? Is there a perceived socio-economic status of each neighbourhood? Are there official authorities linked to each neighbourhood?		

				Do the presence of militias/armed groups play a role in the definition and extent of neighbourhoods? Is there a link with religious authorities? Are they defined by tribes or communities? Any other criteria related to the perception of the neighbourhoods?.		

RESEARCH QUESTIONS ADDRESSED WITH STRUCTURED TOOL(S) WITH DIRECT OBSERVATION

Research questions	Data collection method	Indicator group / sector	Indicator / Variable	Questionnaire Question	Instructions	Questionnaire Responses	Data collection level	Sampling
What are the location and operationality of key service infrastructure, specifically health centres, education centres, commercial area/markets, as well as local governance offices?	Direct observation	Education	School name	Please write down the school name:	Enter name		Infrastructure	Purposive
	Direct observation	Education	School location	Please plot the location point:	Enter location	GPS coordinates	Infrastructure	Purposive
	Direct observation	Education	School type	What type of school is this? (public or private)	Select one	Public; private; don't know/unable to identify	Infrastructure	Purposive
	Direct observation	Education	School type	What is the education level of this school provide? (primary, secondary, tertiary)	Select one	Primary; secondary; tertiary; don't know/unable to identify	Infrastructure	Purposive
	Direct observation	Education	School operationality	Is this school fully operational or not? (Is children attending this school or does it need structural upgrades to be used by children)	Select one	Fully operational (Children attending); Partially operational (children attending but the school still needs structural upgrades/ equipment to be effectively operational);Non-operational (closed)	Infrastructure	Purposive

					No damage; light damage (bullet holes, broken windows);	Infrastructure	
Direct observation	Education	School damage	Do you see any damage to the building?	Select one	moderate damage (holes in walls, damage to doors or roof); severe damage (structure not usable); don't know/unable to identify		Purposive
Direct observation	Health	Name health facility	Please write down the health facility name:	Enter name		Infrastructure	Purposive
Direct observation	Health	Location health facilities	Please plot the location point of each health facility	Enter location	GPS coordinates	Infrastructure	Purposive
Direct observation	Health	Type health facility	What type of health facility is this? (public or private)	Select one	Public; private; don't know/unable to identify	Infrastructure	Purposive
Direct observation	Health	Type health facility	What type of health facility is this?	Select one	Hospitals; Primary health care services (primary health care units/centers);Polyclinics; Dental clinics; Dialysis Centres; Blood banks; Infertility specialized centres; Diabetes treatment centres; Pharmacy; don't know/unable to identify	Infrastructure	Purposive
Direct observation	Health	Health facility operationality	Is this health facility fully operational or not? (Are health services provided in this facility or is damage to the facility causing it to be non-operational...)	Select one	Fully operational (patients admitted and treated);Partially operational (patients admitted but the health facility still needs structural upgrades/ equipment to be effectively operational);Non-operational (closed)	Infrastructure	Purposive
Direct observation	Health	Damage to health facility	Do you see any damage to the building?	Select one	No damage; light damage (bullet holes, broken windows); moderate damage (holes in walls, damage to doors or roof); severe	Infrastructure	Purposive

					damage (structure not usable)		
Direct observation	Commercial Areas/markets	Commercial Areas name	Please write down the commercial area/market name:	Enter name		Infrastructure	Purposive
Direct observation	Commercial Areas/markets	Location commercial area	Please plot the location point:	Enter location	GPS coordinates	Infrastructure	Purposive
Direct observation	Commercial Areas/markets	Type commercial area	What type of commercial area/market is this?	Select one	Supermarket/general store for food and NFIs; Central Market; Bakery; Butcher/meat shop; Vegetable seller; Fuel Shop; Gas station	Infrastructure	Purposive
Direct observation	Police Office	Location police office	Please plot the location point:	Enter location		Infrastructure	Purposive

6. Monitoring & Evaluation Plan

IMPACT Objective	External M&E Indicator	Internal M&E Indicator	Focal point	Tool	Will indicator be tracked?
Humanitarian stakeholders are accessing IMPACT products	Number of humanitarian organisations accessing IMPACT services/products 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		☐ Yes
		# of downloads of x product from Country level platforms	Country team		☐ Yes
		# of page clicks on x product from REACH global newsletter	Country request to HQ		☐ 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		☐ 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	*[List here relevant HPC-documents to be monitored: E.g. Iraq HNO 2018, Iraq Flash Appeal Mosul, Shelter Cluster strategy]* *[List here relevant agency-documents to be monitored: E.g. UNHCR Country Strategy, UNICEF WASH Response Strategy]*
		# 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 Number of humanitarian documents (HNO, HRP, cluster/agency strategic plans, etc.) directly informed by IMPACT products	Perceived relevance of IMPACT country-programs	Country team	Usage_Feedback *and* Usage_Survey template	*[Outline here the usage survey to be implemented for this research cycle* *E.g. Usage survey to be conducted in November 2017, following the release of x outputs, targeting at least 10 partners* *E.g. Usage survey to be conducted at the end of the research cycle related to all outputs, targeting at least 20 partners]*
		Perceived usefulness and influence of IMPACT outputs			
		Recommendations to strengthen IMPACT programs			
		Perceived capacity of IMPACT staff			
		Perceived quality of outputs/programs			
		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 *(providing resources, participating to presentations, etc.)*	# of organisations providing resources (i.e.staff, vehicles, meeting space, budget, etc.) for activity implementation	Country team	Engagement_log	□ Yes
		# of organisations/clusters inputting in research design and joint analysis			□ Yes
		# of organisations/clusters attending briefings on findings;			□ Yes