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| **Research Terms of Reference****CCCM IDP Situation Monitoring Initiative, Northern Syria**  |
| **May 2017****Version 1** | **C:\Users\Megan\AppData\Local\Microsoft\Windows\INetCache\Content.Word\REACH logo white (for a coloured background).jpg** |

**1. Summary**

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| **Country of intervention** | *Syria* |
| **Type of Emergency** |  | Natural disaster | **X** | **Conflict** |  | Emergency |
| **Type of Crisis** |  | Sudden onset  |  | Slow onset | **X** | **Protracted** |
| **Mandating Body/ Agency** | *UNHCR* |
| **Project Code** | *16CPS / 16CVD* |
| **REACH Pillar** |  | Planning in Emergencies  | **X** | **Displacement** |  | Building Community Resilience |
| **Research Timeframe** | Preparation phase: September 2016* Research design
* Coverage mapping
* Partner identification and agreements
* Recruitment of staff

Staff and partner training:* 19-22 October 2016 (baseline KI phase)
* 7-8 November 2016 (baseline FGDs)
* 19 November 2016 (weekly KI phase)

Baseline data collection: 23 October- 19 November 2016Weekly data collection cycles: from November 2017 to December 2017Data analysis: regular (weekly, monthly and quarterly)Product drafting: regular (weekly, monthly and quarterly)Dissemination: regular (weekly, monthly and quarterly)Online platform update: regular (weekly) |
| **General Objective** |  Contribute to a more solid evidence-based response to displaced populations in Northern Syria. |
| **Specific Objective(s)** | * Address gaps in geographic coverage with a permanent data collection network
* Identify and meet the evolving information needs of the CCCM in terms of displacement tracking
* Improve data quality by promoting best practices, including minimum number of sources of verification, application of a uniform methodology and trained and accountable enumerators.

Improve access by humanitarian actors to available data on internal displacement in northern Syria. |
| **Research Questions** | * **Research Question 1**: What is the number of internally displaced persons (IDPs) and returnees in communities across the northern Syria governorates of Aleppo, Al-Hasakeh, Ar-Raqqa, Deir-ez-Zor, Hama, Homs and Idleb?
* **Research Question 2:**What are the internal displacement/returnee trends across the northern Syria governorates of Aleppo, Al-Hasakeh, Ar-Raqqa, Deir-ez-Zor, Hama, Homs and Idleb?
* *Arrivals:* IDP numbers, place of arrival, place of origin; intra/extra governorate displacement (i.e. if displacement occurs within the same governorate or across different governorates), priority needs
* *Departures:* IDP numbers, point of departure, destinations, intra/extra governorate displacement
* *For returnees: number of returnees arriving at the community, place of departure*
* **Research Question 3:** What is the profile of IDP households across communities in northern Syria governorates of Aleppo, Al-Hasakeh, Ar-Raqqa, Deir-ez-Zor, Hama, Homs and Idleb? *(Gender, age, male-headed/female-headed households). [[1]](#footnote-1)*
* **Research Question 4:** What are the specific reasons for displacement? [[2]](#footnote-2)
* **Research Question 5:** What are the shelter types of IDPs? [[3]](#footnote-3)
* **Research Question 6:** How are relations between IDPs and host communities? Have they improved or deteriorated over time? (Baseline only)
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| **Research Type** | **X** | **Quantitative** |  | Qualitative |  | Mixed methods |
| **Geographic Coverage** | Accessible areas of Aleppo, Al-Hasakeh, Ar-Raqqa, Deir-ez-Zor, Hama, Homs, Idleb governorates *(see coverage map)* |
| **Target Population(s)** | * **Internally displaced persons (IDPs)** located in, arriving in and departing from assessed communities in the above-mentioned nothern Syria governorates. IDPs living in all shelter types will be assessed. with the exception of populations residing in camps.
* **Returnees** to the assessed communities in the above-mentioned northern Syria governorates who return to their homes having previously left their habitual place of residence.
* **Pre-conflict resident populations** located in assessed communities from the above-mentioned northern Syria governorates.
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| **Data Sources** | **Secondary Data:*** IDP figures collected by CCCM partners
* Previous reports and assessments conducted by REACH and other actors on the ground (CCCM, NPM, UNHCR, etc.)
* Humanitarian news and global media updates

**Primary Data:*** Key informant interviews
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| **Expected Outputs** | * 1 baseline situation overview and dataset
* Weekly updates including maps
* 13 monthly reports (based on weekly data)
* 5 trends analysis
* 1 online information portal
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| **Key Resources** |  |
| **Humanitarian milestones** |  *NA* |
| **Milestone** | **Timeframe** |
|  | Cluster plan/strategy |  |
|  | Inter-cluster plan/strategy  |  |
|  | Donor plan/strategy  |  |
|  | NGO plan/strategy  |  |
| **X** | Other: bi-weekly CCCM meetings | Every second week |
| **Audience** |  |
| **Audience type** | **Specific actors** |
| ***X*** | Operational | (I)NGOs operating in areas covered |
| ***X*** | Programmatic | UNHCR, CCCM cluster and members |
| ***X*** | Strategic | Donors Whole of Syria |
|  | Other |  |
| **Access**  | **X** |  Public (available on REACH research center and other humanitarian platforms)  |
|  | Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms) |
|  | Other |
| **Visibility** | All products should contain the CCCM, as well as the REACH logos. Output branding developed by REACH based on CCCM visibility guidelines. |
| **Dissemination**  | Through CCCM distribution list. |

**2. Background & Rationale**

Since the beginning of the crisis in March 2011, conflict has caused 4.8 million Syrians to flee to neighbouring countries and further abroad. Within Syria, 6.6 million people are internally displaced, and an estimated 13.5 million in need of humanitarian assistance. Restricted humanitarian access has impeded systematic data collection efforts – limiting the effectiveness of humanitarian planning and implementation, while the volatile security situation within Northern Syria both lead to constant new and secondary displacement.

Due to ongoing and evolving conflict and the resulting volatile security situation in much of northern Syria, there remain persistent gaps in the capacity of the humanitarian community to maintain a complete picture of IDP movements and displacement patterns. The constant displacement of families and fluidity of IDP movements – combined with the difficulties in access – has meant that acquiring timely data on the numbers and locations of IDPs has been a significant challenge across northern Syria, limiting the effectiveness of humanitarian planning and implementation inside the country. Since early 2015, the Camp Coordination and Camp Management (CCCM) Cluster-led Displacement Tracking Coordination has provided regular information on populations affected by displacement through an IDP tracking system based on voluntary contributions from up to 11 CCCM members, which covers on average 64 communities thanks to data submitted by 3-5 partners every month.

Despite these remarkable efforts, however, there is still a need to make displacement tracking more structured in order to provide operational partners with more regular, timely and methodologically sound data, as well as to support an expanded and stable coverage. REACH will therefore launch the IDP Situation Monitoring Initiative (ISMI) aiming to strengthen IDP monitoring and mapping in northern Syria.

In this framework, REACH will create a core data collection structure in partnership with Syria Relief Network (SRN), in order to enable more frequent, consistent and uniform approaches to IDP monitoring in northern Syria. The structure will serve to promote and implement minimum standards for data quality, including minimum number of sources of verification, application of a uniform methodology and trained and accountable enumerators. In a second stage, REACH will integrate the core data collection structure with the existing CCCM data collection structure, in order to have single, harmonized CCCM IDP tracking structure system. For this REACH will provide training, technical support and guidance to CCCM members and partner organisations, in order to guarantee that methodology data collection efforts follow a consistent and uniform methodological approach, are implemented by trained and accountable enumerators, comply with minimum standards for data quality, including minimum number of sources of verification.

ISMI will first build a displacement baseline to provide an overview of the displacement situation within communities across northern Syria, assessing the numbers of displaced households, communities of origin, current shelter situations, intentions of both IDP and host community populations, as well as their most likely intended destinations.

The baseline findings will result in creation of a comprehensive report, which will serve as the foundation for the subsequent regular, weekly IDP monitoring. This monitoring will feed into several information products, weekly datasets, maps and updates, as well as monthly and quarterly trends analysis reports.

Data collection will be implemented through different methods, including (1) direct Key Informant (KI) interviews through REACH, (2) direct KI interviews through SRN, and (3) direct remote KI contact by SRN through its networks in inaccessible areas.

As part of the IDP situation monitoring initiative, REACH will carry out rapid assessments and thematic assessments, in discussion with CCCM on specific themes and geographic areas, which will subsequently lead to the creation of several datasets and thematic reports, these exercises will be outlined in a separate terms of reference.

**3. Research Objectives**

**Overall Objective:**

Through ISMI, REACH aims to provide CCCM operational partners and the wider humanitarian community with methodologically sound, regular and timely information on displacement figures and trends across northern Syria in order **to contribute to a more solid evidence-based response** to displaced populations across the governorates of Aleppo, Al-Hasakeh, Ar-Raqqa, Deir-ez-Zor, Hama, Homs and Idleb.

**Specific Objectives:**

* **Address gaps in coverage** with a permanent data collection network in order for the IDP tracking to be as much as comprehensive as possible in terms of geographic coverage accorss the targetted northern Syria governorate of Aleppo, Al-Hasakeh, Ar-Raqqa, Deir-ez-Zor, Hama, Homs and Idleb
* **Improve data quality** by promoting best practices, including a consistent and uniform methodological approach towards IDP tracking, which can act as a benchmark for partners operating in the context of the Syria response and for future assessments.
* **Improve access by humanitarian actors to data on internal displacement** in northern Syria, by developing infromation products tailored to their operational needs, through regular interaction and engagement with CCCM cluster.

**4. Research Questions**

* **Research Question 1**: What is the number of internally displaced persons (IDPs) and returnees in communities across the northern Syria governorates of Aleppo, Al-Hasakeh, Ar-Raqqa, Deir-ez-Zor, Hama, Homs and Idleb?
* **Research Question 2:**What are the internal displacement/returnee trends across the northern Syria governorates of Aleppo, Al-Hasakeh, Ar-Raqqa, Deir-ez-Zor, Hama, Homs and Idleb?
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* **Research Question 3:** What is the profile of IDP households across communities in northern Syria governorates of Aleppo, Al-Hasakeh, Ar-Raqqa, Deir-ez-Zor, Hama, Homs and Idleb? *(Gender, age, male-headed/female-headed households). [[4]](#footnote-4)*
* **Research Question 4:** What are the specific reasons for displacement? [[5]](#footnote-5)
* **Research Question 5:** What are the shelter types of IDPs? [[6]](#footnote-6)
* **Research Question 6:** How are relations between IDPs and host communities? Have they improved or deteriorated over time? (Baseline only)

# 5. Methodology

##### 5.1. Methodology overview

The programme will be divided into two phases. At the outset, data will be collected to provide a situation overview to serve as a **baseline *(phase one).*** This baseline will focus on establishing a snapshot of locations where IDPs are present and information on IDP numbers, shelter types, as well as primary routes of displacement, as well as population priority needs, IDP-host community relations; areas of origin of IDPs; reasons for displacement and intentions of IDPs and pre-conlict populations. Once completed, regular **weekly data collection cycles will be rolled-out *(phase two)*,** using the baseline data as a measure to compare data against.[[7]](#footnote-7)

Data will be collected through interviews with KIs living or operating in the sub-districts where communities are to be assessed. Interviews should be conducted at the community level and phase to phase with KIs in accessible areas. KIs are to be identified using existing networks of SRN and REACH, as well as a snowball approach to reach a larger number of KIs to triangulate information and to allow for wider coverage. Required KI profiles will depend on the question/information to be gathered, including: local authorities, documentation office/registration focal points, local relief committees/charities, community/religious leaders, camp management and NGOs.

Where direct access to the area in question is not possible (as is the case in Ar-Raqqa and Der-ez-Zor governorates at the time of conducting the Baseline assessment) remote data collection methodologies will be implemented, to ensure information can still be gathered about the specified population of interest. The lower reliability of data collected remotely will be taken into account, to ensure information can be used.

Data will be presented to CCCM in the form of weekly and monthly reports as well as quarterly trends analyses, highlighting key displacement figures and key indicators including most common shelter types, point of departures of new IDP arrivals, onward destination of departing IDPs, most common profiles of IDPs, push/pull factors, and priority needs of IDPs. In addition, a spatial analysis of selected indicators will be conducted using GIS technology and mapping. These indicators will include number of IDP arrivals, number of IDP departures and chart from/to destinations.

**5.2. Target Population and Area of Operations**

The assessment will target

* Internally displaced persons (IDPs) located in, arriving in and departing from communities in the nothern Syria governorates of Aleppo, Al-Hasakeh, Ar-Raqqa, Deir-ez-Zor, Hama, Homs and Idleb; IDPs living in all shelter types (rented/owned accommodation, camps, collective centres, hosted accommodation, open areas and unifinished buildings).
* Returnees to the specified northern Syria governorates who return to their homes having left their habitual place of residence.
* Pre-conflict populations residing in the nothern Syria governorates of Aleppo, Al-Hasakeh, Ar-Raqqa, Deir-ez-Zor, Hama, Homs and Idleb.

Internally displaced persons (IDPs) in and from accessible areas of Aleppo, Al-Hasakeh, Ar-Raqqa, Deir-ez-Zor, Hama, Homs, Idleb governorates, as well as, pre-conflict populations, including returnees. There are 139 sub-districts in the seven governorates with a total of 3,851 communities. Communities where neither REACH and SRN enumerators do not have KI networks are defined as inaccessible. Furthermore, in those communities deemed unsafe to carry out data collection by the respective security managers of both organisations will result in a community becoming inaccessible.

REACH will cover all sub-districts in Idleb governorate, as well as A’zaz sub-district in Aleppo. SRN will cover all sub-districts of Ar-Raqqa and Deir ez-Zor, as well as agreed upon communities in Aleppo, Hama and Homs governorates. Deir ez-Zor and Raqqa governorates will be covered through remote Key Informant interviews, while areas in Aleppo, Hama and Homs are to be covered through direct Key Informant interviews, with enumerators present on the ground in each location, led by team leaders who will each liaise with POs based in Antakya throughout the data collection process.

5.3. Sampling

The criteria for selection of communities is dependent on enumerator capacity. Enumerator capacity is defined as how many enumerators are located within a given a sub-district and the breakdown of communities in that sub-district. For sampling, those communities, which are not directly accessible, by enumerators are covered if enumerators have established KI networks which they can contact. Where possible, all communities hosting IDPs will be covered. However, in sub-districts with a high number of communities hosting IDPs this may not be possible due to resources and therefore a threshold will be set by REACH in coordination with the CCCM.

For some locations, this threshold is set at 100 IDPs hosted, while in others this is set at 200 IDPs hosted (see Table 1 in data collection section), taking into account the overall number of communities hosting IDPs as well as enumerators in the sub-district and the context (i.e. security/distance etc.). In other words, in locations hosting significant IDP populations at the beginning of the sampling period, REACH will set the threshold to 200 IDPs. This will be discussed taking into account the security context in each location and based on CCCM preference. On average, each enumerator will visit 3-5 communities per week, though in some sub-districts this number may be higher, in the case that enumerators are able to exceed this target by visiting further communities. In order for a community to be included, enumerators must conduct between 2-3 KI interviews in the community (see data collection section for further detail).

*Vulnerable displaced and at-risk of displacement families (Idleb, Aleppo, Ar Raqqa, Deir-Ez-Zor, Al Hasakeh, Lattakia, Hama and Homs) according to the HNO[[8]](#footnote-8)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Governorate** | **Target Population** | **Sub-districts** | **Communities** |
| Idleb | 704,511 | 26 | 461 |
| Aleppo | 1,246,968 | 37 | 1,255 |
| Hama  | 500,801 | 19 | 493 |
| Homs | 456,113 | 22 | 456 |
| Ar Raqqa | 201,350 | 9 | 307 |
| Deir-Ez-Zor | 318,684 | 12 | 133 |
| Al Hasakeh | 301,618 | 14 | 746 |
| **Total** | **3,730,045** | **139** | **3,851** |

##### 5.3. Phase 1 (baseline): Primary Data Collection

The aim of the baseline is to establish an overview of the displacement situation across assessed locations in Northern Syria, including IDP, returnee and pre-conflict population household figures; host population–IDP relations; how fluid or protracted displacement is in different locations, including through establishing IDP and pre-conflict population household intentions.

Two different approaches are employed during the baseline assessment:

1. A direct **KI interview** approach is adopted to provide the general overview of the displacement situation in directly accessible, assessed locations in Northern Syria. This consists of direct, face-to-face interviews carried out by enumerators who travel to locations to conduct interviews with KIs.
2. A **remote KI interview** approach is adopted to provide the general overview of the displacement situation in locations in Northern Syria that are inaccessible to enumerators, i.e. Ar-Raqqa and Deir-ez-Zor governorates. Enumerators conducting data collection using this remote approach contact KIs either via telephone/messaging/Whatsapp.

All data collected, whether by direct or remote KI methods, is captured using mobile phones or tablets and submitted to an online server, through the use of an online application which has all three data collection tools on it, in Arabic and English, named KoBo collect. In areas where data collection using mobile phones, tablet and/or electronic devices is banned, enumerators will fill out paper questionnaires and subsequently enter and submit collected data onto the online application, KoBo. A minimum of 2-3 KIs will be interviewed per community for triangulation purposes.

**Step 1. Confirmation of displacement locations, general scale of IDP numbers**

* As a first step, enumerators are to visit the main accessible city in each covered sub-district, and first meet with the local council. They are to introduce themselves, present and explain the research to the local council. In the case of Ar-Raqqa and Deir-ez-Zor areas inaccessible by enumerators, enumerators will contact their KI networks via phone/messaging to conduct remote KI interviews at community level.
* Enumerators will then have a list of communities in the respective sub-districts which according to the Humanitarian Needs Overview (HNO) for 2017 are hosting internally displaced persons (IDPs). This list also contains the estimated number of IDPs for each of these communities.
* The local council key informant should then be asked to go through the list of communities hosting IDPs, including through the reported number in each, and confirm whether this list is largely accurate to their knowledge. Enumerators should make note of all discrepancies, i.e. if
	+ Communities are, according to the information from the local council, not hosting IDPs
	+ There are additional communities hosting IDPs not included in the list
	+ The number of IDPs is perceived inaccurate, noting if according to the local council it is higher or lower, and if there is an estimated figure, add this too.
* The initial meeting with the local council should also serve to identify further KIs that can be contacted in different communities, using a snowballing methodology. For areas where a remote KI approach is being used, enumerators should maintain regular contact with their networks to keep abreast of any further communities where movements are reported.
* Following this initial confirmation exercise, enumerators should then identify two additional KIs to repeat the exercise with the HNO lists. KIs for this exercise should be knowledgeable about the situation across the sub-district. Local NGO networks and NGOs operating across the sub-district are likely to be best placed to provide such information.

**Step 2. Visits of priority displacement locations & direct data collection**

Following this initial phase, enumerators are to conduct direct data collection trough face-to-face / remote interviews depending on access, in those communities facing displacement, which were sampled. The baseline assessment, consisting of three questionnaires: An overall population tool, an IDPs tool and a host communities tool.

An overall population form must be submitted if any movements are being reported, whether the arrival or departures of IDPs or returnees travelling back to their homes. If arrivals and/or departures are reported then in addition to submitting a questionnaire to the overall population form, an IDPs form needs to be submitted to the IDPs tool. If neither arrivals nor departures are reported but returnees are reported then questionnaire should be submitted to the overall population tool as well as enumerators submitting a questionnaire to the host communities’ tool. If either IDP arrivals or departures are reported and returnees are reported then all three forms must be submitted.

One IDPs questionnaire covers information on new IDP arrivals and departures, the numbers of IDP households, including by shelter type, age and sex. One questionnaire is specific to Host Communities and collects data on relations between IDPs and host populations, IDP and pre-conflict population needs. A third questionnaire, an Overall population tool includes questions that appear in both other forms.

**Community sampling**

* The criteria for selecting communities hosting IDPs differ across districts and are outlined in Table 1 below.
	+ In Category A districts, the number of communities hosting IDPs and the enumerator capacity (i.e. number of enumerators present in the district and their capacity to move between sub-districts in light of security considerations and distance) allow to cover all communities that were listed in the HNO (and confirmed by REACH preliminary scoping during Step 1) as hosting IDPs.
	+ In other districts, the number of communities hosting IDPs is too high to be fully covered with available enumerator capacity. In these districts, a minimum number of hosted IDP threshold is set by REACH in coordination with the CCCM, with the aim to cover all communities within the district that host equal or more IDPs as defined by the threshold.
		- In Category B districts, the aim is to cover all communities listed in the HNO (and confirmed by REACH preliminary scoping during Step 1) as hosting 100 or more IDPs.
		- In Category C districts, the aim is to cover all communities listed in the HNO (and confirmed by REACH preliminary scoping during Step 1) as hosting 200 or more IDPs.

**Table 1: Community sampling per district**

|  |  |  |  |
| --- | --- | --- | --- |
| **Governorate** | **District** | **Sample category** | **Communities to visit** |
| Aleppo | Jebel Saman | A | All communities hosting IDPs according to HNO list  |
| Aleppo | Afrin |  | Communities hosting over 200 IDPs according to HNO list |
| Aleppo | A’zaz | A | All communities hosting IDPs according to HNO list |
| Aleppo | Menbij | C | Communities hosting over 200 IDPs according to HNO list |
| Al-Hasakeh\* | *All covered districts* | B | Communities hosting over 100 IDPs according to HNO list |
| Ar-Raqqa | Tell Abiad | B | Communities hosting over 100 IDPs according to HNO list |
| Hama | As-Salamiyeh | A | All communities hosting IDPs according to HNO list |
| Hama | As-Suqaylabiyah | B | Communities hosting over 100 IDPs according to HNO list |
| Hama | Hama | B | Communities hosting over 100 IDPs according to HNO list |
| Hama | Masyaf | A | All communities hosting IDPs according to HNO list |
| Hama | Muhradah | A | All communities hosting IDPs according to HNO list |
| Homs | Ar-Rastan | A | All communities hosting IDPs according to HNO list |
| Homs | Homs | A | All communities hosting IDPs according to HNO list |
| Idleb | *All districts* | C | Communities hosting over 200 IDPs according to HNO list |

* For all sub-districts, communities with the highest number of IDPs hosted according to the HNO list are to be covered first.
* If enumerators manage to cover all communities over the set threshold, visits are to be carried out to communities below this threshold. In case the team leader evaluates that enumerators in other sub-districts in the assigned governorate require support to cover communities over the given threshold, and if movements to this sub-district are possible, enumerators may be reassigned to another sub-district by their team leader.
* If enumerators manage to cover all communities before the end of the end of the baseline data collection, their team leaders could also re-assign them to another area should such movement be possible.
* Generally, communities hosting *less than 100 IDPs* should not be visited but be assessed remotely to the extent KI networks allow, with the exception of communities located in Jebel Saman district in Aleppo governorate and the distrcits of Masyaf and Muhradah in Hama and Ar-Rastan and Homs in Homs governorate. This is due to the availability of KI networks in these areas and therefore accessability to collect data.
* REACH estimates that the total number of communities covered will be around 1,180 across the 6 governorates[[9]](#footnote-9).

**Criteria for KI selection**

* KIs have to be knowledgeable about and be able to provide community-level information on the situation in the assessed community
* KIs have to be over the age of 18
* To the extent possible, enumerators should aim to identify and interview male as well as female KIs
* KI types to be interviewed with each of the three data collection forms are restricted as follows (not in order of priority):

Table 2: KI types for data collection forms & number of KIs per community

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Form 1:OVERALL MPOPULATION**  **Overall population estimates** | **Form 2:IDPs** **Information about IDPs** | **Form 3: HOST COMMUNITIES****Information about pre-conflict population** |
| **Kobo form name** | **IDP\_Situation\_Monitoring\_Tool\_281016\_****OverallPop\_finalاستبيان التقديرات الإجمالية لأعداد السكان**  | **IDP\_Situation\_Monitoring\_Tool\_****281016\_IDPs\_finalاستبيان معلومات النازحين** | **IDP\_Situation\_Monitoring\_Tool\_****281016\_HC\_finalاستبيان معلومات السكان الأصليين** |
| **Key informant types** | Documentation office/ registration focal point | Community Leaders - IDPs (Elders) | Community Leaders (Elders) |
| Local Council | Community Leaders - IDPs (Religious) | Community Leaders (Religious) |
| Local Relief Committees | Local Charities | Documentation office/ registration focal point |
| other (specify) | Local Relief Committees | Civil Society Groups |
|   | NGOs (non-medical) | Local Charities |
| Camp Leaders | Local Council |
| Camp Managers | Local Relief Committees |
| Collective Centre Manager | NGOs (non-medical) |
| Collective Centre Leader | other (specify) |
| other (specify) |   |
| **# of forms to be filled per community** | **1** | **1** | **1** |
|
|  | **Total of 3 forms per community (2-3 KIs)** |

* Enumerators are instructed to only interview KI types not falling into these categories (“other (specify)”) as a last resort, i.e. if none of these profiles could be identified and interviewed
* Priority is to be given to the quality of KIs, i.e. the relevance of their profile and reliability of the information they provide. Through the adopted approach using three separate questionnaires the number of KIs is nevertheless set at two to three per assessed community (see Table 2). A minimum of two KIs is set as a requirement for all communities being assessed in order to cross-reference figures and triangulation.
* There are 3 data collection forms: the Overall population form, the IDP form and the Host community form.
* An overall population form to record communities experiencing either or two or all of the following: a) new IDP arrivals, b) new IDP departures, c) returnees
	+ If arrivals and/or departures reported then in addition to the overall, an IDPs form needs to be submitted.
	+ If neither arrivals nor departures are reported but returnees are reported then an overall form as well as a host communities form needs to be submitted.
	+ If either arrivals or departures is reported and returnees are reported then all 3 forms must be submitted.
* Further enumerator guidance on the completion of the three baseline data collection forms and related KI selection can be found [here](https://www.dropbox.com/s/8n6qrqq1b1184k8/REACH_TRY_ISMI_DataCollection_Approach_Update.xlsx?dl=0), as used during training.

##### 5.4 Phase 2 (regular weekly monitoring): Primary Data Collection

Upon successful completion of the baseline phase, regular weekly IDP tracking will be conducted in the form of weekly assessments to provide regular updates on IDP movement across Northern Syria governorates. The weekly data collection will obtain up-to-date IDP household figures for assessed communities, collecting data on new IDP arrivals and departures, as well as the return of pre-conflict population households, on a weekly basis.

Similarly to the baseline, two different approaches are employed during the baseline assessment:

1. A direct **KI interview** approach is adopted to provide the general overview of the displacement situation in directly accessible, assessed locations in Northern Syria. This consists of direct, face-to-face interviews carried out by enumerators who travel to locations to conduct interviews with KIs.
2. A **remote KI interview** approach is adopted to provide the general overview of the displacement situation in locations in Northern Syria that are inaccessible to enumerators, i.e. Ar-Raqqa and Deir-ez-Zor governorates. Enumerators conducting data collection using this remote approach contact KI networks either via telephone/messaging/Whatsapp.

As in the case of the baseline, enumerators will collect data using the three questionnaires (Host communities, IDPs and Overall population), uploading the data onto the online KoBo collect server.

Weekly data collection will be rolled-out following a short pilot phase of a couple of days, once the methodology has been tested and reviewed and after any necessary adjustments to the tools are made, data collection will be conducted across all areas identified in Idleb, Aleppo, Hama, Homs via direct KI approach and in parts of Ar-Raqqa and Deir-ez-Zor by remote KI approach where direct KI interviews cannot be conducted and in line with accessibility and security considerations.

**Community sampling**

In order to identify where IDP and returnee populations are geographically situated, we will conduct sampling ahead of the Baseline assessment.

* At the beginning of each week, enumerators should start enquiring through KI networks established during the baseline assessment, as well as through their previously existing key informant networks, about arrivals and departures of IDPs, as well as departures and/or returns of pre-conflict population households in the area under their coverage. This should be done throughout the week in order to stay abreast of developments of the IDP situation. On the first day of weekly data collection, enumerators should contact the local council in the main city of each sub-district covered, to enquire about communities that witnessed IDP arrivals and/or departures, as well as departures and/or returns of pre-conflict populations. Communities where KI networks are not established will not be covered. AOs and POs will monitor humanitarian news updates to keep abreast of displacement areas and in the case that major displacements are reported, REACH teams will discuss the possibility of establishing KI networks in those areas.
* **Not previously covered communities:** Through KI networks and contacts enumerators should aim to identify communities that are newly hosting IDPs, i.e. communities witnessing the first IDP arrivals. If the number of IDPs reportedly surpasses 100 IDPs, these communities should also be visited. Enumerators should first establish a KI network there. Team Leaders will then compile these communities into a consolidated list to present to POs and the SPO. This will include identifying those communities which hosted less than 100 IDPs.
* **Previously covered communities:** The list of communities experiencing inward or outward movement compiled by team leaders should then be shared with the SPO, POs and AOs, along with a weekly data collection schedule, prioritising visits to communities with reportedly highest numbers of arrivals and/or departures[[10]](#footnote-10).

Once the list of communities is validated by the AOs and POs, the team leaders organize the weekly data collection schedule of the enumerators under their management. Data will be collected by enumerators using the three weekly data collection tools, if necessary firstly hand-written hard-copy questionnaires and then entered and uploaded online to the KoBo server.

**Data collection**

* For communities that can be visited, enumerators will collect data in face-to-face interviews with their KIs.
* In inaccessible areas not be visited, enumerators are to contact their KI networks remotely, to fill the relevant weekly data collection tools, the host communities and/or IDPs and in all cases, the overall population form should be filled.
* Enumerators should contact their KIs on a weekly basis and submit completed questionnaires to the weekly data collection tools on KoBo to generate updates on the IDP situation.

**Criteria for KI selection**

The same criteria for KI selection and profiles apply as for the baseline (see above).

##### 5.5 Household vs Individual IDP figures

Data can be collected at either individual or household level. ISMI will employ a household data collection technique across assessments it undertakes, as is common in this sort of data collection.

For both the baseline, as well as the weekly data collection cycles, questions about the number of IDPs will be asked for the number of households, rather than individuals. During data cleaning and data set creation, the collected figures will then be multiplied by the average IDP household size for each community, based on data that will be gathered during the baseline. For communities in which this number could not be reported during the baseline, or communities that will not be assessed in the baseline, IDP household numbers are multiplied by 5.7, i.e. the overall average IDP household size established during the baseline assessment.

The primary reason for opting to collect household numbers rather than individual numbers is linked to the adopted data collection method, i.e. a key informant methodology. Based on extensive experience in Syria as well as other displacement contexts, key informants are generally more able or confident to report household figures than individual numbers. This is the case in particular for situations with very large IDP populations. As such, the collection of household figures yields more accurate information, especially when precise information on household size is available.

# 6. Data Analysis Plan

**6.1 Data entry, checking and cleaning process**

At the end of the data cycle, whether at the end of the baseline data collection cycle or weekly data cycle, REACH assessment teams will liaise with REACH project officers and SRN teams respectively, for confirmation that all forms have been successfully uploaded. The REACH assessment team will then download the three forms from the KoBo server and engage in data checking and follow-up with both REACH and SRN teams as required, looking out for any inconsistencies and inaccuracies, following the steps outlined in the data checking and cleaning process document. These processes are the same for both the baseline and weekly assessments and are outlined in the Standard Operational Procedures (working document not for external sharing) that can be accessed here: [Weekly data cleaning and checking SOPs](https://www.dropbox.com/s/vfuu1wyc6qpwzf3/REACH_SYR_ISMI_weekly_data_checking_cleaning_process_SF_AR.docx?dl=0)

Once data has been checked and cleaned and follow-up with field teams has been carried out, to confirm the accuracy of the data collected in all three forms, data submitted to the IDPs and overall population questionnaires will be formatted into a finalised dataset, this is the same process for the baseline and weekly data. Using both the Overall population and IDPs forms, the AO will triangulate the data and calculate average figures. Once all steps have been followed in the dataset creation process, REACH and SRN POs will check through once more and look for any inconsistencies. Following this, the SAO will internally review the dataset before it is shared with the CCCM coordinator via a dropbox link. the dataset creation Standard Operational Procedures (working document, not for external sharing) that can be accessed here: [Weekly update data set creation guidance](https://www.dropbox.com/s/x5golt1y90i18dm/REACH_SYR_ISMI_Data_set_creation_process.docx?dl=0)

**6.2 Data analysis process and framework**

Once the dataset has been finalised, analysis will be conducted according to the analysis plans developed, depending on the output. Primary data is triangulated with secondary data from multiple sources, including previously collected IDP figures by CCCM partners, OCHA displacement figures, situation reports from other UN Agencies and (I)NGOs working in the affected areas, as well as media reports, to verify the accuracy of information provided and provide contextualisation to the figures. Data will be manipulated by taking indicators such as shelter types of new IDP arrivals or destinations of those who left the community, and in some cases put into excel pivot tables to facilitate analysis. This will result in the production of the specified outputs, namely a baseline situation overview report and map and for weekly maps and weekly displacement summary factsheets outlining key movements reported in the dataset.

[Baseline KI data analysis plan](https://www.dropbox.com/s/6dut7t1176cdvct/ISMI_Baseline_Analysis%20Framework_NewLabels.xlsx?dl=0) (working document, not for external sharing)

[Weekly updates analysis SoP](https://www.dropbox.com/s/gtjfic10r5n4qyo/REACH_SYR_ISMI_Weekly_Analysis%20Framework.xlsx?dl=0) (working document, not for external sharing)

(to be amended with automation of processes)

Figure 2: Weekly data cleaning, analysis and output production workplan

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Weekly workplan** | **October** |  | **November** |   |   |  |   |  | **November** |   |   |
| 28 | 29 | 30 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
|   |   | M | T | W | Th | F | S\* | Su\* | M | T | W | Th | F | S\* | Su\* |
| Data checking, follow-up and cleaning  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Dataset creation |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Dataset shared with CCCM coordinator |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Data analysis  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Factsheet and map creation |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Factsheet sent to CCCM for review |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

\*Turkey Weekend day

For the monthly reports and quarterly trends analyses, these will both take the data collected from the weekly data collection cycles as well as the baseline data, focussing on either a 4-5 week period in the case of the monthly report or a 12-week period for the trends analyses.

The monthly and quaterly analysis SOPs (both working documents, not for external sharing) can be found at the following links:

[Monthly output analysis SoP](https://www.dropbox.com/s/lbwvxvcvlaxpkh7/ISMI_Monthly_Report_Analysis%20Framework.xlsx?dl=0)

[Quaterly trends analysis SoP](https://www.dropbox.com/s/whbjgo58w2diq0b/REACH_SYR_ISMI_Trends_Analysis%20Framework.xlsx?dl=0)

Furthermore, collected data will be recorded in a consolidated database to be developed by REACH, which can be accessed easily by the CCCM and partners to analyze data collected as it is triangulated and confirmed. A basic, preliminary guidance note on the updating of the dashboard data set can be found [here](https://www.dropbox.com/s/7kl6s0pquxqjab9/REACH_SYR_ISMI_GuidanceNote_Updating_DashboarDataSet_as_of_Feb2017.docx?dl=0) (working document, not for external sharing). This will be subject to automation and will thus change.

# 7. Product Typology

Table 1: Type and number of products required

|  |  |  |
| --- | --- | --- |
| **Type of Product** | **Number of Product(s)** | **Additional information** |
| Baseline Report | 1 |  |
| Weekly Updates | One per week |  |
| Weekly Maps | One per week |  |
| Monthly Reports | One per month |  |
| Trend Analysis Report | On a quarterly basis |  |
| Online Dashboard | 1 | Online information portal |

#

# 8. Management arrangements & Workplan

##### 8.1. Roles & Responsibilities, Organogram

* REACH Syria Regional Coordinator
	+ Manages external relations at regional level
	+ Manages liaison with IMPACT HQ
* REACH Country Focal Point (FP)
	+ Manages donor relations at country level
	+ Provides logistic and financial support
	+ Manages budget for the program
	+ Coordinates with other teams operating on Syria
* REACH Assessment Officer (AO)
	+ Develops data collection tools
	+ Analyses all data collected
	+ Produces all of the information products
	+ Supervises all of the FC’s filed activities
	+ Manages relations with other partners in the field
* REACH GIS Officer (GO)
	+ Analyses data collected for mapping
	+ Produces digital maps for all information products in liaison with AO
	+ Creates and manages online web portal
* Assessment Network Coordinators (ANC)
	+ Responsible for managing teams of data collectors in the field
	+ Ensuring the methodology is followed on a daily basis
	+ Report any issues directly to the Assessment Officer to immediately address challenges encountered during implementation.
* Enumerators (E)
	+ Responsible for conducting key informant (KI) interviews in line with the methodology and under guidance of the ANCs
* IMPACT Global Team (GVA)
	+ Validates all information products

Description of roles and responsibilities

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task Description** | **Responsible** | **Accountable** | **Consulted** | **Informed** |
| Recruiting and hiring staff | SAO | RC |  | GVA |
| Training staff and partners | AO | SAO |  |  |
| Weekly updates | AO | SAO/GVA |  | RC/GVA |
| Monthly reports | AO | SAO/GVA |  | RC/GVA |
| Quarterly trend analysis | AO | AO/RC/GVA |  | RC/GVA |
| Mapping | GO | SAO/GVA |  | RC/GVA |
| Online platform development and implementation | GO | SAO/GVA | GVA/AO | RC/GVA |

***Responsible:*** *the person(s) who execute the task*

***Accountable:*** *the person who validate 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*

##### 8.2 Workplan

* Baseline data collection: 21 October – 19 November 2016
* Baseline data analysis and output creation expected completion: 31 December 2016
* Weekly data collection cycles (weeks 1-40): 21 October 2016 – 27 August 2017
* Weekly output creation (weeks 1-40) expected completion dates: 28 November 2016 – 3 September 2017

Data collection workplan

|  |  |  |
| --- | --- | --- |
| Type | Activity | Dates |
| Baseline | Data collection | 21 October - 19 November 2016 |
| Weekly | Data collection - week 1 | 21 - 27 November 2016 |
|  Weekly | Data collection - week 2 | 28 November - 4 December 2016 |
|  Weekly | Data collection - week 3 | 5 - 11 December 2016 |
|  Weekly | Data collection - week 4 | 12 - 18 December 2016 |
|  Weekly | Data collection - week 5 | 19 - 25 December 2016 |
|  Weekly | Data collection - week 6 | 26 December 2016 - 1 January 2017 |
|  Weekly | Data collection - week 7 | 2 - 8 January 2017 |
|  Weekly | Data collection - week 8 | 9 - 15 January 2017 |
|  Weekly | Data collection - week 9 | 16 - 22 January 2017 |
|  Weekly | Data collection - week 10 | 23 - 29 January 2017 |
|  Weekly | Data collection - week 11 | 30 Jan - 5 February 2017 |
|  Weekly | Data collection - week 12 | 6 - 12 February 2017 |
|  Weekly | Data collection - week 13 | 13 - 19 February 2017 |
|  Weekly | Data collection - week 14 | 20 - 26 February 2017 |
|  Weekly | Data collection - week 15 | 27 February - 5 March 2017 |
|  Weekly | Data collection - week 16 | 6 - 12 March 2017 |
|  Weekly | Data collection - week 17 | 13 - 19 March 2017 |
|  Weekly | Data collection - week 18 | 20 - 26 March 2017 |
|  Weekly | Data collection - week 19 | 27 March - 2 April 2017 |
|  Weekly | Data collection - week 20 | 3 - 9 April 2017 |
|  Weekly | Data collection - week 21 | 10 - 16 April 2017 |
|  Weekly | Data collection - week 22 | 17 - 23 April 2017 |
|  Weekly | Data collection - week 23 | 24 - 30 April 2017 |
|  Weekly | Data collection - week 24 | 1 - 7 May 2017 |
|  Weekly | Data collection - week 25 | 8 - 14 May 2017 |
|  Weekly | Data collection - week 26 | 15 - 21 May 2017 |
|  Weekly | Data collection - week 27 | 22 - 28 May 2017 |
|  Weekly | Data collection - week 28 | 29 May - 4 June 2017 |
|  Weekly | Data collection - week 29 | 5 - 11 June 2017 |
|  Weekly | Data collection - week 30 | 12 -18 June 2017 |
|  Weekly | Data collection - week 31 | 19 - 25 June 2017 |
|  Weekly | Data collection - week 32 | 26 June - 2 July 2017 |
|  Weekly | Data collection - week 33 | 3 - 9 July 2017 |
|  Weekly | Data collection - week 34 | 10 - 16 July 2017 |
|  Weekly | Data collection - week 35 | 17 - 23 July 2017 |
|  Weekly | Data collection - week 36 | 24 - 30 July 2017 |
|  Weekly | Data collection - week 37 | 31 July - 6 August 2017 |
|  Weekly | Data collection - week 38 | 7 - 13 August 2017 |
|  Weekly | Data collection - week 39 | 14 - 20 August 2017 |
|  Weekly | Data collection - week 40 | 21 - 27 August 2017 (etc.) |

Output production workplan

|  |  |  |
| --- | --- | --- |
| Type | Activity | Dates |
| Baseline | Output - situation overview  | 31 December 2016 |
| Baseline | Output creation - report | 31 December 2016 |
| Weekly  | Output creation - week 1  | 28 November - 4 December 2016 |
|  Weekly | Output creation - week 2 | 5 - 11 December 2016 |
|  Weekly | Output creation - week 3 | 12 - 18 December 2016 |
|  Weekly | Output creation - week 4 | 19 - 25 December 2016 |
|  Weekly | Output creation - week 5 | 26 December 2016 - 1 January 2017 |
|  Weekly | Output creation - week 6 | 2 - 8 January 2017 |
| Monthly | Output creation – December Rep | 2 - 8 January 2017 |
|  Weekly | Output creation - week 7 | 9 - 15 January 2017 |
|  Weekly | Output creation - week 8 | 16 - 22 January 2017 |
|  Weekly | Output creation - week 9 | 23 - 29 January 2017 |
|  Weekly | Output creation - week 10 | 30 Jan - 5 February 2017 |
|  Weekly | Output creation - week 11 | 6 - 12 February 2017 |
| Monthly | Output creation – January Rep | 6 - 15 February 2017 |
|  Weekly | Output creation - week 12 | 13 - 19 February 2017 |
|  Weekly | Output creation - week 13 | 20 - 26 February 2017 |
| Weekly | Output creation - week 14 | 27 February - 5 March 2017 |
|  Weekly | Output creation - week 15 | 6 - 12 March 2017 |
| Monthly | Output creation – February Rep | 6 - 12 March 2017 |
|  Weekly | Output creation - week 16 | 13 - 19 March 2017 |
|  Weekly | Output creation - week 17 | 20 - 26 March 2017 |
|  Weekly | Output creation - week 18 | 27 March - 2 April 2017 |
| Monthly | Output creation – March Rep | 27 March - 8 April 2017 |
|  Weekly | Output creation - week 19 | 3 - 9 April 2017 |
|  Weekly | Output creation - week 20 | 10 - 16 April 2017 |
|  Weekly | Output creation - week 21 | 17 - 23 April 2017 |
|  Weekly | Output creation - week 22 | 24 - 30 April 2017 |
|  Weekly | Output creation - week 23 | 1 - 7 May 2017 |
| Monthly | Output creation – April Rep | 1 - 7 May 2017 |
|  Weekly | Output creation - week 24 | 8 - 14 May 2017 |
|  Weekly | Output creation - week 25 | 15 - 21 May 2017 |
|  Weekly | Output creation - week 26 | 22 - 28 May 2017 |
|  Weekly | Output creation - week 27 | 29 May - 4 June 2017 |
| Monthly | Output creation – May Rep | 5 - 11 June 2017 |
|  Weekly | Output creation - week 28 | 5 - 11 June 2017 |
|  Weekly | Output creation - week 29 | 12 -18 June 2017 |
|  Weekly | Output creation - week 30 | 19 - 25 June 2017 |
|  Weekly | Output creation - week 31 | 26 June - 2 July 2017 |
|  Weekly | Output creation - week 32 | 3 - 9 July 2017 |
| Monthly | Output creation – June Rep | 3 - 9 July 2017 |
|  Weekly | Output creation - week 33 | 10 - 16 July 2017 |
|  Weekly | Output creation - week 34 | 17 - 23 July 2017 |
|  Weekly | Output creation - week 35 | 24 - 30 July 2017 |
|  Weekly | Output creation - week 36 | 31 July - 6 August 2017 |
|  Weekly | Output creation - week 37 | 7 - 13 August 2017 |
| Monthly | Output creation – July Rep | 7 - 13 August 2017 |
|  Weekly | Output creation - week 38 | 14 - 20 August 2017 |
|  Weekly | Output creation - week 39 | 21 - 27 August 2017 |
|  Weekly | Output creation - week 40 | 28 August - 3 September 2017 |
|  | Etcetera…  |  |

# 8. Risks & Mitigation Strategy

List of risks and mitigating action

|  |  |
| --- | --- |
| **Risk** | **Mitigation Measure** |
| Change in security situation makes areas inaccessible to REACH or SRN enumerators | The security situation will be continually monitored. If direct data collection by either REACH or SRN enumerators is rendered unfeasible due to security concerns, alternative data collection methods are adopted, either interviews with newly arrived IDPs from affected areas – first priority – or direct contact by REACH staff in Turkey of key informant network in affected areas. If the security situation subsides, direct data collection can be resumed at a later stage. |
| Security situation results in travel time to certain areas being increased | The security situation will be continually monitored and alternative routes identified. |
| It is not possible to obtain approvals to collect data from certain areas | REACH, in coordination with and the support of UNHCR, the CCCM and ACTED, will engage with relevant local authorities (where justifyiable) to eventually obtain approvals. Should this be unsuccessful, the possibility of remote data collection will be discussed with the CCCM and, if approved by the CCCM, data can be collected remotely. |

# 9. Monitoring & Evaluation

Monitoring and evaluation targets

|  |  |  |  |
| --- | --- | --- | --- |
| **Objective** | **Indicator** | **Target** | **Data collection methodology** |
|  | Baseline report | 1 | KI |
|  | Weekly updates | 1 per week | KI, secondary data |
|  | Weekly maps | 1 per week | KI (using weekly data) |
|  | Monthly reports | 1 per month | KI, secondary data (using weekly data) |
|  | Trend analysis report | 1 per quarter | KI, secondary data (using weekly data) |
|  | Online information portal | 1 | KI |
|  | Other(s) | NA | NA |

# 10. Documentation Plan

Documents to be archived:

* Terms of Reference
* Coverage map(s)
* Data collection tool(s)
* Raw Databases (soft copy)
* Clean Databases (soft copy)
* Data Cleaning Log
* Presentations
* Reports
* Maps

Other internal documents:

* Workplans
* Training materials
* SOPs

**11. Glossary of Terms**

**Arrival to Community of Origin (ACO):** An IDP who returns to the community that they originated from, but not to their home or place of habitual residence prior to displacement.

**Area of origin:** The location that an IDP is originally from, their original place of habitual residence, which may in some instances be their last place of departure. See *Place of departure* below.

**Managed Camp:** A formal site for the shelter of IDPs, run by a CCCM member, and recognized on the ISIM list of camps in Northern Syria.

**Collective Centres:** Pre-existing buildings and structures within a community used for the collective and communal settlement of the displaced population in the event of conflict or natural disaster. E.g. Mosques and schools

**Community:** A neighbourhood, village, town, or city that is listed on the UNOCHA p-code list.

**Community Representative (CR):** Person who represents a constituency or community, either in a legislative or non-legislative body. The person may be elected to the post by the community or may be unelected. For example: Community leader, religious leader, elder, mukhtar.

**Informal Settlement:** Any collection of IDP households (must be more than 1), in any shelter type, that falls outside the ISIM list of IDP camps, or outside the boundaries of existing communities as listed in the UNOCHA Syria p-code list.

**Internally Displaced Persons (IDPs):** People 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 generalized violence, violations of human rights, or natural or man-made disasters, and who have not crossed an international border. (UNHCR definition)

**Key Informant (KI):** A person who is interviewed on their knowledge of a particular situation or context, may or may not be community representative. For example: Community leader, religious leader, elder, mukhtar.

**Key Informant Interview (KII):** In-depth qualitative interviews which try to understand – these may be conducted via either a *direct* (face-to-face) approach or alternatively may be conducted *remotely*.

**Place of departure:** In the case of IDP arrivals, this is the most recent location an IDP left before arriving to another location according to the CCCM.

**Returnee:** An IDP who returns voluntarily and in safety and dignity to their home or place of habitual residence and is able to enjoy the full spectrum of Human Rights to the same degree as persons in the same location who were not displaced. (CCCM definition)

**12. List of Acronyms**

**CCCM:** Camp Coordination and Camp Management Cluster

**FGD:** Focus Group Discussions

**GIS:** Geographic Information System

**HQ:** Headquarters

**IDP:** Internally Displaced Person

**IM:** Information Management

**INGO:** International Non-governmental Organisations

**KI:** Key Informant

**NGO:** Non-governmental Organisations

**RQ:** Research Questions

**SDR:** Secondary Data Review

**SRN:** Syria Relief Network

**UNHCR:** United Nations High Commissioner for Refugees

**WoS:** Whole of Syria

**11. Annexes**

Annex 1: Questionnaire(s) / Tool(s)

Annex 2: Data Management Plan

Annex 3: M&E Matrix

**Annex 1: Questionnaire(s) / Tool(s)**

[Baseline Host Communities tool](https://www.dropbox.com/s/6ku2i0528vxkyda/IDP_Situation_Monitoring_Tool_281016_HC_final.xlsx?dl=0)

[Baseline IDPs tool](https://www.dropbox.com/s/y58t5w3kedrip1t/IDP_Situation_Monitoring_Tool_281016_IDPs_final.xlsx?dl=0)

[Baseline Overall population tool](https://www.dropbox.com/s/jtmazhuyxq87mri/IDP_Situation_Monitoring_Tool_281016_OverallPop_final.xlsx?dl=0)

[Weekly Host Communities tool](https://www.dropbox.com/s/ltjoldy8s89qa0c/REACH_TRY_ISMI_Weekly_HC_03_12.xlsx?dl=0)

[Weekly IDPs tool](https://www.dropbox.com/s/zd09kqk6dcn7jjz/REACH_TRY_ISMI_Weekly_IDPs_0312.xlsx?dl=0)

[Weekly Overall Population tool](https://www.dropbox.com/s/wyptfp86e0oqmzd/REACH_TRY_ISMI_Weekly_OverallPop_0312.xlsx?dl=0)

**Annex 2 : Data Management Plan**

|  |
| --- |
| **Administrative Data** |
| Project Name | CCCM IDP Situation Monitoring Initiative (ISMI), Northern Syria |
| Donor | UNHCR  |
| Project Description | Through ISMI, REACH aims to provide CCCM operational partners and the wider humanitarian community with methodologically sound, regular and timely information on displacement figures and trends across northern Syria. ISMI proposes to support CCCM with regards to the collection, management and analysis of information related to displacement patterns across the governorates of Aleppo, Al-Hasakeh, Ar-Raqqa, Deir-ez-Zor, Hama, Homs and Idleb. REACH will lead on the implementation of ISMI, supported by the Syria Relief Network (SRN). |
| Project Data Contacts | Mohammad MirBashiri (mohammad.mirbashiri@reach-initiative.org) Assessment Officer, Augusto Come, (augusto.come@reach-initiative.org) Senior Assessment Officer |
| DMP Version | Version 1 (30 May 2017) |
| Related Policies | Data management plan based on models and standards developed by the Digital Curation Centre (DCC), <http://www.dcc.ac.uk>.  |
| **Data Collection** |
| What data will you collect or create? | * ISMI data collection will begin with a displacement baseline assessment, which will act as a snapshot to compare and measure displacement across northern Syria.
* The baseline will collect data from 1,183 communities across northern Syria, including on Internally Displaced Person (IDP) and host community population figures, shelter types and places of origin of IDPs, and future movement intentions of IDPs and host populations.
* Following the baseline, ISMI will commence a weekly data collection cycle, in which data is collected each week from communities known to have experienced IDP or host community arrivals or departures during the weekly reporting period.
* This data is intended to be simpler than the baseline data, as it is intended to provide regular displacement updates rather than trying to capture a broader view of the displacement situation at a particular point in time. It will include IDP and host population figures, shelter types and places of origin of IDPs, number of new IDP arrivals and departures, numbers of new host population returns and departures, and communities of origin and destinations of arrivals and departures respectively.
* Data collection tools for both the baseline and weekly assessments will be designed in XLSX format and then stored in XLSX files upon final validation from CCCM. Each tool will be then translated into KoBo forms (XLS form syntax) designed to operate in both English and Arabic.
* For security reasons, the KoBo forms will be adapted into paper forms, which are used by enumerators to collect data from KIs before entering it into KoBo.
* The data collected by the enumerators through KoBo will be exported after the baseline and at the end of each weekly reporting period to XLSX format and properly stored (see Storage and Backup section).
* All data collected as part of ISMI will be original. For the purposes of spatial analysis, this data will be combined with pre-existing spatial data from OCHA and other sources. Each data source will be properly referenced.
 |
| How will the data be collected or created? | * Data will be collected through interviews at the community level with key informants (KIs) living or operating in the sub-districts to be assessed. Required KI profiles will depend on the question/information to be gathered, including: local authorities, documentation office/registration focal points, local relief committees/charities, community/religious leaders, camp management and NGOs.
* Where *direct access* to the area in question is not possible (as is the case in Ar-Raqqa and Deir-ez-Zor governorates) *remote KI data collection* methodologies will be implemented, to ensure information can still be gathered about the specified population of interest.
* REACH will design a final validated list of indicators, in collaboration with CCCM and taking into account their information needs. For each of those indicators, questions will be developed. REACH will lead the technical design of the indicators and tools.
* REACH will submit an initial draft of the indicators to UNHCR, CCCM and SRN. Initial draft tools in English will be sent to SRN and CCCM for feedback and inclusion of additional information that is requested. REACH will compile all feedback and produce final versions of the tools in both English and Arabic which shall be validated by CCCM before deployment of the baseline tool.
* As with the baseline, the weekly tools will have been tested, piloted and finalised before the first weekly data collection cycle begins.
* For both the baseline and weekly assessments, the tool will consist of three forms: one focussing on IDPs (henceforth referred to as the IDP Form), one on host populations (henceforth referred to as the HC Form) and one that provides an overview the displacement situations of both IDP and host populations (henceforth referred to as the Overall Form).
* The Overall form will be used for triangulation of numbers with the IDP and HC forms. Data for each form will be collected at the community level, with no more than one of each type of form submitted per community.
* All tools that will be used are piloted by REACH at least two days before the full data collection is rolled out, both at office and field level, to make sure that the enumerators master the questionnaire and potential issues are detected before the beginning of the data collection process.
* Once the methodology has been defined, and appropriate tools developed and tested for the baseline assessment, REACH enumerators will proceed with baseline data collection.
* The data collection process will be closely followed by the Field Coordinators at both REACH and SRN, with daily monitoring of the number of communities for which data is submitted.
* Weekly data collection will begin the week immediately following the baseline.
* For the weekly data collection, enumerators and Field Coordinators will identify communities amongst the 1,183 assessed in the baseline that have experienced arrivals and departures during the reporting period, and will submit forms through the weekly data collection tool for each of those communities. If it is possible for enumerators to access them, they may also cover communities not assessed in the baseline if displacements are known to have occurred in those communities during the weekly reporting period.
* The KoBo mobile data platform will be privileged for data collection through close-ended questionnaires. Enumerators will collect data on paper forms due to regulatory constraints on mobile data collection in the field, and will then enter the data from these paper forms into a password-protected KoBo account via web browsers and the KoBoCollect mobile app.
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| How will the data be cleaned and triangulated? | * After the baseline data collection period, and at the end of each weekly data collection cycle, REACH Assessment Officers will download the data submitted by enumerators from the secure password-protected KoBo account on which it is stored. This data is downloaded as XLSX files.
* The raw data is sent to REACH Project Officers and SRN teams for confirmation that all forms have been successfully uploaded. Assessment Officers will also check to see if there are HC or IDP Forms submitted for a community that do not have corresponding Overall Forms (and vice versa), and will follow up with REACH and SRN teams if not.
* REACH Assessment Officers will then check each of the three forms for potential errors and inconsistencies within the forms, following up with both REACH and SRN teams as required.
* Following this, REACH Assessment Officers will triangulate between forms, using the Overall Form to check against the IDP and HC Forms. Again, discrepancies between forms will be followed up with the REACH Project Officers and SRN team.
* Assessment Officers will additionally clean the data by determining whether the text description in cases where “Other” is selected as a response (from a list of pre-existing categories) can be merged into pre-existing categories provided in the questionnaire. This is done for fields such as shelter types of IDPs, shelter types of new IDP arrivals, and reasons of IDP departures for leaving an assessed community.
* Primary data is triangulated with secondary data from multiple sources, including previously collected IDP figures by CCCM partners, OCHA displacement figures, situation reports from other UN Agencies and (I)NGOs working in the affected areas, as well as media reports, to verify the accuracy of information provided. This is particularly the case when large IDP movements are reported.
* Any changes to the data that the Assessment Officers make during data checking and cleaning are logged in the cleaning logs of each of the three forms. Cells in which changes are made are highlighted in blue in the XLSX files for clarity.
* Following cleaning, clean versions of data from each of the three forms are saved as separate XLSX files, with the clean data, the raw data and the cleaning log in separate tabs of these files. The raw and clean data from each of the three forms in the baseline and each weekly data collection cycle are stored and archived.
* Certain variables within the clean IDP and Overall forms are then added (and for variables present in both forms, merged/averaged) into a formatted dataset, which is sent to CCCM and distributed by them to cluster members.
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| **Documentation and Metadata** |
| What documentation and metadata will accompany the data? | * Metadata on the times of data entry and data export are automatically generated by KoBo for each data collection form submitted.
* Other metadata for each data collection form submitted, including the code number of the enumerator, the community monitored, and preliminary information on KIs, will be manually entered into KoBo by the enumerators.
* Data sets provided to CCCM will be equipped with a “readme” tab detailing the contents of the file, overall information about ISMI and any other information necessary to interpret the dataset.
* Metadata generated by KoBo will not be present in the formatted dataset distributed by CCCM, and will only be accessible in the raw and clean versions of the three forms. These forms are only accessible to REACH, SRN, CCCM and UNHCR staff working on ISMI, and are not distributed further.
 |
| **Ethics and Legal Compliance** |
| How will you manage any ethical issues?Note: Informed consent, anonymization, striking records, aggregation… | * REACH and SRN will assign each enumerator an anonym code that will replace their names on the questionnaires and database. This will protect their identity. Other than the type of KI and length of time they have been in the community, no further personal information about KIs will be collected or uploaded to KoBo.
* To further protect the anonymity of enumerators, the forms containing metadata such as enumerator codes will be accessible only by REACH, SRN, and UNHCR staff members who have been previously granted access to the data. It will not be shared with any party outside these organizations or staff that have not been granted access.
* Enumerator names and contact information are known only to the REACH Project Officers and Senior Assessment Officer (for REACH enumerators), and SRN teams (for SRN enumerators). This information will not be disseminated further under any circumstance, including within the teams working on ISMI.
 |
| How will you manage copyright and Intellectual Property Rights (IPR) issues? | * All data collected and analysed as part of ISMI will be owned by CCCM. All rights to this data are reserved to CCCM.
* Other than the formatted baseline and weekly datasets and finalised outputs, which are distributed by CCCM, no part of the ISMI data or the analysis thereof will be shared beyond the REACH, SRN, CCCM and UNHCR staff members working on ISMI.
 |
| **Storage and Backup** |
| How will the data be stored and backed up during the research?How will you manage access and security? | * All REACH staff laptops, mobile devices and email accounts will be password-protected.
* Collected data will be protected in the password-protected account on KoBo. The password to this account will be provided only to REACH staff members who are working directly on ISMI.
* Baseline and weekly raw and clean form data will be archived backed up to a Dropbox folder accessible only to REACH Assessment Officers and CCCM staff members working on ISMI.
* The original paper data collection forms are used and seen only by the enumerators collecting data in the field, and are preserved by the enumerators for as long as is needed to follow up on irregularities in the data. They are subsequently destroyed by enumerators.
* Once REACH has completed its role in ISMI, all data files from the programme will be deleted off the KoBo server and off the Dropbox folder, and will be handed over to CCCM and UNHCR.
* Archived copies of these files will be given to IMPACT HQ in Geneva to be stored indefinitely within space dedicated to REACH on the highly protected server of the European Organization for Nuclear Research (CERN) in Geneva.
* REACH staff who will be in need to access this data after the completion of REACH involvement in ISMI will need to obtain a specific individual and time bound authorization, from Geneva IMPACT HQ officer in charge. No data will be retrieved without specific authorization.
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| **Selection and Preservation** |
| Which data should be retained, shared, and/or preserved? | * All data archives will be retained indefinitely on IMPACT HQ Geneva’s password-protected space on the CERN server. CCCM may also retain archives of the data according to their data archiving conventions.
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| What is the long-term preservation plan for the dataset? | * As all collected data will be retained indefinitely on IMPACT HQ Geneva’s CERN server and in the CCCM cluster’s archives, there are no specific financial or logistical considerations which might impact the long‐term management of the data.
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| **Data Sharing** |
| How will you share the data? Are any restrictions on data sharing required? | * For both the baseline and the weekly data collection cycles, REACH will share the raw and clean versions of the 3 forms with UNHCR and CCCM through the shared folder on Dropbox. REACH will also share the raw data collected by SRN enumerators with the SRN field teams.
* No part of this data will be shared beyond these staff members.
* In addition, REACH will produce a formatted dataset (with some variables, such as metadata, omitted), which is shared with CCCM and SRN.
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| **Responsibilities** |
| Who will be responsible for data management? | * The Assessment Officers will be responsible for creating, drafting and revising the data management plan, under the direct supervision of the Senior Assessment Officer and pending validation from IMPACT Geneva HQ. They will also create data documentation and share data as needed with CCCM and IMPACT Geneva HQ.
* The REACH Field Coordinators and Project Officers, as well as the SRN team, will be responsible for ensuring that data is consistently submitted by enumerators through KoBo after paper form collection, as well as for communicating any relevant changes in data management policy to enumerators.
* The Senior Assessment Officer will be responsible for ensuring full staff compliance with the data management plan on a day-to-day basis. This includes maintaining the KoBo server, sharing data and outputs with CCCM and ensuring regular backups of all researchfiles to the Dropbox.
* Once the research is completed, the Senior Assessment Officer and Assessment Officers will be in charge of transferring all data to CCCM and IMPACT Geneva HQ.
* A specifically designated person at IMPACT Geneva HQ will be responsible to store data on the CERN server. This person will also be in charge of giving specific individual and time bound authorization to REACH staff to retrieve data, if needed.
* Once the transfer and storage in IMPACT Geneva and CCCM is done, the Senior Assessment Officer and Assessment Officers will be in charge of erasing data from KoBo and the REACH Dropbox.
* The Senior Assessment Officer will be responsible for negotiating any significant changes to the above data management plan or data sharing policies in close collaboration with CCCM and UNHCR.
* All staff members are responsible for password-protecting their laptops and mobile devices and keeping all account passwords confidential.
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Adapted from: DCC. (2013). Checklist for a Data Management Plan. v.4.0. Edinburgh: Digital Curation

Centre. Available online: <http://www.dcc.ac.uk/resources/data-management-plans>

1. This information is not collected for returnees [↑](#footnote-ref-1)
2. Ibid, [↑](#footnote-ref-2)
3. Ibid, [↑](#footnote-ref-3)
4. This information is not collected for returnees [↑](#footnote-ref-4)
5. Ibid, [↑](#footnote-ref-5)
6. Ibid, [↑](#footnote-ref-6)
7. During escalations in conflict and subsequent large-scale movements and depending on CCCM and UNHCR information needs, REACH and SRN data collection will focus on producing rapid and ad-hoc assessments, see separate terms of reference specific to rapid assessments and thematic assessments. [↑](#footnote-ref-7)
8. Data from HNO 2017 [↑](#footnote-ref-8)
9. During the baseline assessment, REACH indeed covered 1,183 communities across 6 governorates. [↑](#footnote-ref-9)
10. Since the beginning of the weekly cycle, ISMI has covered an average of 140 communities on a weekly basis [↑](#footnote-ref-10)