Research Terms of Reference

Multi-Sector Needs Assessment 2019

LBY1901a

Libya

September 2019
V5

REACH Informing more effective humanitarian action

1. Executive Summary

Country of intervention	Libya					
Type of Emergency	□	Natural disaster	X	Conflict		
Type of Crisis	□	Sudden onset	□	Slow onset	X	Protracted
Mandating Body/ Agency	ECHO, OFDA, OCHA					
Project Code	14iAGL / 14iAJO / 14iAIH					
Overall Research Timeframe *(from research design to final outputs / M&E)*	15/03/2019 to 4/12/2019					
Research Timeframe *Add planned deadlines (for first cycle if more than 1)*	1. Start collect data: 08/07/2019		5. Preliminary presentation: 20/09/2019			
	2. Data collected: 30/08/2019		6. Outputs sent for validation: 4/11/2019			
	3. Data analysed: 13/09/2019		7. Outputs published: 4/12/2019			
	4. Data sent for validation: 16/09/2019		8. Final presentation: 2/12/2019			
Number of assessments	X	Single assessment (one cycle)				
	□	Multi assessment (more than one cycle)				
Humanitarian milestones *Specify **what** will the assessment inform and **when** e.g. The shelter cluster will use this data to draft its Revised Flash Appeal;*	**Milestone**		**Deadline**			
	□	Donor plan/strategy	_ _/_ _/_ _ _ _			
	X	Inter-cluster plan/strategy	16/09/2019			
	X	Cluster plan/strategy	24/09/2019			
	□	NGO platform plan/strategy	_ _/_ _/_ _ _ _			
	□	Other (Specify):	_ _/_ _/_ _ _ _			
Audience Type & Dissemination *Specify **who** will the assessment inform and **how** you will disseminate to inform the audience*	**Audience type**		**Dissemination**			
	X Strategic		**X** General Product Mailing (e.g. mail to NGO consortium; HCT participants; Donors)			
	X Programmatic		**X** Cluster Mailing (Education, Shelter and WASH) and presentation of findings at next cluster meeting			
	□ Operational		**X** 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	**X**	Yes	□	No
General Objective	To provide humanitarian actors with up-to-date information on the humanitarian conditions of crisis-affected Libyan populations in selected Libyan mantikas, with the aims of contributing to a more targeted and evidence-based humanitarian response and supporting the 2020 HNO and HRP.			
Specific Objective(s)	• Via a quantitative data collection exercise (i.e., household survey), identify the: o impact on people (i.e., households) and humanitarian access of the crisis; o humanitarian conditions (i.e., living standard gaps and use of coping mechanisms); and o current and forecasted priority needs/concerns. and how this differs by: o geographic area (i.e., mantika); o population group (i.e., IDP, returnee and non-displaced) in targeted mantikas in Libya. • Via qualitative data collection exercises (i.e., Key Informant Interviews and Focus Group Discussions): o triangulate findings from quantitative data collection; and o provide in-depth context to specific follow-up questions. • Identify the proportion of households unable to meet their basic needs in one or more sectors and/or who are relying on negative, unsustainable coping mechanisms to meet these needs, in order to provide robust evidence to support and inform Libyan humanitarian response planning in 2020.			
Research Questions	<u>Pre-existing vulnerabilities:</u> • What proportion of households have pre-existing vulnerability? And how does this differ by: o Mantika and o Population group (i.e., IDP, returnee and non-displaced)? <u>Impact:</u> • What are the level and severity of the impact on people (i.e., households) and humanitarian access[1] of the crisis? And how does this differ by: o Mantika and o Population group (i.e., IDP, returnee and non-displaced)? <u>Humanitarian conditions:</u> • What are the level and severity of living standard gaps for households across the following sectors: o Food Security & Livelihoods, Health, WASH, Shelter & NFIs, Education and Protection, and how does this differ by: o Mantika and o Population group (i.e., IDP, returnee and non-displaced)? • What are the level and severity of capacity gaps (i.e., use of negative coping mechanisms) for households? And how does this differ by: o Mantika and o Population group (i.e., IDP, returnee and non-displaced)? <u>Proportion of population unable to meet their basic needs in one or more sectors and/or who are relying on negative, unsustainable coping mechanisms to meet these needs:</u>			

[1] I.e., access to humanitarian aid by households

	• What proportion of the Libyan population is unable to meet their basic needs in one or more sectors and/or is relying on negative, unsustainable coping mechanisms to meet these basic needs? And how does this differ by:
	  ○ Mantika;
	  ○ Population group (i.e., IDP, returnee and non-displaced);
	  ○ Pre-existing vulnerability profile; and
	  ○ Access to humanitarian aid?
	<u>Households' self-identified priority needs/concerns:</u>
	• What are households' self-identified needs and preferences around the provision of humanitarian aid?

Geographic Coverage	17 mantikas in Libya: **West:** Al Jabal Al Gharbi, Al Jfara, Al Jufrah, Azzawya, Misrata, Sirt, Tripoli, Zwara **South:** Ghat, Murzuq, Sebha, Ubari, Wadi Ashshati **East:** Al Kufrah, Benghazi, Derna, Ejdabia
Secondary data sources	The following two datasets were used to calculate the sampling frame, which is representative at the mantika level: • **IOM-DTM Round 25 dataset:** Contains IDP and returnee population figures. Data from April-May 2019. • **UNFPA 2017 population projections:** Contains total population figures. Adjusted with data from IOM-DTM and used to calculate non-displaced population figures. Data published in 2018.

Population(s) *Select all that apply*				
	X	IDPs in camps (if present, expected to be small minority)	**X**	IDPs in informal sites
	X	IDPs in host communities	**X**	IDPs in other: Migratory tents/caravans
	□	Refugees in camp	□	Refugees in informal sites
	□	Refugees in host communities	□	Refugees [Other, Specify]
	X	Host communities	**X**	Other: Returnees

Stratification *Select type(s) and enter number of strata*						
	X	Geographical #: 17 Mantikas Population size per strata is known? **X** Yes □ No	**X**	Group #: 3 Population group Population size per strata is known? **X** Yes □ No	□	*[Other Specify]* #: _ _ Population size per strata is known? □ Yes □ No

Data collection tool(s)				
	X	Structured (Quantitative)	**X**	Semi-structured (Qualitative)

	Sampling method	**Data collection method**
Structured data collection tool # 1 *Select sampling and data collection method and specify target # interviews*	□ Purposive □ Probability / Simple random **X** Probability / Stratified simple random □ Probability / Cluster sampling □ Probability / Stratified cluster sampling □ [Other, Specify]	□ Key informant interview (Target #):_ _ _ _ _ □ Group discussion (Target #):_ _ _ _ _ **X** Household interview (Target #): 5,230 □ Individual interview (Target #):_ _ _ _ _ □ Direct observations (Target #):_ _ _ _ _ □ [Other, Specify] (Target #):_ _ _ _ _
Semi-structured data collection tool(s) # 1 *Select sampling and data collection method and specify target # interviews*	**X** Purposive □ Snowballing □ [Other, Specify]	**X** Key informant interview (Target #): 85 □ Individual interview (Target #):_ _ _ _ _ □ Focus group discussion (Target #):_ _ _ _ _ □ [Other, Specify] (Target #):_ _ _ _ _
Semi-structured data collection tool(s) # 2	**X** Purposive	□ Key informant interview (Target #):_ _ _ _ _

Select sampling and data collection method and specify target # interviews	□ Snowballing □ [Other, Specify]			□ Individual interview (Target #):_ _ _ _ _ **X** Focus group discussion (Target #): 34 □ [Other, Specify] (Target #):_ _ _ _ _		
Target level of precision if probability sampling	95% level of confidence			10+/- % margin of error		
Data management platform(s)	**X**	IMPACT		□	UNHCR	
	□	[Other, Specify]				
Expected ouput type(s)	□	Situation overview #: _ _	**X**	Report #: 1	□	Profile #: _ _
	X	Presentation (Preliminary findings) #: 7 (1 per sector)	**X**	Presentation (Final) #: 1	**X**	Factsheet #: 24 total (17 mantika & 7 sectoral), subject to further discussion
	□	Interactive dashboard #:_	□	Webmap #: _ _	**X**	Map #: As needed
	□	[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 *Specify which **logos** should be on outputs*	REACH, IOM, ECHO, USAID, OCHA, Libya Inter-Sector Coordination Group					

2. Rationale

2.1. Rationale

Since 2011, Libya has experienced several waves of fighting, and the complex socio-political landscape has developed into an increasingly protracted conflict. From 2014, an overall de-escalation of the conflict at the national level gave way to more localised forms of community-based fighting over governance and control of key strategic and economic resources. However, on 4 April 2019, intensive fighting between Libya's western- and eastern-based governments broke out in the Tripoli area. As a result, U.N.-backed talks to promote national unity between these factions have been indefinitely postponed.[2] As of 24 May, over 80,000 people have been displaced by the ongoing fighting in the Tripoli area, with 135 confirmed civilian casualties.[3] Additionally, heavy rainfall in early June 2019 caused severe flooding in Ghat and surrounding areas, leading to the displacement of over 5,000 people and damage to infrastructure.[4]

The humanitarian crisis in Libya that has resulted from this conflict has been marked by "persisting political instability, conflict and insecurity, the breakdown of the rule of law, a deteriorating public sector and a dysfunctional economy."[5] According to OCHA's 2019 Humanitarian Needs Overview (HNO), in 2018 the protracted conflict affected an estimated 1.62 million people across Libya (22% of the population). Of these 1.62 million, 820,000 thousand were in need of humanitarian assistance (11% of the population).[6]

Crucial humanitarian information gaps remain in Libya: the political, economic and social landscapes are constantly evolving, and access is challenging in some areas. Building on its experience conducting Multi-Sector Needs Assessments (MSNAs) in Libya since 2016, REACH, on behalf of the Humanitarian Country Team (HCT), the Inter-Sector Coordination Group (ISCG) and the Information Management Working Group (IMAWG) proposes to conduct MSNAs in Libya on a yearly basis to continually inform and update humanitarian actors' understanding of the needs that exist in the country, while also providing trends analysis. These MSNA are conducted with strong linkages to and coordination with the HCT and the HNO process. Given time and budgetary constraints, this year's Libyan MSNA is not intended to provide a thorough, in-depth analysis of all dynamics and vulnerabilities for each sector. Rather, it is intended to provide an overall understanding of household vulnerabilities, their most pressing needs and the severity of these needs, both within each sector and from a cross-sectoral perspective.

3. Methodology

3.1. Methodology overview

In contrast to previous Libya MSNAs, the 2019 MSNA will be split into two parallel data collection exercises, differentiated by population group of interest. The first exercise will be similar to the 2018 Libya MSNA and will focus on: Libyan IDPs, Libyan returnees and the Libyan non-displaced; it is described in these Terms of Reference. The second component will focus on migrants and refugees and is described in separate Terms of Reference.[7]

As with the 2018 MSNA, this MSNA will follow a **mixed-methods approach**, with both quantitative and qualitative components. The quantitative component will consist of a household assessment divided into three sub-groups, representing the three main population groups of interest (i.e., the strata) in each of the 17 assessed mantikas. Across all strata, an estimated total of 5,230 household surveys will be conducted. Results will be **statistically representative** for each of the

[2] Al Jazeera, "Libya: UN evacuates refugees, postpones peace talks amid violence," 9 April 2019.
[3] OCHA, "Libya: Tripoli Clashes Situation Report No. 25," 24 May 2019.
[4] International Organization for Migration (IOM) Displacement Tracking Matrix (DTM), "Ghat and Murzuq Update," 17 June 2019.
[5] Humanitarian Country Team (HCT) and Office for the Coordination of Humanitarian Affairs (OCHA), "2019 Humanitarian Needs Overview," October 2018, pg. 5.
[6] Ibid, pg. 4.
[7] The rationale for splitting off migrants and refugees into a separate MSNA is the following: migrants in Libya tend to be hard to locate, and data about their numbers and locations is unreliable, which necessitates a different sampling framework. Also, they tend to live in Libya as individuals, rather than as households, making a household survey less appropriate. The planned 2019 MSNA on migrants and refugees will supplement the 2019 MSNA on Libyans and will provide helpful data about this hard-to-reach population, about which relatively little is known.

strata, meaning that it will be possible to draw generalisable conclusions for each population group in each assessed mantika, with a **95% confidence interval** and a **10% margin of error**.

After the household survey, a set of key informant interviews (KIIs) will be conducted at the mantika level. The KIIs will be used to triangulate findings from quantitative data collection and provide in-depth context to specific follow-up questions. These KIIs may be supplemented by focus group discussions (FGDs). The purpose of the follow-up KIIs and the FGDs will be to further contextualise and triangulate the findings of the household survey.

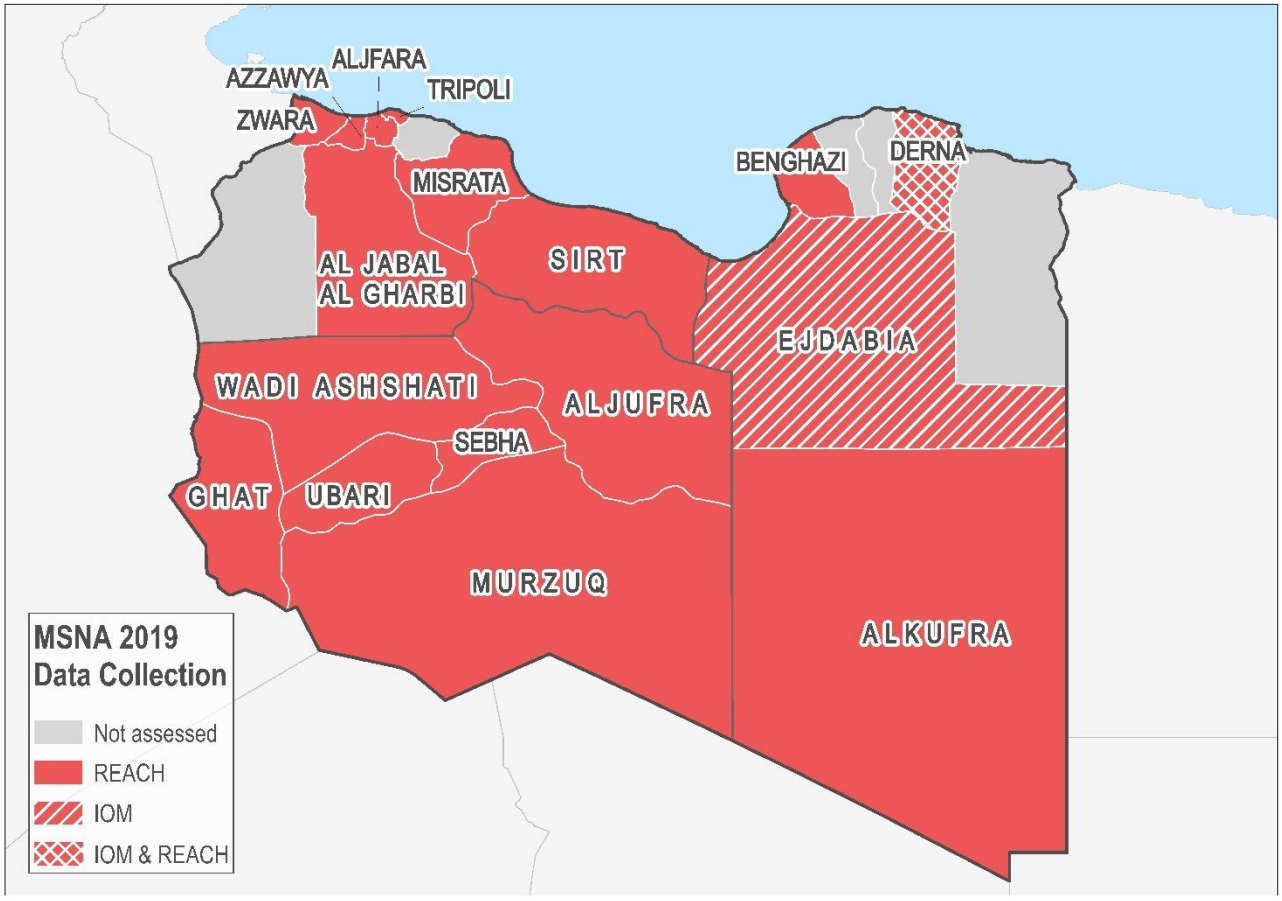
3.2. Population of interest

Geographic area assessed

The 2018 MSNA focused on 19 mantikas and one city (Derna). It was able to provide valuable data about areas of Libya that have no current humanitarian actors, and for which multi-sector data about the effects of the conflict had not been collected in years.

The 2019 MSNA, in contrast, will cover 17 out of 22 Libyan mantikas and will bring the focus back to conflict-affected areas, as well as areas of particular interest to the humanitarian community. These mantikas were jointly selected with the HCT based on five main criteria: (1) continuity with mantikas assessed in the 2018 MSNA (to enable trend analysis); (2) interest to humanitarian actors based on findings from 2018 MSNA; (3) interest to humanitarian actors based on developments in 2019; (4) displacement levels among the Libyan population (i.e., IDPs and returnees); and (5) accessibility to humanitarian actors. The selection of mantikas is displayed on the map below. For more details about their selection, see Annex 1.

Map 1: Mantikas covered by the 2019 MSNA



Due to the ongoing conflict, portions of both Al Jfara and Tripoli mantikas are not expected to be accessible by enumerators. The inaccessible portions have been identified and removed from the sampling frame.

Population assessed

This MSNA will target three population groups: Libyan IDPs, Libyan returnees and Libyan non-displaced. These groups are defined as follows:

- **Internally displaced person (IDP):** "An IDP is any 'persons or groups of persons who have been forced or obliged to flee or 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 human-made disasters, and who have not crossed an internationally recognized state border.'"[8]
- **Returnee:** "A returnee is any person who was displaced internally or across an international border but has since returned to his/her place of habitual residence."[9]

For both IDPs and returnees, this MSNA will look specifically at displacement from baladiya of origin since 2011. In order to be considered returnee, a household must also have returned to its baladiya of origin within the last two years.[10] Finally, for the purposes of this MSNA, the non-displaced population is defined as:

- **Non-displaced:** A non-displaced person is someone who is a citizen or long-term resident[11] of the country of focus, for whom the country of focus is their primary residence, and who does not fit the above definitions of IDPs and returnees.

Unit of measurement

This MSNA will be conducted at the household level, to maintain continuity with the 2017 and 2018 Libya MSNAs. For the purposes of this MSNA, a household will be defined as follows:

- **Household:** A household is a group of people who live in the same dwelling and share food and other key resources. In the event of any ambiguity, survey respondents will have the final say on who belongs to their household.

3.3. Secondary data review

The secondary data review for this MSNA will build on the secondary data review (SDR) that was conducted for the 2018 MSNA. Additions for 2019 will include:

- **New and updated population data used to create the sampling frame:** In contrast to last year, UNFPA 2017 population projections at the mahalla level are available. These were published as a joint effort between UNFPA and the Libyan Bureau of Statistics. This will preclude the need to again use WorldPop population grid data when calculating non-displaced population figures. Additionally, the most up-to-date IOM-DTM data available (Round 25, April-May 2019) was used to calculate IDP and returnee population figures.
- **Updated reports on the humanitarian context:** This year's SDR will draw on secondary data reports on the humanitarian context in Libya that have been published since last year's SDR was completed. These reports will include: the 2019 Humanitarian Needs Overview for Libya; REACH reports on Libya from the last 12 months, including the 2018 MSNA report; and publications by other humanitarian actors from the last 12 months. This data will be used to verify/triangulate primary data and findings.
- **Updated reports on the political/economic/social context:** The SDR will also draw, as necessary, on reports released within the last 12 months on Libya's political, economic and social context. These reports will be sourced from the general news media, think-tanks, and other institutions with expertise on Libya. This data will be used to aid understanding of the context in Libya.

[8] IOM, "DTM Libya – Mobility Tracking: Methodology," Version 11, 2017.
[9] Ibid.
[10] This restriction comes from IOM's DTM for Libya.
[11] The phrase "long-term resident" is meant to encompass members of traditionally nomadic tribes/communities who reside in Libya for all or significant portions of the year, but who do not have Libyan citizenship.

As a counterpoint to the above, certain types of secondary data on Libya relevant to this MSNA are scarce. These include:

- **Mortality, morbidity and malnutrition data:** No up-to-date, mantika-level figures on mortality, morbidity or malnutrition rates are available. The 2019 MSNA questionnaire will not gather data on mortality, morbidity or malnutrition rates, so this represents an information gap. However, national-level figures on these topics are available and will be drawn on for the SDR.
- **Reports by government or other humanitarian actors on community or location-level vulnerabilities, impact on systems and services, living standards, and coping mechanisms:** Few government or other humanitarian actors have the resources and/or the access to conduct assessments on the impact of the protracted crisis or current humanitarian conditions. This means that there will be relatively few secondary sources that REACH can use to triangulate its results on these topics.

3.4. Primary Data Collection

Method

As noted above, the MSNA will follow a mixed-methods approach, with both quantitative and qualitative components. The quantitative component will consist of household-level surveys, while the qualitative component will consist of KIIs and FGDs:

- **Household surveys** will be conducted by enumerators who will travel either singly, or in pairs, as the security situation requires. They will be conducted ideally with the head of household, though if the head of household is not available, they may also be conducted with another household member with knowledge of household affairs.
- **KIIs** will target local community leaders and subject experts, such as: traditional and religious leaders, women's group leaders, school headmasters and hospital administrators. The KIIs will have a more targeted focus than the surveys, and their purpose will be to contextualize and further triangulate the findings from the household surveys. They may also be used to provide an in-depth understanding of the vulnerabilities of specific population groups. REACH will encourage its partners to seek a balanced gender ratio in their interviewees.
- **FGDs** will take place near the end of the data collection period. Like the KIIs, they will be used to contextualize and triangulate the findings from the household surveys. FGDs require a higher degree of technical competence from data collectors than KIIs do. Therefore, REACH will only require FGDs in mantikas where the partner in charge of data collection has the necessary competencies and experience. REACH will encourage its partners to hold at least one all-female FGD, although this may be very challenging in the more conservative parts of Libya.

Field logistics and timeline

Data collection responsibilities will be shared among REACH and its local partners, plus IOM. REACH and its local partners will conduct data collection in 15 mantikas, plus Derna city. IOM's DTM team will conduct data collection in 2 mantikas, minus Derna city. See Map 1 above for more details.

In the mantikas which REACH is responsible for, data collection will be led in the field by an ACTED field manager or a local partner organization, depending on the location. REACH trained these ACTED field managers, plus at least one representative from each local partner organization, at four-day Trainings of Trainers (ToT), which took place in Tunis from 25-28 June and 2-5 July. The field data collection leads will be responsible for managing all aspects of data collection in their allocated geographic area(s), including: selecting and training all enumerators; making all logistical arrangements for data collection; supervising the enumerators; recruiting participants for the KIIs and FGDs; and following up on queries from REACH staff.

Data collection will take place from **7 July through about 30 August**. This start date was chosen because the World Food Programme (WFP) requested that data collection begin at least one month after the end of Ramadan, to avoid collecting atypical data on food consumption and expenditures. The first two days of data collection will be used to field-test the household survey questionnaire and perform any final tweaks.

Sampling

Household survey: For the household survey, the MSNA will select respondent households using two-stage random sampling to enable comparison among the population strata: IDPs, returnees and non-displaced populations. The geographic strata are the mantikas, or second-level administrative units. The primary sampling unit is the mahalla, or fourth-level administrative unit.

Population figures came from UNFPA and IOM-DTM. The UNFPA population projections provide total population figures at the mahalla level, while the IOM-DTM figures provide IDP and returnee population figures at the mahalla level. Non-displaced population figures were calculated by combining the two data sources.

To calculate non-displaced population figures at the mahalla level, the IOM-DTM IDP and returnee household figures were subtracted from the UNFPA household figures. As neither data source is absolutely precise, for a minority of mahallas, this resulted in a negative number of non-displaced households. For these mahallas, the number of non-displaced households was kept as the original UNFPA household figure. Additionally, REACH staff received confirmation from field contacts that a few mahallas in Benghazi mantika had experienced recent, heavy fighting; in such mahallas, all households were assumed to be returnees.

Once the IDP, returnee and non-displaced population figures were determined, representative samples were calculated for each stratum. These samples were calculated to produce generalisable results for each mantika and population group, with a 95% confidence interval, a 10% margin of error, and a 20% additional buffer. However, it should be noted that for a minority of mantikas, ongoing fighting has made certain mahallas inaccessible; the inaccessible mahallas were removed from the sampling frame. Therefore, in the affected mantikas, results will be generalisable only for the accessible areas. (Please see Annex 1 for more details.) In total, 5,230 households will be surveyed. For the final sampling frame, please see Annex 2.

The household surveys for each mantika will be geographically distributed among the mahallas with probability proportionate to size (PPS), meaning that the more densely populated mahallas will have proportionally more surveys allocated to them.

Distributing survey points within each mahalla is complicated by the fact that the mahallas do not have precise boundaries; a single GPS point representing the mahalla is all that is available. Therefore, mahalla boundaries are estimated by drawing a circle with a 1 km radius around the mahalla's GPS point. In the event that multiple mahallas' GPS points are located less than 1 km from each other (i.e., they have overlapping circles), the difference is split within ArcGIS using adjacent polygons.

Survey locations within each of these mahallas are then selected using randomly-generated GPS points. For example, if 10 IDP interviews are required in a certain mahalla, then 10 random points are generated and labelled "IDP." The enumerator is then required to go to each of these points and find an IDP household located as close as possible to this point. If there are no IDP households near this point, the enumerator may continue to search outward, as long as they are still within the area of the mahalla. If there are no IDP households within the vicinity of the point, then this information is fed back to REACH, which then generates an alternative random GPS point.

This sampling strategy differs from that used in the 2018 MSNA, as previously, the UNFPA population projections were not available. Instead, the January 2018 WorldPop dataset and a cluster sampling approach were used.

KIIs and FGDs: For the KIIs and FGDs, the MSNA will use purposive sampling. Interviewees will be chosen in consultation between REACH and its data collection partners. The exact number of KIIs and FGDs to be conducted per mantika is being kept flexible and may be increased or decreased based on how many specific topical areas of follow-up are required for each mantika. FGDs may or may not be conducted, depending on the presence of technical capacity and experience, and on the specific information gaps that need to be filled after the household survey is complete. However, an estimated average of 5 KIIs and 2 FGDs will be conducted per mantika, for expected totals of 85 KIIs and 34 FGDs.

Tools

All enumerators will collect data via the Android application ODK Collect. The survey platform is KoBo Toolbox, a free, open-source tool for mobile data collection which uses XLSForm. Surveys will be uploaded to REACH servers daily. It should be noted that due to the unreliable Internet connection in certain parts of Libya, this daily uploading is expected to be time-consuming and may occasionally lead to delays in the REACH team's receipt of new data.

All KII and FGD data will be collected on paper forms that were designed by REACH staff in Tunis. Completed forms will be scanned and emailed to REACH staff in Tunis. Once receipt is confirmed, the paper forms will be destroyed.

Triangulation and enumerator management
Incoming data will be monitored and the enumerators will be managed as following. First, the GIS Officer will review submitted surveys daily and verify that they meet the following criteria:

- Location is correct;
- Type of household is correct; and
- Length of survey meets minimum standard (i.e., surveys that took too little time are rejected).

Next, the GIS Officer will update the MSNA's Tableau dashboard, which shows the survey's progress against targets per mantika and as a whole. The GIS Officer will also update the data validation tracking spreadsheet, which shows exactly which surveys have been validated, marked as pending review, or rejected – and if pending or rejected, why.

Each enumerator team has a field focal point, and each field focal point has a designated contact within the REACH Tunis office. The designated contacts within the REACH Tunis office will be responsible for following up daily with the enumerator teams, making sure the field teams are aware of their progress towards targets, answering questions, and passing on any messages.

3.5. Data Processing & Analysis

Data from the household surveys will be collected via the KoBo Toolbox platform, using the ODK Android application. Survey data will be uploaded from the field and stored on the KoBo server. Once it has been processed and marked as validated, pending or rejected (see above), the validated surveys will be passed to the Database Officer for cleaning. This cleaning will take place daily during the period of data collection. The Database Officer will in turn reach out within the REACH Tunis office to the designated contacts for the enumerator teams and will work through them to try and resolve any contradictory or problematic data points. In the event that such problematic data points cannot be resolved, they will be removed from the final dataset. By conducting data cleaning daily, there should be minimal data cleaning left to do at the end of the data collection period.

Data from the KIIs and FGDs, in contrast, will be submitted via Word documents and scanned PDFs over email to the Junior Assessment Officer, who will work with the Project Officer and Project Assistant to ensure that all qualitative data is translated into English, if this was not done in the field, and that the data is reviewed for quality as it comes in, so that timely feedback can be provided to the field teams. The Junior Assessment Officer will be primarily responsible for analysing the qualitative data using Atlas.TI software, though she may be assisted by other MSNA team members.

During the data analysis phase, the Database Officer will analyse the data in line with the Data Analysis Plan. (See section 5 below.) Findings will be weighted to ensure that the results are representative for all mantikas and population groups within the mantikas. As much as possible, quantitative data will be triangulated with qualitative and secondary data.

4. Roles and responsibilities

Table 2: Description of roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed
Research design	Assessment Officer	Assessment Officer	Country Focal Point, Assessment Specialist, IMPACT HQ	
Supervising data collection	Project Officer, Project Assistant, Junior Assessment Officer, GIS Officer	Assessment Officer	Country Focal Point	OCHA
Data processing (checking, cleaning)	GIS Officer, Database Officer	Assessment Officer	IMPACT HQ	
Data analysis	Database Officer	Assessment Officer	Country Focal Pont, Assessment Specialist, IMPACT HQ	
Output production	Assessment Officer, Junior Assessment Officer, GIS Officer	Assessment Officer	Country Focal Pont, Assessment Specialist, IMPACT HQ	Sectors
Dissemination	Assessment Officer, Junior Assessment Officer, Country Focal Point	Assessment Officer	Country Focal Point	OCHA, Sectors
Monitoring & Evaluation	Junior Assessment Officer	Assessment Officer		s, IMPACT HQ
Lessons learned	Assessment Officer	Assessment Officer	Country Focal Point, Assessment Specialist, Junior Assessment Officer, Database Officer, GIS Officer, Project Officer, Project Assistant	IMPACT HQ

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

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

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

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

NB: Only one person can be Accountable; the only scenario when the same person is listed twice for a task is when the same person is both Responsible and Accountable.

5. Data Analysis Plan

Available upon request

6. Data Management Plan

Administrative Data				
Research Cycle name	Multi-sector needs assessment 2019			
Project Code	LBY1901a			
Donor	ECHO, OFDA, OCHA			
Project partners	N/A			
Research Contacts	Ayah Alzayat, ayah.alzayah@reach-initiative.org Mae Lindsey, mae.lindsey@reach-initiative.org			
Data Management Plan Version	Date: 07/08/2019		Version: 02	
Related Policies	IMPACT Personally Identifiable Information Standard Operational Procedure, 2019			
Documentation and Metadata				
What documentation and metadata will accompany the data? *Select all that apply*	□	Data analysis plan	**X**	Data Cleaning Log, including: **X** Deletion Log **X** Value Change Log
	□	Code book	□	Data Dictionary
	□	Metadata based on HDX Standards	□	[Other, Specify]
Ethics and Legal Compliance				
Which ethical and legal measures will be taken?	**X**	Consent of participants to participate	**X**	Consent of participants to share personal information with other agencies
	□	No collection of personally identifiable data will take place	**X**	Gender, child protection and other protection issues are taken into account
	□	All participants reached age of majority	□	[Other, Specify]
Who will own the copyright and Intellectual Property Rights for the data that is collected?	The clean, anonymized dataset will be uploaded to the REACH Resource Centre and the OCHA HDX web portal under open data license. Any anonymized secondary data that is incorporated in datasets uploaded on the OCHA HDX web portal should be fully referenced acknowledging the original data source.			
Storage and Backup				
Where will data be stored and backed up during the research?	□	IMPACT/REACH Kobo Server	□	Other Kobo Server: *[specify]*
	□	IMPACT Global Physical / Cloud Server	**X**	Country/Internal Server
	X	On devices held by REACH staff	**X**	Physical location (qualitative data only, limited to data collection period and ending when data is successfully received by REACH via email)
	□	[Other, Specify]		
Which data access and security measures have been taken?	**X**	Password protection on devices/servers	**X**	Data access is limited to REACH staff
	□	Form and data encryption on data collection server		
	□	[Other, Specify]		
Preservation				
Where will data be stored for long-term preservation?	□	IMPACT / REACH Global Cloud / Physical Server	**X**	OCHA HDX (clean and anonymized data only)
	X	REACH Country Server	□	[Other, Specify]
Data Sharing				

Will the data be shared publically?	**X**	Yes	□	No, only with mandating agency / body
Will all data be shared?	□	Yes	**X**	No, only **anonymized** and **cleaned quantitative** data will be shared
	□	No, [Other, Specify]		
Where will you share the data?	**X**	REACH Resource Centre	**X**	OCHA HDX
	X	HumanitarianResponse	**X**	GPS points and phone numbers of consenting respondents will be shared with WFP for mobile food security surveys (data sharing agreement will be developed)
Responsibilities				
Data collection	Joost Neujens, GIS Officer, joost.neujens@reach-initiative.org			
Data cleaning	Hedi Ben Mustapha, Database Officer, tunis.database-officer2@reach-initiative.org			
Data analysis	Hedi Ben Mustapha, Database Officer, tunis.database-officer2@reach-initiative.org			
Data sharing/uploading	Mae Lindsey, Assessment Officer, mae.lindsey@reach-initiative.org			

7. Monitoring & Evaluation Plan

IMPACT Objective	External M&E Indicator	Internal M&E Indicator	Focal point	Tool	Will indicator be tracked?
Humanitarian stakeholders are accessing IMPACT products	Number of humanitarian organisations accessing IMPACT services/products Number of individuals accessing IMPACT services/products	# of downloads of MSNA report from Resource Center	Country request to HQ	User_log	**X** Yes
		# of downloads of MSNA report from Relief Web	Country request to HQ		**X** Yes
		# of page clicks on MSNA report from REACH global newsletter	Country request to HQ		**X** Yes
		# of page clicks on MSNA report from country newsletter, sendingBlue, bit.ly	Country team		**X** Yes
IMPACT activities contribute to better program implementation and coordination of the humanitarian response	Number of humanitarian organisations utilizing IMPACT services/products	# references in HPC documents (HNO, SRP, Flash appeals, Cluster/sector strategies)	Country team	Reference_log	Libya HNO 2019 Libya HRP 2020
		# 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	Feedback survey to be conducted in November 2019, following the release of the MSNA data and the presentations of results to humanitarian actors, targeting at least 8 partners (7 sectors plus OCHA)
		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	**X** Yes
		# of organisations/clusters inputting in research design and joint analysis			**X** Yes
		# of organisations/clusters attending briefings on findings			**X** Yes

ANNEX 1: CRITERIA USED TO SELECT MANTIKAS COVERED BY THE 2019 MSNA

#	Mantika	Assessed in 2018 MSNA (Y/N)	Area of particular concern based on 2018 MSNA (Y/N)	Area of concern in 2019 (e.g., recent fighting) (Y/N)	# of IDP individuals as of April 2019 (DTM data)[12]	# of returnee individuals as of April 2019 (DTM data)	Anticipated to be accessible as of June 2019 (Y/N)
1	Al Jabal Al Gharbi	Y	N	Y	9,335	0	Y
2	Al Jfara	Y	N	Y	19,675	0	Y (Only Western half accessible)
3	Al Jufrah	Y	Y	N	935	8,375	Y
4	Al Kufrah	Y	Y	N	6,855	1,735	Y
5	Azzawya	Y	Y	Y	11,568	502	Y
6	Benghazi	Y	Y	N	27,065	189,025	Y
7	Derna	Y (Derna city only)	Y	Y	1,130	37,270	Y
8	Ejdabia	Y	Y	Y	13,835	500	Y
9	Ghat	Y	Y	N	8,135	980	Y
10	Misrata	Y	Y	Y	34,112	7,395	Y
11	Murzuq	Y	Y	Y	12,430	940	Y
12	Sebha	Y	Y	Y	21,100	1,920	Y
13	Sirt	Y	Y	Y	9,770	77,480	Y
14	Tripoli	Y	Y	Y	50,473	61,765	Y (Some inaccessible areas)
15	Ubari	Y	Y	Y	3,320	27,935	Y
16	Wadi Ashshati	Y	Y	N	1,385	210	Y
17	Zwara	Y	N	Y	6,975	13,470	Y

[12] IOM-DTM Round 24, January-February 2019.

ANNEX 2: SAMPLING FRAME

		# individuals			# households			# surveys to be conducted			
#	Mantika	ND	IDP	Returnee	ND	IDP	Returnee	ND	IDP	Returnee	Total
1	Al Jabal Al Gharbi	134,475	8,520	11,197	25,922	1,704	2,170	114	109	112	335
2	Al Jfara	272,828	15,600	5,030	62,351	3,120	1,006	114	113	106	333
3	Al Jufrah	35,462	935	0	5,750	187	0	114	77	0	191
4	Al Kufrah	40,395	5,125	1,035	7,045	1,025	207	114	106	80	300
5	Azzawya	251,190	11,003	502	57,590	2,173	89	118	112	57	287
6	Benghazi	567,543	25,540	180,050	104,864	5,068	36,010	117	112	115	344
7	Derna	153,028	1,130	37,270	33,941	226	7,454	115	82	114	311
8	Ejdabia	174,485	13,360	500	31,145	2,672	100	114	112	60	286
9	Ghat	17,118	8,135	980	3,576	1,627	196	113	110	78	301
10	Misrata	352,205	23,980	6,835	62,214	4,793	1,357	116	116	110	342
11	Murzuq	51,420	4,460	385	7,821	892	77	95	87	43	225
12	Sebha	123,046	12,710	1,920	20,521	2,542	384	115	112	93	320
13	Sirt	92,515	8,200	60,450	15,005	1,640	12,090	115	111	116	342
14	Tripoli	862,189	37,970	49,375	162,867	7,248	9,914	112	109	116	337
15	Ubari	83,263	3,295	27,935	15,420	659	5,587	115	102	114	331
16	Wadi Ashshati	72,988	1,270	210	10,059	254	42	115	85	36	236
17	Zwara	237,635	6,355	12,925	57,672	1271	2,585	116	107	112	335
	Total	**3542,526**	**195,358**	**397,154**	**686,638**	**38,655**	**79,379**	**1,932**	**1,762**	**1,462**	**5,156**