

Research Terms of Reference

Labour Market Assessment in Northern Syria

SY2110

Syria

November 2021

V1

REACH Informing
more effective
humanitarian action

1. Executive Summary

Country of intervention	Syria					
Type of Emergency	<input type="checkbox"/>	Natural disaster	<input checked="" type="checkbox"/>	Conflict	<input type="checkbox"/>	Other (<i>specify</i>)
Type of Crisis	<input type="checkbox"/>	Sudden onset	<input type="checkbox"/>	Slow onset	<input checked="" type="checkbox"/>	Protracted
Mandating Body/ Agency	REACH					
IMPACT Project Code	16ATA					
Overall Research Timeframe (<i>from research design to final outputs / M&E</i>)	16/11/2021 to 08/03/2022					
Research Timeframe <i>Add planned deadlines (for first cycle if more than 1)</i>	1. Pilot/ training: 17/11/2021			6. Preliminary presentation: NA		
	2. Start collect data: 21/11/2021			7. Outputs sent for validation: 13/02/2022		
	3. Data collected: 30/11/2021			8. Outputs published: 01/03/2022		
	4. Data analysed: 23/12/2021			9. Final presentation: 08/03/2022		
	5. Data sent for validation: 23/12/2021					
Number of assessments	<input checked="" type="checkbox"/>	Single assessment (one cycle)				
	<input type="checkbox"/>	Multi assessment (more than one cycle) <i>[Describe here the frequency of the cycle]</i>				
Humanitarian milestones <i>Specify what will the assessment inform and when</i> <i>e.g. The shelter cluster will use this data to draft its Revised Flash Appeal;</i>	Milestone		Deadline			
	<input type="checkbox"/>	Donor plan/strategy	_ _ / _ _ / _ _ _ _			
	<input type="checkbox"/>	Inter-cluster plan/strategy	_ _ / _ _ / _ _ _ _			
	<input type="checkbox"/>	Cluster plan/strategy	_ _ / _ _ / _ _ _ _			
	<input checked="" type="checkbox"/>	NGO platform plan/strategy	10/02/2022			
<input type="checkbox"/>	Other (Specify):	_ _ / _ _ / _ _ _ _				
Audience Type & Dissemination <i>Specify who will the assessment inform and how you will disseminate to inform the audience</i>	Audience type			Dissemination		
	<input checked="" type="checkbox"/>	Strategic	<input checked="" type="checkbox"/> General Product Mailing (e.g. mail to NGO consortium; HCT participants; Donors)			
<input checked="" type="checkbox"/>	Programmatic	<input type="checkbox"/> Cluster Mailing (Education, Shelter and WASH) and presentation of findings at next cluster meeting				
<input checked="" type="checkbox"/>	Operational	<input type="checkbox"/> Presentation of findings (e.g. at HCT meeting; Cluster meeting)				
<input type="checkbox"/>	[Other, Specify]	<input checked="" type="checkbox"/> Website Dissemination (Relief Web & REACH Resource Centre)				

		<input type="checkbox"/> [Other, Specify]
Detailed dissemination plan required	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
General Objective	To conduct a labour market assessment in Northern Syria to identify current and potential key employment sectors ¹ for people to engage-in. The assessment would aim to understand the existing gaps in employment opportunities between the supply (workers) and demand (employers) by highlighting the barriers faced by workers in accessing employment, and the challenges faced by employers in hiring skilled labour. The study would further determine growth opportunities in key sectors, and any constraints faced by business enterprises. This will provide insights into the labour market realities in four cities across Northwest and Northeast Syria: Al-Hasakeh, Ar-Raqqa, Idlib, and Dana, and inform humanitarian actors in design of any programs and strategies towards increased livelihoods and economic opportunities for the labour force ² .	
Specific Objective(s)	<ul style="list-style-type: none"> • To provide information on the sectors of employment that the assessed populations³ (host⁴ and Internally displaced persons (IDPs)⁵) mostly engage in, and the challenges and barriers they face, if any, in accessing employment opportunities. • To understand the character of existing business enterprises in key sectors of the assessed locations and their hiring practices, and identify any challenges they currently face in conducting business. • To identify key labour markets, employment sectors, and businesses that currently exist in the assessed locations. • To conduct a gap analysis between the skillsets that the assessed populations generally possess (supply-side), and those that are most prioritized by employers in the key employment sectors to determine what types of skills and vocational training programmes would be most helpful in support and advancement of economic participation of the labour force in the key employment sectors. 	

¹ Key employment sector or key sectors of the economy represent areas of the economy in which groups of businesses share the same or related business activity, product, or service. These sectors represent a large grouping of companies with similar business activities and provide livelihood opportunities for the work force. These sectors may include agriculture, manufacturing, construction, finance and related services, retail and commerce, etc. World Bank. [Sector Taxonomy and definitions](#), July 2016 .

² The labour force comprises all persons of working age who furnish the supply of labour for the production of goods and services during a specified time-reference period. It refers to the sum of all persons of working age who are employed (already working) and those who are unemployed (but seeking employment). International Labour Organisation (ILO), [Glossary of Statistical Terms](#).

³ Assessed populations for this study comprises of people from the labour force within both host and internally displaced persons (IDPs) communities. As such, host and IDP communities will be referred to as the two population groups.

⁴ Host population or host community are those populations or communities where IDPs settle or are settled. The terms refer to both those who have been living in the community prior to the conflict as well those who have been displaced at some point of the conflict but have returned to their community of origin— yet not necessarily to the same former house of origin

⁵ Internally displaced persons or IDPs are persons or groups who have fled their homes due to natural disasters or conflicts, but have not crossed an international border. Also, stratification by population group (IDP and host) is not included in the stratification plan and sampling strategy, as such any findings disaggregated by population group will be indicative only.

	<ul style="list-style-type: none"> • To identify potential growth areas and opportunities for expansion of key employment sectors and enterprises, which could potentially facilitate creation of employment opportunities. • To understand how the labour forces' skills, engagement in employment sectors, and challenges vary between different populations groups and genders in the assessed locations.
<p>Research Questions</p>	<ol style="list-style-type: none"> 1. What are the main sectors of employment the assessed populations mostly engage in? What challenges and barriers exist, if any, for the assessed populations that limits their participation in and access to employment opportunities? <ol style="list-style-type: none"> 1.1. What is the current state of employment among the assessed populations (ex. employed/ unemployed, formal/ informal work)? 1.2. Through what channels do job seekers generally find employment? To what extent, if any, these channels differ for host and IDP populations? 1.3. What are the enabling factors, if any, that help people access employment opportunities? 1.4. What are the challenges and barriers, if any, that limit the assessed population's participation in and access to employment opportunities in the local labour market, including social, cultural, physical and/or structural barriers? 2. What are the characteristics of existing business enterprises in key sectors of the assessed locations? What challenges are they currently facing in conducting business, if any? <ol style="list-style-type: none"> 2.1. What are the main sectors of the local business enterprises? 2.2. What are the characteristics of the businesses (ex. micro/ small/ medium⁶, producer/ supplier of goods and services, etc.)? 2.3. What are the main challenges that the enterprises face in conducting their business (ex. supply chain issues, availability of finance and resources, etc.)? 2.4. What are the human resource (HR)/ hiring practices of these business enterprises (ex. medium of hiring, employee profiles, etc.)? 3. Which key markets, employment sectors, and businesses currently exist in the assessed locations? <ol style="list-style-type: none"> 3.1. Which employment sectors currently are most active and generating profit in businesses in the assessed locations, and why? 3.2. Who are the key actors and stakeholders that businesses/ business owners have to engage with to conduct their activities? 4. What gaps exist between the skills in demand by employers and those offered by the labour force? What programs and opportunities currently exist to address

⁶ According to the World Bank, Micro, Small and Medium Enterprises (MSMEs) are defined as follows – micro enterprises: 1–9 employees; small: 10–49 employees; and medium: 50–249 employees. However, the local definition of MSMEs may vary from country to country, and maybe based on other factors besides n number of employees, such as turnaround and assets. World Bank Group. [International Finance Corporation's Definitions of Targeted Sectors](#).

	<p>these gaps between the supply and demand side and how can they be scaled up?</p> <ol style="list-style-type: none"> 4.1. What skills or experiences do the assessed population have to offer to the local labour market? What technical skills or experiences do they lack to enter the local labour market? 4.2. Which technical and transferable skills are most prioritized by employers in key employment sectors? 4.3. What trainings do employers or businesses provide to their employees, if any? 4.4. What training opportunities exist in the assessed locations for job-seekers? Are these opportunities accessible to both males and females? 4.5. Which technical and vocational trainings can be provided by humanitarian actors to the labour force that would help them in accessing existing and potential employment opportunities in the local market? <p>5. What are the potential growth areas and opportunities to facilitate expansion of key employment sectors and business enterprises?</p> <ol style="list-style-type: none"> 5.1. Are there any new business sectors or industries that are emerging or have recently emerged (in the last one year) in the assessed locations? If yes, which? 5.2. What strategies and projects, if any, are relevant actors (ex. government bodies, employers, civil society actors, etc.) implementing to foster local businesses (ex. access to credit, infrastructure development, etc.)? 5.3. What type of support could be provided by humanitarian actors to business enterprises to overcome any constraints and challenges they are facing and/or for potential growth and expansion of their activities (ex. business grants, equipment distributions, trainings on capacity-building/ sustainable practices, access to technology, etc.)? <p>6. How does the labour forces' engagement in employment sectors, skills, and challenges vary across different populations groups (host and IDPs) and genders in the assessed locations?</p> <ol style="list-style-type: none"> 6.1. How does engagement in key employment sectors differ between host and IDP workers? What barriers and constraints exist, if any, to IDP workers' access and participation in the local labour market? 6.2. What are the barriers and constraints to female workers' access and participation in the local labour market, including social barriers (ex. cultural norms that limit female participation, lack of connections, etc.) and physical or structural barriers (ex. lack of safe transportation services, no child care for female workers, safety concerns and limitations on physical mobility, etc.)?
Geographic Coverage	The assessment will take place in the four cities across northwest and northeast Syria (NWS and NES): Al-Hasakeh and Ar-Raqqa in NES, Idleb and Dana in NWS
Secondary data sources	<ul style="list-style-type: none"> • Humanitarian Situation Overview of Syria (HSOS), REACH • Syria Market Monitoring Exercise: Northwest and Northeast Syria, REACH • Market Network Analysis: Northwest and Northeast Syria, REACH • Daily wage and employment sectors – Northwest Syria, REACH (2020) • Northeast Syria Daily Wage, REACH (2020) • Assessment Of Needs And Humanitarian Situation Inside Syria: Livelihoods, REACH (2015)

Population(s) <i>Select all that apply</i>	<input type="checkbox"/>	IDPs in camp	<input type="checkbox"/>	IDPs in informal sites
	<input checked="" type="checkbox"/>	IDPs in host communities	<input type="checkbox"/>	IDPs [Other, Specify]
	<input type="checkbox"/>	Refugees in camp	<input type="checkbox"/>	Refugees in informal sites
	<input type="checkbox"/>	Refugees in host communities	<input type="checkbox"/>	Refugees [Other, Specify]
	<input checked="" type="checkbox"/>	Host communities	<input type="checkbox"/>	[Other, Specify]
Stratification ⁷ <i>Select type(s) and enter number of strata</i>	<input checked="" type="checkbox"/>	Geographical #: 4 cities NES: Al-Hasakeh, Ar-Raqqa NWS: Idleb and Dana Population size per strata is known? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Group #: N/A Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/>	[Other Specify] #: N/A <input type="checkbox"/> Yes <input type="checkbox"/> No
Data collection tool(s)	<input checked="" type="checkbox"/>	Structured (Quantitative)	<input checked="" type="checkbox"/>	Semi-structured (Qualitative)
		Sampling method		Data collection method
Structured data collection tool # 1 <i>Individual Interviews of workers/ labour force</i>	<input type="checkbox"/>	Purposive	<input type="checkbox"/>	Key informant interview (Target #):_____
	<input type="checkbox"/>	Probability / Simple random	<input type="checkbox"/>	Group discussion (Target #):_____
	<input checked="" type="checkbox"/>	Probability / Stratified simple random	<input type="checkbox"/>	Household interview (Target #):_____
	<input type="checkbox"/>	Probability / Cluster sampling	<input checked="" type="checkbox"/>	Individual interview (Target #): 424 IIs in total across all 4 locations ⁸
	<input type="checkbox"/>	Probability / Stratified cluster sampling	<input type="checkbox"/>	Direct observations (Target #):_____
	<input type="checkbox"/>	[Other, Specify]	<input type="checkbox"/>	[Other, Specify] (Target #):_____
Structured data collection tool # 2 <i>Key informant interviews with employers/ business enterprises</i>	<input checked="" type="checkbox"/>	Purposive	<input checked="" type="checkbox"/>	Key informant interview (Target #): 48 to 56 employer IIs in total; 12 to 14 employer KIIs in each location ⁹
	<input type="checkbox"/>	Probability / Simple random	<input type="checkbox"/>	Group discussion (Target #):_____
	<input type="checkbox"/>	Probability / Stratified simple random	<input type="checkbox"/>	Household interview (Target #):_____
	<input type="checkbox"/>	Probability / Cluster sampling	<input type="checkbox"/>	Individual interview (Target #):_____
	<input type="checkbox"/>	Probability / Stratified cluster sampling	<input type="checkbox"/>	Direct observations (Target #):_____
	<input type="checkbox"/>	[Other, Specify]	<input type="checkbox"/>	[Other, Specify] (Target #):_____
Semi-structured data collection tool (s) # 1 <i>Key informant interviews with community leader KIIs</i>	<input checked="" type="checkbox"/>	Purposive	<input checked="" type="checkbox"/>	Key informant interview (Target #): 8 community KIIs in total (2 community KIIs per location) ¹⁰
	<input type="checkbox"/>	Snowballing	<input type="checkbox"/>	Individual interview (Target #):_____
	<input type="checkbox"/>	[Other, Specify]	<input type="checkbox"/>	Focus group discussion (Target #):_____
			<input type="checkbox"/>	[Other, Specify] (Target #):_____

⁷ For this assessment, stratification on the basis of location will be done for interviews with the labour force. Data from the key informant interviews will be indicative in nature only.

⁸ The sample will be drawn at the 95/10 level for each location with a 10% buffer on the city-level (admin 4). Please see Table 2 for breakdown by assessed location.

⁹ Please see Table 3 for breakdown by assessed location.

¹⁰ Please see Table 4 for breakdown by assessed location, and population type.

Semi-structured data collection tool (s) # 2 <i>Key informant interviews with labor market/ livelihood sector programming experts</i>	<input checked="" type="checkbox"/> Purposive <input type="checkbox"/> Snowballing <input type="checkbox"/> [Other, Specify]		<input checked="" type="checkbox"/> Key informant interview (Target #): 4 to 6 labor market and livelihood sector programming actor KIIs; At least one KII in each location ¹¹ <input type="checkbox"/> Individual interview (Target #): _____ <input type="checkbox"/> Focus group discussion (Target #): _____ <input type="checkbox"/> [Other, Specify] (Target #): _____	
Target level of precision if probability sampling	95 % level of confidence		10 +/- % margin of error	
Data management platform(s)	<input checked="" type="checkbox"/>	IMPACT	<input type="checkbox"/>	UNHCR
	<input type="checkbox"/>	[Other, Specify]		
Expected output type(s)	<input type="checkbox"/>	Situation overview #: __	<input type="checkbox"/>	Report #: __
	<input checked="" type="checkbox"/>	Profile #: 4	<input type="checkbox"/>	
	<input type="checkbox"/>	Presentation (Preliminary findings) #: __	<input checked="" type="checkbox"/>	Presentation (Final) #: 1
	<input type="checkbox"/>	Interactive dashboard #: __	<input type="checkbox"/>	Factsheet #: __
	<input type="checkbox"/>	Webmap #: __	<input type="checkbox"/>	Map #: __
	<input type="checkbox"/>	[Other, Specify] #: __		
Access	<input checked="" type="checkbox"/>	Public (available on REACH resource center and other humanitarian platforms): Only final outputs will be made available publically		
	<input type="checkbox"/>	Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)		
Visibility <i>Specify which logos should be on outputs</i>	REACH			

2. Rationale

2.1 Background

The humanitarian situation for people in Syria remains severe, as decades of political instability and armed conflict have limited the country's economic growth. Since 2011, the gross domestic product has shrunk by more than 60%¹² due to widespread destruction of infrastructure, loss of lives and human capital, and disruption in trade and markets. Currently, the country has approximately 13.4 million people in need of humanitarian assistance, including 6.2 million internally displaced persons (IDPs), with needs increasingly being exacerbated by further economic decline.¹³ The protracted crisis and consequent displacement have impacted businesses, job creation and people's ability to access employment opportunities. The situation has further exacerbated due to the impact of COVID-19, price inflation, and the devaluation of the Syrian pound (SYP), compounding the strain on the vulnerable populations in both northwest and northeast Syria (NWS and NES).¹⁴ A United Nations (UN) inter-agency socio-economic impact assessment of COVID-19 completed in August 2020 found that 15% of businesses had permanently closed due to COVID-19 and its associated measures; 40% had paused trading; and 30% reduced their activity.¹⁵ At the end of 2020, unemployment was estimated to be at 50% of the total labour force.¹⁶ The

¹¹ Please see Table 5.

¹² World Bank Data, [Syrian Arab Republic](#).

¹³ [Humanitarian Needs Overview - Syrian Arab Republic](#), March 2021.

¹⁴ [CWG and REACH Market Monitoring Exercises](#), 2021.

¹⁵ [Framework for the Immediate Socio-Economic Response to COVID-19](#), August 2020.

¹⁶ [Needs and Response Summary](#), February 2021.

labour force participation rate at 42.6% in 2020 itself remained low as per the International Labour Organization (ILO) estimates.¹⁷ Women, in particular, face significant challenges in accessing employment due to a combination of limited economic opportunities and individual- and community-level factors. In 2019, the labour force participation rate for women overall in Syria was at 14.7%, compared to 74.4% for men.¹⁸

2.2 Intended impact

According to the REACH Humanitarian Situation Overviews (HSOS), livelihoods has consistently been reported as one of the top priority needs among all population groups in Northern Syria.¹⁹ In order to provide support to conflict-affected populations in accessing livelihood opportunities, finding decent employment, and in turn becoming economically resilient and self-reliant, an understanding of the profile of the labour force, market demand, and various sectors of employment and professional networks is required. However, limited data is currently available on the existing situation of labour market in Syria.

As such, REACH will conduct a labour market assessment in northern Syria to identify current and potential key employment sectors for conflict-affected populations to engage-in. The assessment would aim to understand the existing gaps in employment opportunities between the supply (workers) and demand (employers) by highlighting the barriers faced by workers in accessing employment, and the challenges faced by employers in hiring skilled labour. The study would further determine growth opportunities in key employment and business sectors, and any constraints faced by business enterprises. This will provide insights into the labour market realities in four cities across Northeast and Northwest Syria: Al-Hasakeh, Ar-Raqqa, Idleb, and Dana, and inform humanitarian actors in design of any programs and strategies towards increased livelihoods and economic opportunities for vulnerable populations.

3. Methodology

3.1 Methodology overview

REACH will pursue a mixed-methods approach for this project using a combination of structured and semi-structured tools to address the research objectives. A secondary data analysis and literature review (SDLR) will first be conducted to evaluate and synthesize key existing research on the current state of labour market in northern Syria, to identify key information gaps, and to inform the development of the individual interview (II), and key informant interview (KII) questionnaires.

Following the SDLR, primary data will be collected through IIs and KIIs, with the populations of interest and relevant stakeholders, using probability and purposive sampling techniques in four cities across Northeast and Northwest Syria – Al-Hasakeh, Ar-Raqqa, Idleb, and Dana.²⁰ Data collection will begin in the third week of November 2021 and end by the second week of December 2021. REACH will lead the design of the indicators and questionnaires in consultation with livelihoods-related working groups active in the Syria response. This data will be analysed using thematic content analysis and the findings will be consolidated into location-specific profiles detailing the key findings for each city.²¹

Taking a two-way approach to the labour market, REACH will collect information on both the supply-side (workers/ labour force) and demand-side (employers/ businesses) using IIs and KIIs. Interviews with the labor force will include both employed and those seeking employment. In total, 424 workers will be interviewed across the 4 cities; this equals to 106 workers per location, to achieve representative findings at a 95% level of confidence and a 10% margin of error at the city-level.²² For

¹⁷ World Bank Data, [Syrian Arab Republic](#).

¹⁸ World Bank DataBank, [World Development Indicators - Syrian Arab Republic](#).

¹⁹ [Humanitarian Situation Overview of Syria \(HSOS\)](#), 2021.

²⁰ A city or village is categorized under administrative level 4. UN OCHA HDX, [Syrian Arab Republic - Subnational Administrative Divisions](#)

²¹ The findings from this study will be representative for the labour component and indicative for other components.

²² Please see Table 2 for breakdown by assessed location and population type.

the employer KIIs, In total, 48 to 56 respondents will be interviewed i.e. 12 to 14 employers/ business enterprises in each location, to diversify the types of businesses and sectors of businesses being interviewed.²³ A further 12 to 14 in-depth interviews, in total, will be conducted with key informants like community leaders, local representatives/ council members, sector and programming experts. These in-depth interviews will comprise of surveys with 8 community leader KIIs (2 per location) to complement the individual perspectives of the labour force gained through the labour surveys, and to provide a holistic view of the trends and patterns among respective communities, and surveys with 4 to 6 sector and programming experts (at least 1 per location) to better understand the key employment sectors, overall barriers and potential opportunities for economic growth in the assessed locations.²⁴

Key Definitions

Labour force: *The labour force comprises all persons of working age who furnish the supply of labour for the production of goods and services during a specified time-reference period. It refers to the sum of all persons of working age who are employed (already working) and those who are unemployed (but seeking employment).*²⁵

Labour force participation rate: *The labour force participation rate expresses the labour force as a percent of the working-age population.*²⁶

Gross Domestic Product (GDP): *It represents the monetary value of all goods and services produced within a country over a specified period of time.*²⁷

Host population or host community: *Host population or host community are those populations or communities where IDPs settle or are settled. The terms refer to both those who have been living in the community prior to the conflict as well those who have been displaced at some point of the conflict but have returned to their community of origin— yet not necessarily to the same former house of origin.*

Internally displaced persons (IDPs): *Persons or groups who have fled their homes due to natural disasters or conflicts, but have not crossed an international border.*

Urban location: *An urban area is defined as a location of high population density (minimum threshold varies by country and can be anywhere between 200 and 50,000 inhabitants) and with an economic structure mainly outside the primary sector.*

Key employment sectors: *Key employment sector or key sectors of the economy represent areas of the economy in which groups of businesses share the same or related business activity, product, or service. These sectors represent a large grouping of companies with similar business activities and provide livelihood opportunities for the work force. These sectors may include agriculture, manufacturing, construction, finance and related services, retail and commerce, etc.*²⁸

3.2 Population of interest

Findings from the secondary data review suggests that the number of livelihood opportunities, functioning markets, and types of employment sectors in specific locations of NES and NWS, especially those with a higher population, are more diverse. Reflecting this, the geographical coverage for this study will be four cities across NWS and NES: Al-Hasakeh and Ar-Raqqa in NES, and Idleb and Dana in NWS.²⁹ The research will cover host and IDP populations living in these locations to capture the individual and community-level experiences of these two population groups in terms of accessing employment opportunities. REACH will also aim to capture experiences of male and female workers/ respondents to adequately capture

²³ Please see Table 3 for breakdown by assessed location

²⁴ Please see to Tables 4 and 5.

²⁵ International Labour Organisation (ILO), [Glossary of Statistical Terms](#).

²⁶ Ibid.

²⁷ Ibid.

²⁸ World Bank. [Sector Taxonomy and Definitions](#).

²⁹ The estimated population in each of these locations is more than 200,000 inhabitants and thus, these locations can be classified as urban locations. An urban area is defined as a location of high population density (minimum threshold varies by country and can be anywhere between 200 and 50,000 inhabitants) and with an economic structure mainly outside the primary sector. HNAP, [Population Baseline Assessment 2021](#).

their individual perceptions on access to employment opportunities from a gender lens; however, this will depend on the availability of respondents and context-specific realities.

3.3 Secondary data review

Secondary data analysis and literature review is a substantial component of this assessment, and will include, but not be limited to, the following sources:

- Data from [Humanitarian Situation Overview of Syria](#), REACH
- Data from [Syria Market Monitoring Exercises: Northwest and Northeast Syria](#), CWG and REACH
- Data from [Market Network Analysis: Northwest and Northeast Syria](#), CWG and REACH
- Reports and studies conducted by non-governmental and international organisations on the Syrian economy and vulnerable populations, specifically the following sources:
 - [World Employment and Social Outlook, International Labour Office \(ILO\) \(2021\)](#)
 - [Daily wage and employment sectors – Northwest Syria, REACH \(2020\)](#)
 - [Northeast Syria Daily Wage, REACH \(2020\)](#)
 - [Between Control and Repression: The Plight of the Syrian Labour Force, Wartime and Post-Conflict in Syria \(2020\)](#)
 - [Labour Market Assessment For Raqqa: Northeast Syria, Chemonics \(2019\)](#)
 - [Employment and Livelihood Support in Syria, United Nations Development Programme \(UNDP\) \(2019\)](#)
 - [Surviving Firms of the Syrian Arab Republic, World Bank Group \(2018\)](#)
 - [The Importance of the Agricultural Sector for Syria's Stability, Chatham House \(2018\)](#)
 - [Labour Market Assessment: Idlib Governorate, ACTED \(2017\)](#)
 - [Key Indicators of the Labour Market, ILO \(2016\)](#)
 - [Increasing Women's Access to the Labor Market in Syria, Orange \(2016\)](#)
 - [Women, Work & War: Syrian women and the struggle to survive five years of conflict, Care \(2016\)](#)
 - [Assessment Of Needs And Humanitarian Situation Inside Syria: Livelihoods, REACH \(2015\)](#)
 - [Measuring Financial Inclusion : The Global Findex Database, World Bank Group \(2012\)](#)

3.4 Primary Data Collection

Data collection will begin in the third week of November 2021 and end by the second week of December 2021. Field teams based in both NES and NWS will be provided a comprehensive training on the data collection tools before the commencement of data collection activities. All tools will be piloted before official data collection begins in order to ensure that KoBo tools are working correctly, that the indicators are able to capture the desired information, and that no final adjustments are necessary.

Primary data collection for the assessment will take place through a mixed-methods approach divided into four components: (1) Individual interviews with workers/ labour force (Labour IIs), (2) Key informant interviews with employers/ business enterprises (Employer KIIs), (3) Key informant interviews with community leader KIIs (Community leader KIIs), and (4) Key informant interviews with labour market/ livelihood sector programming experts (Sector experts KIIs). Please see below on which data collection method/ activity will contribute towards which research objectives:

Table 1: Overview of research objectives and respective data collection methodologies

Research Objectives	Data Collection Method/ Activity	Total Number of Interviews	Disaggregation Type (if any)	Nature of findings (Representative/ Indicative)
1. To provide information on the sectors of employment that the assessed populations (host and IDPs) mostly engage in, and the challenges and barriers they face, if any, in accessing employment opportunities.	Labour IIs	424	Location	Representative
	Community leader KIIs	4 to 8	Location	Indicative
2. To understand the character of existing business enterprises in key sectors of the assessed locations and their hiring practices, and identify any challenges they currently face in conducting business.	Employer KIIs	48 to 56	Location	Indicative
	Sector experts KIIs	4 to 6	Location	Indicative
3. To identify key markets, employment sectors, and businesses that currently exist in the assessed locations.	Employer KIIs	48 to 56	Location	Indicative
	Sector experts KIIs	4 to 6	Location	Indicative
4. To conduct a gap analysis between the skillsets that the assessed populations generally possess (supply-side), and those that are most prioritized by employers in the key employment sectors to determine what types of skills and vocational training programmes would be most helpful in support and advancement of economic participation of the labour force in the key employment sectors.	Labour IIs	424	Location	Representative
	Employer KIIs	48 to 56	Location	Indicative
	Community leader KIIs	4 to 8	Location	Indicative
	Sector experts KIIs	4 to 6	Location	Indicative
5. To identify potential growth areas and opportunities for expansion of key employment sectors and enterprises, which could potentially facilitate creation of employment opportunities.	Employer KIIs	48 to 56	Location	Indicative
	Sector experts KIIs	4 to 6	Location	Indicative
6. To understand how the labour forces' skills, engagement in employment sectors, and challenges vary between different populations groups and genders in the assessed locations.	Labour IIs	424	Location	Representative
	Community leader KIIs	4 to 8	Location	Indicative

Activity 1: Individual interviews with workers/ labour force (Labour IIs)

The structured individual interviews with workers/ labour force will collect information to gain understanding of the supply-side of the labour market across various themes like employment status, employment sectors that the assessed populations generally work in, access to employment opportunities, challenges and barriers to gaining employment, skillsets that the assessed populations generally have to offer, and any differences between host and IDPs or male and female workers in their ability to access livelihood opportunities. These surveys will be conducted across all four cities. The labour surveys will consist of individual rather than household-level interviews in order to more accurately and directly represent individual perceptions and experiences of those employed or seeking employment in key sectors to adequately reflect on the research questions outlined above.

In each assessed location, individuals will be sampled using random GIS sampling to achieve representative findings to a 95% level of confidence and a 10% margin of error at the city-level,³⁰ and will be selected on the basis of the following criteria:

- The individual must be 18 years old or above
- He/ she should be a part of the labour force i.e. either working (currently employed) or looking for work (including those who are currently unemployed)

Random GPS points will be generated on a map covering the population of interest within the city-level boundaries. The household located nearest to each GPS point (within a pre-defined buffer) will be then targeted for the survey.³¹ A pre-defined radius will be set within which the enumerator will be able to locate another household to access in case the randomly sampled GPS point falls at a point where there is no respondent that fulfils the above two criteria at the time of data collection, or if there are no households at that point to survey. In case the geo-point is at a location with apartments/ multi-storied building, enumerators will use a random number generator at the GPS point to determine which floor they should go to and then aim to interview the individual in the apartment/ household on this floor. If there are multiple apartments on each floor, the enumerators can again use the random number generator and target the apartment/ household on their right with this number.³²

The assessment will cover both host and IDP populations in the labour force in each location. REACH will also aim to capture experiences and perceptions of male and female workers and look at access to employment opportunities from a gender lens; however, this will depend on the availability of respondents and context-specific realities. The interview tools will be drafted by REACH based on the SDLR and external consultations with livelihood-related working groups. All data will be collected in-person by REACH enumerators through Open Data Kit (ODK) and will be uploaded to the IMPACT Kobo server.

Please see below a breakdown of the number of interviews (sample) which will be conducted under labour IIs, disaggregated by the area of coverage:

Table 2: Sampling table for labour IIs

Target Population	Selected Locations	Estimated population figures ³³	Minimum sample size (95/10)	Target sample size for IIs ³⁴
Individuals from the labour force	Al-Hasakeh city	275,389	96	106

³⁰ A city or village is categorized under administrative level 4 according to UN OCHA's HDX data, [Syrian Arab Republic - Subnational Administrative Divisions](#). Findings will represent the information collected from individuals located in the neighbourhoods/ communities in each city in which data collection will take place. Areas in which data collection within each city would take place will depend on multiple factors, e.g. accessibility, security, and COVID-related issues. The number and full list of these areas/ sub-locations within each city will be available after data collection and will be noted in the final output as well.

³¹ Random GIS sampling will be conducted in line with the strategies for random selection of research participants outlined in the [IMPACT Research Design Guidelines, October 2020](#).

³² Ibid.

³³ HNAP, [Population Baseline Assessment 2021](#).

³⁴ With a 95% confidence level and a 10% margin of error, including an additional 10% non-response rate.

	Ar-Raqqa city	364,438	96	106
	Idleb city	297,878	96	106
	Dana city	1,048,071	96	106
Total				424

Activity 2: Key informant interviews with employers/ business enterprises (Employer KIIs)

The structured key informant interviews (KIIs) with employers/ business owners/ business enterprises will collect information to gain understanding of the demand-side of the labour market across various themes like key sectors that the businesses in the assessed locations operate in, what are their organizational characteristics and profiles, the types of challenges and barriers they face in operating their activities and for potential growth and expansion, hiring practices within the enterprises, skillsets that the employers/ businesses are generally looking for in their workforce, etc. These surveys will be conducted across all four assessed locations.

In each assessed location, at least 12 to 14 KIIs will be conducted. Therefore, REACH will conduct a total of 48 to 56 employer KIIs through this assessment. Businesses will be identified through REACH field networks prior to data collection. While the sample will not be disaggregated on the basis of sectors, REACH will attempt to interview businesses operating in a diverse range of sectors and those of different sizes (based on the number of employees) i.e. micro, small, medium, etc.^{35, 36} REACH field networks will also attempt to identify and interview IDP- and/or female-owned businesses, however given the social context, this will be contingent on availability, assessment timelines, and operational capacities. The interview tools will be drafted by REACH based on the SDLR and external consultations with livelihood-related working groups. All data will be collected in-person by REACH enumerators through Open Data Kit (ODK) and will be uploaded to the IMPACT Kobo server.

Please see below a breakdown of the number of interviews (sample) which will be conducted under employer KIIs, disaggregated by the assessed locations:

Table 3: Sampling table for employer KIIs

Target Population	Selected Locations	Total Number of KIIs, by location
Employers/ business owners	Al-Hasakeh city	12 to 14
	Ar-Raqqa city	12 to 14
	Idleb city	12 to 14
	Dana city	12 to 14
Total		48 to 56

Activity 3: Key informant interviews with community leader KIIs (Community leader KIIs)

³⁵ Micro enterprises: 1–9 employees; Small: 10–49 employees; and Medium: 50–249 employees. The World Bank Group. [International Finance Corporation's Definitions of Targeted Sectors](#).

³⁶ Identification of businesses of different sizes will be contingent on availability in each location, and the capacity of REACH networks.

In-person data collection for the semi-structured KIIs will take place with community leader KIs in each location. The information from community leader KIs will complement the individual perspectives of the labour force gained through the labour surveys and provide a holistic view of the trends and patterns among respective communities, and potentially on the impact of displacement on livelihoods and any gendered differences in participation and access to employment opportunities. Potential KI profiles would include formal or informal community leaders. Two community leader KIs, one host community leader and one IDP community leader, will be interviewed per assessed location, for a total of eight community leader KIs interviewed for the assessment.³⁷ Participants will be purposively selected, using existing REACH enumerator networks to identify appropriate community leaders that are able to provide information on the circumstances of workers from their own communities (host or IDP) depending on their displacement status.

REACH enumerators will utilize a semi-structured questioning route, drafted by the Assessment Officer, to guide and record the discussion through taking extensive notes on paper to adequately capture information from the open-ended questions. Enumerators will then debrief with Field Managers and then translate Arabic notes taken during the surveys into English documents and share an anonymised digitalised copy online with the Assessment Officer using a Word or Excel document, outlining the key features of the surveys, and the enumerator's thoughts and experiences. The original notes and the raw data documents will be securely managed and stored, and will be discarded once they have been transformed into digital copies to mitigate any potential misplacement or mishandling. All key measures specified in the IMPACT SOPs and IMPACT Data Protection Policy will be taken as needed. Clean data will be triangulated through follow-ups conducted between assessment staff and field teams.

Table 4: Sampling table for community leader KIIs

Target Population	Selected Locations	Population Group Type	Number of KIIs, by population group type	Total Number of KIIs, by location	
Community leader key informants	Al-Hasakeh city	Host	1	2	
		IDP	1		
	Ar-Raqqqa city	Host	1	2	
		IDP	1		
	Idleb city	Host	1	2	
		IDP	1		
	Dana city	Host	1	2	
		IDP	1		
	Total				8

Activity 4: Key informant interviews with labor market/ livelihood sector programming experts (Sector experts KIIs)

In-person semi-structured KIIs will take place with labour market and/or livelihood programming actors/ experts, local non-governmental organizations (NGOs) and/or civil-society organizations (CSOs), etc. The purpose of these expert KIIs will be to better understand the key employment sectors, overall barriers and potential opportunities for economic growth in the

³⁷ REACH Field teams will check the feasibility and availability of community KIs on the basis of their own displacement status (IDPs or host). If such a division and identification of KIs is not possible through REACH networks, we will aim to identify KIs who will be able to provide information on the circumstances of workers from both IDPs and host communities overall and any disaggregation on the basis of their own displacement status will be removed.

assessed locations and therefore opportunities for generating employment activities and/or businesses. The information from sector expert KIIs will complement the perspectives of the individual businesses in key sectors gained through the employer surveys.

At least 4 to 6 sector experts will be interviewed for the assessment (1 in each location). Participants will be purposively selected, and be identified by REACH field networks, and through consultations with programmatic partners, livelihood-related working groups active in Northern Syria, and other relevant actors and stakeholders with presence in the assessed areas.

REACH enumerators will utilize a semi-structured questioning route, drafted by the Assessment Officer, to guide and record the discussion through taking extensive notes on paper to adequately capture information from the open-ended questions. Enumerators will then debrief with Field Managers and then translate Arabic notes taken during the surveys into English documents and share an anonymised digitalised copy online with the Assessment Officer using a Word or Excel document, outlining the key features of the surveys, and the enumerator's thoughts and experiences. The original notes and the raw data documents will be securely managed and stored, and will be discarded once they have been transformed into digital copies to mitigate any potential misplacement or mishandling. All key measures specified in the IMPACT SOPs and IMPACT Data Protection Policy will be taken as needed. Clean data will be triangulated through follow-ups conducted between assessment staff and field teams.

Please see below a breakdown of the number of interviews (sample) which will be conducted under sector expert IIs:

Table 5: Sampling table for location specific sector expert KIIs

Target Population	Selected Locations	Total Number of KIIs, by location
Local labour market/ livelihood sector experts	Al-Hasakeh city	1
	Ar-Raqqqa city	1
	Idleb city	1
	Dana city	1
Total		4

3.5 Data Processing & Analysis

Structured tools:

- **Individual interviews with workers/ labour force (Labour IIs)**
- **Key informant interviews with employers/ business enterprises (Employer KIIs)**

All data will be collected by REACH enumerators through Open Data Kit (ODK) and will be uploaded to the IMPACT Kobo server. In collaboration with the designated Data Officer, the Assessment Officer will clean the raw data daily to account for any duplicates or issues during data collection. All data collection and cleaning activities conducted will be in line with [IMPACT's minimum standards requirements and checklist](#). The Data team will conduct statistical analysis on the cleaned data set using R. This will be done in accordance with the data analysis framework produced by the Assessment Officer during the research design phase, which will outline relevant indicators and tool questions linked to the core research questions outlined in this ToR. All analysis will be reviewed by the IMPACT HQ Research Design and Data (RDD) Unit before the output production.

Semi-structured tools:

- **Key informant interviews with community leader KIs (Community leader KIs)**
- **Key informant interviews with labor market/ livelihood sector programming experts (Sector experts KIs)**

All qualitative data collection and analysis activities for the assessment will be conducted in accordance with [IMPACT's Minimum Standards Checklist for Semi-Structured \(Qualitative\) Data Processing and Analysis](#).

The KIIs will be conducted by Arabic-speaking REACH enumerators, using a semi-structured questionnaire, with the enumerator taking extensive notes on paper while conducting the survey. These discussions will be transcribed and at the end of each day REACH teams will de-brief with the relevant Field Officer to ensure that all necessary information was obtained, using a de-brief form in MS Word or Excel designed to reflect the questionnaire to capture key features of the surveys, and the enumerator's thoughts and experiences. With the assistance of the Field Officer, the team will then translate notes from Arabic into English and share a digitalised anonymised copy with the Assessment Officer using a Word or Excel document. The original notes and the raw data documents will be securely managed and stored and will be discarded once they have been transformed into digital copies to mitigate any potential misplacement or mishandling. All key measures specified in the IMPACT SOPs and IMPACT Data Protection Policy will be taken as needed. All collected data will be analyzed through IMPACT's [Data Saturation and Analysis Grid \(DSAG\)](#), followed by analysis in a qualitative analysis software such as NVivo or Atlas, if required. The DSAG will be completed on an ongoing basis throughout the data collection in order to track data saturation. Further, the analysis will be reviewed by IMPACT HQ's Research Design and Data Unit (RDDU) for data processing and analysis validation.

4. Key ethical considerations and related risks

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

<i>The proposed research design...</i>	Yes/ No	<i>Details if no (including mitigation)</i>
... Has been coordinated with relevant stakeholders to avoid unnecessary duplication of data collection efforts?	Yes	
... Respects respondents, their rights and dignity (<i>specifically by: seeking informed consent, designing length of survey/ discussion while being considerate of participants' time, ensuring accurate reporting of information provided</i>)?	Yes	
... Does not expose data collectors to any risks as a direct result of participation in data collection?	Yes	
... Does not expose respondents / their communities to any risks as a direct result of participation in data collection?	Yes	
... Does not involve collecting information on specific topics which may be stressful and/ or re-traumatizing for research participants (both respondents and data collectors)?	Yes	
... Does not involve data collection with minors i.e. anyone less than 18 years old?	Yes	

... Does not involve data collection with other vulnerable groups e.g. persons with disabilities, victims/ survivors of protection incidents, etc.?	Yes	
... Follows IMPACT SOPs for management of personally identifiable information ?	Yes	

5. Roles and responsibilities

Table 6: Description of roles and responsibilities

<i>Task Description</i>	<i>Responsible</i>	<i>Accountable</i>	<i>Consulted</i>	<i>Informed</i>
<i>Research design</i>	Assessment Officer	Assessment Officer	Research Manager, IMPACT HQ Research Design and data Unit (RDDU), Assessment Specialist, REACH Operations unit	REACH Country Coordinator
<i>Supervising data collection</i>	Field Managers, Assessment Officer	Assessment Officer	Field Managers, Research Manager, Senior Field Officers	REACH Country Coordinator
<i>Data processing (checking, cleaning)</i>	Database Officer, Assessment Officer	Assessment Officer	Assessment Specialist, Field Managers, Senior Field Officers, Research Manager, IMPACT HQ RDDU	REACH Country Coordinator
<i>Data analysis</i>	Data Officer, Assessment Officer	Assessment Officer	Assessment Specialist, Research Manager, IMPACT HQ RDDU	REACH Country Coordinator
<i>Output production</i>	Assessment Officer	Assessment Officer	Research Manager, IMPACT HQ RDDU, IMPACT HQ Reporting Unit	REACH Country Coordinator
<i>Dissemination</i>	Assessment Officer	Assessment Officer	Research Manager, REACH Country Coordinator, IMPACT HQ	REACH Country Coordinator

			Research Department - Communication	
<i>Monitoring & Evaluation</i>	Assessment Officer	Assessment Officer	Research Manager, REACH Program Development and Reporting Unit, IMPACT HQ Research Department	REACH Country Coordinator
<i>Lessons learned</i>	Assessment Officer	Assessment Officer	Research Manager, IMPACT HQ Research Department	REACH Country Coordinator

Responsible: the person(s) who executes the task

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

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

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

6. Data Analysis Plan

Please see Annex 1 - 4.

ANNEX 1: DATA ANALYSIS PLAN: LABOUR IIS

Research questions	Sub-research questions	IN #	Data collection method	Indicator group / sector	Indicator / Variable	Questionnaire Question	Instructions	Questionnaire Responses	Data collection level	Sampling	Disaggregation variable(s)	(For probability sampling) Are disaggregation variables in line with stratification plan? Y/ N	Maps planned?
	Key characteristics	A.1	Individual Interview (II)	Key characteristics	Enumerator ID	Enumerator ID	Enter ID		Individual				
	Key characteristics	A.2	II	Key characteristics	Location	In which city/location is the survey being conducted?	Select one	Al-Hasakeh, Ar-Raqqa, Idleb, Dana	Individual				
	Key characteristics	A.3	II	Key characteristics	GPS coordinates	GPS Coordinates	Select coordinates of the location		Individual				
	Basic information	B.1	II	Consent	Consent of the respondent	<p>Hello, I am working for REACH, a humanitarian organization, and we are currently conducting a study to understand the kinds of economic sectors exist in your city, and what skills, resources or other support you think you need to find work and decent employment. We are collecting this information to better the humanitarian sector's understanding of economic opportunities and potential activities to support livelihood opportunities in your area. You have been asked to participate because your views are important, and we appreciate you taking the time to talk to us.</p> <p>The interview should take no more than 30-40 minutes. The answers you will give will remain strictly confidential. If there are any questions that you do not wish to answer, you do not have to do so; however, we would appreciate if you could please try to answer as much as possible.</p> <p>Do you agree to be interviewed? If you don't have any questions, may I begin now?</p>	Select one	Yes; No	Individual				
	Basic information	B.2	II	Demographics	Respondent age	Age of the respondent	Enter number	(Must be 18 or older)	Individual				
	Basic information	B.3	II	Demographics	Respondent gender	Gender of the respondent	Select one (Do not ask aloud)	Male; Female	Individual				
	Basic information	B.4	II	Demographics	Population group	Which population group is the respondent from?	Select one	Host, IDP	Individual				
		1.1.1	II	Livelihoods	% of respondents who generally engage in work	Over the last 3 months, did you engage in any income-generating activity/ remunerative work?	Select one	Yes; No; Prefer not to answer	Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
		1.1.2	II	Livelihoods	% of respondents finding work recently (in the last 1-2 weeks before the interview)	Are you currently employed/working OR did you find employment in the past 7-14 days?	Select one	Yes; No; Prefer not to answer	Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No

1.1. What is the current state of employment among the assessed populations (ex. employed/unemployed, formal/informal work)?	1.1.3	II	Livelihoods	Main sectors of work in which respondents engage in	What is the main sector in which you usually work/ seek work?	Select one	Agriculture and livestock; Manufacture of food products and beverages; Bakery; Manufacture of furniture and wood products; Construction company and manufacture of construction materials; Manufacture of carpets and rugs; Sewing/tailoring/ embroidery/ knitting; Handicrafts; Metalwork or metal press or tinsmith; Repairing of consumer electronics and computers (TV, cellphones, radio, refrigerator, air conditioner, fan, iron, etc.); Beauty salon (Beauty parlour/barber; Repairing of machineries and equipment (electric motors, generators, transformers, other electric equipment); Repairing of vehicles and motorcycles; Car and motor sales; Electric wiring; Carpentry; Plumbing; Restaurants and food service activities; Printing and publishing; Wholesale/ retail trade; Transportation (trucks, buses, taxis, including driving); Banking and money lending services; Education; Healthcare; Other (please specify)	Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No	
	1.1.4	II	Livelihoods	Main sectors of work in which respondents engage in (others)	(IF 1.1.3 = Other) Please specify	Enter text		Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No	
	1.1.5	II	Livelihoods	% of respondents engaging in formal/ informal work	What type of activity is this?	Select one	Formal employment (written contract); Informal employment (verbal or no contract); Informal daily-wage work; Own business; Other (please specify); Prefer not to answer	Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No	
	1.1.6	II	Livelihoods	% of respondents engaging in formal/ informal work (others)	(IF 1.1.5 = Other) Please specify	Enter text		Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No	
	1.2. Through what channels do job seekers generally find employment? To what extent, if any, these channels differ for host and IDP populations?	1.2.1	II	Livelihoods	Types of channels through which respondents find work	Where/how do you usually find out about available job opportunities?	Select multiple	Through friends; Through relatives; Through friends who are working in the company/ workplace; Through relative who is working in the company/ workplace; Through social gatherings (weddings etc.); Job advertisement in a local newspaper; Social Media; Job advertisement in a local radio/TV; Job advertisement on a windowboard at the business or community; Through using an HR company; Gather at a known location where hirers come and take people to work for the day; Other (please specify); Don't know; Prefer not to answer	Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
		1.2.2	II	Livelihoods	Types of channels through which respondents find work (others)	(IF 1.2.1 = Other) Please specify	Enter text		Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
		1.2.3	II	Livelihoods	% of IDP respondents reporting differences in how host and IDP workers find work	(IF B.4 = IDP) In your opinion, is there a difference in how people from the local community/ residents (host populations) find jobs than you?	Select one	Yes; No; Don't know; Prefer not to answer	Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
		1.2.4	II	Livelihoods	% of IDP respondents reporting differences in how host and IDP workers find work	(IF 1.2.3 = Yes) How so?	Enter text		Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No

	1.2.5	II	Livelihoods	% of respondents reporting differences in how men and women find work	Do men and women in your area find work differently?	Select one	No difference; Women in this area do not work at all; Yes - Women find work through friends and relatives only; Yes - Women work only in family-run businesses; Don't know; Other (please specify); Prefer not to answer	Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
	1.2.6	II	Livelihoods	% of respondents reporting differences in how men and women find work (others)	(IF 1.2.5 = Other) Please specify	Enter text		Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
1.3. What are the enabling factors, if any, that help people access employment opportunities?	1.3.1	II	Livelihoods	Factors that help/ enable workers in finding employment	(IF 1.1.2 = Yes) In comparison to other people like you, why do you think you have been able to find work?	Select multiple	I have the necessary skills; I have the necessary education; I have enough work experience in this field; I have been willing to work for low market rates/ wages; I was able to find work through personal contacts/ connections; Employers hire me because I am young; Employers hire me because I am older; There are lot of job opportunities in my field; Don't know; Other (please specify); Prefer not to answer	Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
	1.3.2	II	Livelihoods	Factors that help/ enable workers in finding employment (others)	(IF 1.3.1 = Other) Please specify	Enter text		Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
1.4. What are the challenges and barriers, if any, that limit the assessed population's participation in and access to employment opportunities in the local labour market, including social, cultural, physical and/or structural barriers?	1.4.1	II	Livelihoods	Barriers to finding/ accessing employment	What are the biggest barriers for you in finding employment?	Select multiple	There are not enough job opportunities; High competition for available jobs; I don't have the necessary skills or education; I don't have enough work experience; I don't have enough connections; I want to start my own business but don't have the resources to do so; Employers don't hire me because I am an IDP; Employers don't hire me because I am a woman; Don't know; Other (please specify); Prefer not to answer	Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
	1.4.2	II	Livelihoods	Barriers to finding/ accessing employment (others)	(IF 1.4.1 = Other) Please specify	Enter text		Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No

4.1. What skills or experiences do the assessed population have to offer to the local labour market? What technical skills or experiences do they lack to enter the local labour market?	4.1.1	II	Livelihoods	Education levels of respondents	What is the highest level of education that you have attained?	Select one	None, Preschool (kindergarten), Primary Education (years 1-6), Secondary (years 7-9), High school (years 10+), Undergraduate - completed, Undergraduate - did not complete, Post-graduate - completed, Post-graduate - did not complete; Other (please specify)	Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
	4.1.2	II	Livelihoods	Barriers to finding/ accessing employment (others)	(IF 4.1.1 = Other) Please specify	Enter text		Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
	4.1.3	II	Livelihoods	Types of skills possessed by respondents	What types of skills would you say you possess/ have?	Select multiple	No specific skills; Literacy skills; Computer/ ICT/ Digital skills; Communication skills; Vocational skills; Financial and administrative skills; Business and management skills; Skills specific to my sector/ field; Other (please specify); Prefer not to answer	Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
	4.1.4	II	Livelihoods	Types of skills possessed by respondents (others)	(IF 4.1.3 = Other) Please specify	Enter text		Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
	4.1.5	II	Livelihoods	Sector-specific skills possessed by respondents	(IF 4.1.3 = Skills specific to my sector/ field) Which skills are those?	Enter text		Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
	4.1.6	II	Livelihoods	Channels through which respondents learn new skills	How did you learn these skills?	Select multiple	Learned by working; I enrolled in trainings on my own; I was provided training by my employer; Don't know; Other (please specify); Prefer not to answer	Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
	4.1.7	II	Livelihoods	Channels through which respondents learn new skills (others)	(IF 4.1.6 = Other) Please specify	Enter text		Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
	4.1.8	II	Livelihoods	Types of skills that could increase employability of workers, as perceived by respondents	Are there any skills that you think you lack or need to have which could increase your chances of finding employment?	Select one	Yes; No; Don't know; Prefer not to answer	Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
	4.1.9	II	Livelihoods	Types of skills that could increase employability of workers, as perceived by respondents	(IF 4.1.8 = Yes) What are those skills?	Select multiple	Literacy skills; Computer/ ICT/ Digital skills; Communication skills; Vocational skills; Financial and administrative skills; Business and management skills; Skills specific to my sector/ field; Other (please specify)	Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
	4.1.10	II	Livelihoods	Types of skills that could increase employability of workers, as perceived by respondents (others)	(IF 4.1.9 = Other) Please specify	Enter text		Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
	4.1.11	II	Livelihoods	Types of sector-specific skills that could increase employability of workers, as perceived by respondents	(IF 4.1.9 = Skills specific to my sector/ field) Which sector specific skills are those?	Enter text		Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
4.3. What trainings do employers or businesses provide to their employees, if any?	4.3.1	II	Livelihoods	% of respondents reporting that employers in the area provide trainings	Do employers or businesses in this area provide any trainings to their employees?	Select one	Yes; No; Don't know; Prefer not to answer	Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
	4.3.2	II	Livelihoods	Types of trainings provided by employers, as reported by respondents	(IF 4.3.1 = Yes) What type of training do they provide?	Enter text		Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No

4. What gaps exist between the skills in demand by employers and those offered by the labour force? What programs and opportunities currently exist to address these gaps between the supply and demand side and how can they be scaled up?

4.4. What training opportunities exist in the assessed locations for job-seekers? Are these opportunities accessible to both males and females?	4.4.1	II	Livelihoods	% of respondents reporting availability of training opportunities in the area	Are there any places in this area/ opportunities where you could go to learn new skills or receive any trainings?	Select one	No such places exist in this area; Yes - I know of places like this and I can access them; Yes - I know of places like this but I cannot access them; Don't know; Other (please specify); Prefer not to answer	Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
	4.4.2	II	Livelihoods	% of respondents reporting availability of training opportunities in the area (others)	(IF 4.4.1 = Other) Please specify	Enter text		Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
	4.4.3	II	Livelihoods	Actors providing training programs in the area	(IF 4.4.1 = Yes - I know of places like this and I can access them OR Yes - I know of places like this but I cannot access them) Who provides these trainings?	Select multiple	Local authorities/ Local council; Private training institutes; NGOs; Local businesses; Don't know; Other (please specify); Prefer not to answer	Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
	4.4.4	II	Livelihoods	Actors providing training programs in the area (others)	(IF 4.4.3 = Other) Please specify	Enter text		Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
	4.4.5	II	Livelihoods	% of respondents reporting availability but no access to the training opportunities in the area	(IF 4.4.1 = Yes - I know of places like this but I cannot access them) Why can't you access them?	Select multiple	Trainings are too expensive; Places that provide such training are too far; They are not available to me because I am an IDP; I cannot go because I have family obligations; They are not available to me because I am a woman; Don't know; Other (please specify); Prefer not to answer	Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
	4.4.6	II	Livelihoods	% of respondents reporting availability but no access to the training opportunities in the area (others)	(IF 4.4.5 = Other) Please specify	Enter text		Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
4.5. Which technical and	4.5.1	II	Livelihoods	% of respondents reporting an interest in learning new skills/ training programs	If there was a humanitarian organization that helped you learn new skills or provided training, would you be interested in taking it?	Select one	Yes; No; Don't know; Prefer not to answer	Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
	4.5.2	II	Livelihoods	Types of skills and trainings that respondents would be interested in	(IF 4.5.1 = Yes) What types of training and skills would you be interested in?	Select multiple	Literacy skills; Computer/ ICT/ Digital skills; Communication skills; Vocational skills; Financial and administrative skills; Business and management skills; Skills specific to my sector/ field; Other (please specify)	Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
	4.5.3	II	Livelihoods	Types of skills and trainings that respondents would be interested in (others)	(IF 4.5.2 = Other) Please specify	Enter text		Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
	4.5.4	II	Livelihoods	Types of sector-specific skills and trainings that respondents would be interested in	(IF 4.5.2 = Skills specific to my sector/ field) Which sector specific skills trainings would you be interested in?	Enter text		Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No

<p>technical and vocational trainings can be provided by humanitarian actors to the labour force that would help them in accessing existing and potential employment opportunities in the local market?</p>	4.5.5	II	Livelihoods	Reasons listed by respondents for not being interested in learning new skills/ training programs	(IF 4.5.1 = No) Why would you not be interested?	Select multiple	I don't have the time to learn; Employers will still not hire me because I do not have work experience; Employers will still not hire me because I am an IDP; Employers will still not hire me because I am a woman; I cannot attend because I have family obligations; I don't think it will be useful to me; Don't know; Other (please specify); Prefer not to answer	Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
	4.5.6	II	Livelihoods	Reasons listed by respondents for not being interested in learning new skills/ training programs (others)	(IF 4.5.5 = Other) Please specify	Enter text		Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
	4.5.7	II	Livelihoods	% of respondents reporting an interest in starting own business	Would you be interested in starting your own business?	Select one	Yes; No; Don't know; Prefer not to answer	Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
	4.5.8	II	Livelihoods	Types of businesses respondents reported being interested in	(IF 4.5.7 = Yes) What type of business would you like to start?	Enter text		Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
	4.5.9	II	Livelihoods	% of respondents reporting barriers to starting own business	(IF 4.5.7 = Yes) Are there any barriers that you currently face in starting your own business?	Select one	Yes; No; Don't know; Prefer not to answer	Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
	4.5.10	II	Livelihoods	Types of barriers to starting own business	(IF 4.5.9 = Yes) What barriers are those?	Select multiple	Lack of resources; Lack of capital; Lack of access to financial services; Lack of equipment; Don't know; Other (please specify)	Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
	4.5.11	II	Livelihoods	Types of barriers to starting own business (others)	(IF 4.5.10 = Other) Please specify	Enter text		Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
	4.5.12	II	Livelihoods	Resources needed by respondents to starting own business	(IF 4.5.10 = Lack of resources OR Lack of equipment) Please list the resources and equipment you would need to start your own business?	Enter text		Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No

6.1. How does engagement in key employment sectors differ between host and IDP workers? What barriers and constraints exist, if any, to IDP workers' access and participation in the local labour market?	6.1.1	II	Livelihoods	% of respondents from the host community noting a difference between the types of work that host and IDP populations engage in	(IF A.5 = Host) Overall is there a difference in the work you do versus the kind of work people from the IDP community do?	Select one	Yes; No; Don't know; Prefer not to answer	Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
	6.1.2	II	Livelihoods	% of respondents from the host community noting a difference between the types of work that host and IDP populations engage in, by the types of difference	(IF 6.1.1 = Yes) What is the difference between the work done by you and the people from the IDP community?	Select multiple	People from the IDP community do not work in my sector of work; People from the IDP community work mostly in informal jobs; People from the IDP community work mostly in formal jobs; People from the IDP community have their own businesses; Don't know; Other (please specify); Prefer not to answer	Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
	6.1.3	II	Livelihoods	% of respondents from the host community noting a difference between the types of work that host and IDP populations engage in, by the types of difference (others)	(IF 6.1.2 = Other) Please specify	Enter text		Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
	6.1.4	II	Livelihoods	Reasons why differences between the types of work that host and IDP populations engage in exist, according to respondents from the host community	(IF 6.1.1 = Yes) Why do you think this difference exists?	Enter text		Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
	6.1.5	II	Livelihoods	% of respondents from the IDP community noting a difference between the types of work that host and IDP populations engage in	(IF A.5 = IDP) Overall is there a difference in the work you do versus the kind of work people from the host community do?	Select one	Yes; No; Don't know; Prefer not to answer	Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
	6.1.6	II	Livelihoods	% of respondents from the IDP community noting a difference between the types of work that host and IDP populations engage in, by the types of difference	(IF 6.1.5 = Yes) What is the difference between the work done by you and the people from the host community?	Select multiple	People from the host community do not work in my sector of work; People from the host community work mostly in informal jobs; People from the host community work mostly in formal jobs; People from the host community have their own businesses; Don't know; Other (please specify); Prefer not to answer	Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
	6.1.7	II	Livelihoods	% of respondents from the IDP community noting a difference between the types of work that host and IDP populations engage in, by the types of difference (others)	(IF 6.1.6 = Other) Please specify	Enter text		Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
	6.1.8	II	Livelihoods	Reasons why differences between the types of work that host and IDP populations engage in exist, according to respondents from the IDP community	(IF 6.1.5 = Yes) Why do you think this difference exists?	Enter text		Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
	6.2.1	II	Livelihoods	% of respondents noting a difference between the types of work that men and women engage in	Is there a difference in the kind of work that men and women in this area do?	Select one	Yes; No; Don't know; Prefer not to answer	Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No

6. How does the labour forces' engagement in employment sectors, skills, and challenges vary across different populations groups (host and IDPs) and genders in the assessed locations?

6.2. What are the barriers and constraints to female workers' access and participation in the local labour market, including social barriers (ex. cultural norms that limit female participation, lack of connections, etc.) and physical or structural barriers (ex. lack of safe transportation services, no child care for female workers, safety concerns and limitations on physical mobility, etc.)?

6.2.2	II	Livelihoods	% of respondents noting a difference between the types of work that men and women engage in, by the types of difference	(IF 6.2.1 = Yes) What is the difference?	Select multiple	Women in this area do not work at all; Women find work through friends and relatives only; Women work only in family-run businesses; Women work only in specific sectors; Don't know; Other (please specify); Prefer not to answer	Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
6.2.3	II	Livelihoods	% of respondents noting a difference between the types of work that men and women engage in, by the types of difference (others)	(IF 6.2.2 = Other) Please specify	Enter text		Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
6.2.4	II	Livelihoods	Types of sectors that women engage in the most	(IF 6.2.2 = Women work only in specific sectors) Can you tell which sectors are these?	Select multiple	Agriculture and livestock; Manufacture of food products and beverages; Bakery; Manufacture of furniture and wood products; Construction company and manufacture of construction materials; Manufacture of carpets and rugs; Sewing/tailoring/ embroidery/ knitting; Handicrafts; Metalwork or metal press or tinsmith; Repairing of consumer electronics and computers (TV, cellphones, radio, refrigerator, air conditioner, fan, iron, etc.); Beauty salon (Beauty parlour/barber; Repairing of machineries and equipment (electric motors, generators, transformers, other electric equipment); Repairing of vehicles and motorcycles; Car and motor sales; Electric wiring; Carpentry; Plumbing; Restaurants and food service activities; Printing and publishing; Wholesale/ retail trade; Transportation (trucks, buses, taxis, including driving); Banking and money lending services; Education; Healthcare; Other (please specify)	Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
6.2.5	II	Livelihoods	Types of sectors that women engage in the most (others)	(IF 6.2.4 = Other) Please specify	Enter text		Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
6.2.6	II	Livelihoods	Reasons why differences between the types of work that men and women engage in exist	(IF 6.2.1 = Yes) Why do you think this difference exists?		Women are expected to take care of family obligations and responsibilities; Women are expected to work from home; It is unsafe for women to work in certain areas and sectors; Don't know; Other (please specify); Prefer not to answer	Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No

		6.2.7	II	Livelihoods	Reasons why differences between the types of work that men and women engage in exist (others)	(If 6.2.6 = Other) Please specify	Enter text		Individual	Stratified simple random	Location, Population group (Host, IDP); Gender	Yes	No
	Additional information	C.1	KII	General	Additional information	Is there anything else you think we should know about work and employment opportunities in this area?	Enter text		Individual				

ANNEX 2: DATA ANALYSIS PLAN: EMPLOYER KIIS

Research questions	Sub-research questions	IN #	Data collection method	Indicator group / sector	Indicator / Variable	Questionnaire Question	Instructions	Questionnaire Responses	Data collection level	Sampling	Disaggregation variable(s)	(For probability sampling) Are disaggregation variables in line with stratification plan? Y/ N	Maps planned?
	Key characteristics	A.1	Key informant Interview (II)	Key characteristics	Enumerator ID	Enumerator ID	Enter ID		Individual				
	Key characteristics	A.2	KII	Key characteristics	Location	In which city/ location is the survey being conducted?	Select one	Al-Hasakeh, Ar-Raqqa, Idleb, Dana	Individual				
	Basic information	B.1	KII	Consent	Consent of the respondent	<p>Hello, I am working for REACH, a humanitarian organization, and we are currently conducting a study to understand the labour market, characteristics of businesses like yours, and available job sectors in your city. We are collecting this information to better the humanitarian sector's understanding of economic opportunities and potential activities to support livelihood opportunities in your area. Talking with a few businesses/ business owners like yourself will help us understand your business sector as well as the circumstances and challenges of the work you do. You have been asked to participate because your views are important, and we appreciate you taking the time to talk to us.</p> <p>The interview should take no more than 30-40 minutes. The answers you will give will remain strictly confidential. If there are any questions that you do not wish to answer, you do not have to do so; however, we would appreciate if you could please try to answer as much as possible.</p> <p>Do you agree to be interviewed? If you don't have any questions, may I begin now?</p>	Select one	Yes; No	Individual				
	Basic information	B.2	KII	Demographics	Respondent age	Age of the respondent	Enter number	(Must be 18 or older)	Individual				
	Basic information	B.3	KII	Demographics	Respondent gender	Gender of the respondent	Select one (Do not ask aloud)	Male; Female	Individual				
	Basic information	B.4	KII	Demographics	Population group	Which population group is the respondent from?	Select one	Host_IDP	Individual				
	2.1. What are the main sectors of the local business enterprises?	2.1.1	KII	Livelihoods	Main types of existing business sectors	What is the type of activity of your company/ business?	Select one	<p>Agriculture and livestock; Manufacture of food products and beverages; Bakery; Manufacture of furniture and wood products; Construction company and manufacture of construction materials; Manufacture of carpets and rugs; Sewing/tailoring/ embroidery/knitting; Handicrafts; Metalwork or metal press or tinsmith; Repairing of consumer electronics and computers (TV, cellphones, radio, refrigerator, air conditioner, fan, iron, etc.); Beauty salon (Beauty parlour/barber; Repairing of machineries and equipment (electric motors, generators, transformers, other electric equipment); Repairing of vehicles and motorcycles; Car and motor sales; Electric wiring; Carpentry; Plumbing; Restaurants and food service activities; Printing and publishing; Wholesale/ retail trade; Transportation (trucks, buses, taxis, including driving); Banking and money lending services; Education; Healthcare; Other (please specify)</p>	Individual	Purposive	Location	NA	No

2. What are the characteristics of existing business enterprises in key sectors of the assessed locations? What challenges are they currently facing in conducting business, if any?

	2.1.2	Kil	Livelihoods	Main types of existing business sectors (others)	(IF 2.1.1 = Other) Please specify	Enter text		Individual	Purposive	Location	NA	No
2.2. What are the characteristics of the businesses (ex. micro/ small/ medium, producer/ supplier of goods and services, etc.)?	2.2.2	Kil	Livelihoods	Average number of years businesses have been active	How long has your business been active?	Select one	Less than 1 year; Between 1 to 2 years; Between 2 to 5 years; Between 5 to 10 years; 10 years+; Prefer not to answer	Individual	Purposive	Location	NA	No
	2.2.3	Kil	Livelihoods	Average size of businesses	How many people work in your company/ business (including yourself)?	Enter number		Individual	Purposive	Location	NA	No
	2.2.4	Kil	Livelihoods	Number of businesses providing written/ formal contracts to employees	What type of contract does your company/ business have with your employees?	Select one	Verbal contract; Written contract; No contract; Other (please specify); Prefer not to answer	Individual	Purposive	Location	NA	No
	2.2.5	Kil	Livelihoods	Number of businesses providing written/ formal contracts to employees (others)	(IF 2.2.4 = Other) Please specify	Enter text		Individual	Purposive	Location	NA	No
	2.2.6	Kil	Livelihoods	Resource required for business start-ups	What do you think is the minimum amount of capital needed to launch a small business in the same sector as yours (in Syrian pound (SYP))?	Enter number		Individual	Purposive	Location	NA	No
	2.3. What are the main challenges that the enterprises face in conducting their business (ex. supply chain issues, availability of finance and resources, etc.)?	2.3.1	Kil	Livelihoods	Change in profitability of businesses	Compared with one year ago, has your business' income changed?	Select one	Yes - increased; Yes - decreased; No - remained same; Business was not operational one year ago; Prefer not to answer	Individual	Purposive	Location	NA
2.3.2		Kil	Livelihoods	Reasons behind change in profitability of businesses	(IF 2.3.1 = Yes - increased) Why do you think the business income increased?	Select multiple	The sector of my business is growing in demand; I have been able to expand the coverage of my services; Able to hire skilled workers; I was able to procure supplies/ raw materials for my trade; I was able to buy necessary equipment/ machinery; Other (please specify); Prefer not to answer	Individual	Purposive	Location	NA	No
2.3.3		Kil	Livelihoods	Reasons behind change in profitability of businesses (others)	(IF 2.3.2 = Other) Please specify	Enter text		Individual	Purposive	Location	NA	No
2.3.4		Kil	Livelihoods	Reasons behind change in profitability of businesses	(IF 2.3.1 = Yes - decreased) Why do you think the business income decreased?	Select multiple	The sector of my business is not in demand anymore; There are more businesses like mine in the area/ high competition; Lack of availability of skilled workers; Due to COVID-19 and related-effects; Due to inability to source supplies/ raw material for my trade due to access restrictions/ border closures; I could not sell my services due to access restrictions; Due to inability to buy necessary equipment/ machinery needed to run business; Due to natural disasters/ climate-related affects (flooding, drought, etc.); Lack of access to electricity; Other (please specify); Prefer not to answer	Individual	Purposive	Location	NA	No
2.3.5		Kil	Livelihoods	Reasons behind change in profitability of businesses (others)	(IF 2.3.4 = Other) Please specify	Enter text		Individual	Purposive	Location	NA	No
2.4. What are the characteristics of the workforce in your business?		2.4.1	Kil	Livelihoods	Primary employee profiles at businesses	What business relationship do you have with the people who work in your company/ employees?	Select multiple	Partner; Family members and relatives; Longer-term employees (non-relatives); Temporary workers (daily-wage basis); Trainees; Other (please specify)	Individual	Purposive	Location	NA
	2.4.2	Kil	Livelihoods	Primary employee profiles at businesses (others)	(IF 2.4.1 = Other) Please specify	Enter text		Individual	Purposive	Location	NA	No
	2.4.3	Kil	Livelihoods	Number of businesses employing female workers	Among the people who work at your company, how many are females?	Enter number		Individual	Purposive	Location	NA	No
	2.4.7	Kil	Livelihoods	Number of businesses employing IDP workers	Among the people who work at your company, how many are IDPs?	Enter number		Individual	Purposive	Location	NA	No
	2.4.5	Kil	Livelihoods	Average age of employees	In which age category are the majority of your employees/ co-workers?	Select one	Less than 18 years; 18-24 years; 25-45 years; 45-65 years; 65 years and older; Prefer not to answer	Individual	Purposive	Location	NA	No
	2.4.6	Kil	Livelihoods	Hiring practices of businesses	Have you hired any employees within the past one year?	Select one	Yes; No; Don't know; Prefer not to answer	Individual	Purposive	Location	NA	No

2.4. What are the human resource (HR)/hiring practices of these business enterprises (ex. medium of hiring, employee profiles, etc.)?	2.4.7	Kil	Livelihoods	Hiring practices of businesses	(IF 2.4.6 = Yes) How do you generally hire your employees?	Select multiple	Through friends; Through relatives; Through friend of applicant who is working in the company/ workplace; Through relative of applicant who is working in the company/ workplace; Through social gatherings (weddings etc.); Job advertisement in a local newspaper; Social Media; Job advertisement in a local radio/TV; Job advertisement on a windowboard at your business or community; Through using an HR company; Other (please specify); Don't know; Prefer not to answer	Individual	Purposive	Location	NA	No
	2.4.8	Kil	Livelihoods	Hiring practices of businesses (others)	(IF 2.4.7 = Other) Please specify	Enter text		Individual	Purposive	Location	NA	No
	2.4.9	Kil	Livelihoods	Hiring practices of businesses	(IF 2.4.6 = No) Why did you not hire any employees in the past one year?	Select multiple	There are no skilled workers in the market; The available workers are not willing to work due to low market rates/ wages; Insufficient profit to hire extra staff; I didn't have any vacancies; I didn't hire employees because I did not know them personally through personal contacts; There were no available local workers I trusted; Other (please specify); Prefer not to answer	Individual	Purposive	Location	NA	No
	2.4.10	Kil	Livelihoods	Hiring practices of businesses (others)	(IF 2.4.9 = Other) Please specify	Enter text		Individual	Purposive	Location	NA	No
	2.4.11	Kil	Livelihoods	Growth potential/ plans at businesses	Do you plan to hire more employees in the next one year?	Select one	Yes; No; Don't know; Prefer not to answer	Individual	Purposive	Location	NA	No
	2.4.12	Kil	Livelihoods	Growth potential/ plans at businesses	(IF 2.4.11 = No) Why would you not hire any new employees?	Select multiple	There are no skilled workers in the market; The available workers are not willing to work due to low market rates/ wages; Insufficient profit to hire extra staff; I don't have any vacancies; There are no local workers that I trust; Other (please specify); Prefer not to answer	Individual	Purposive	Location	NA	No
	2.4.13	Kil	Livelihoods	Growth potential/ plans at businesses (others)	(IF 2.4.12 = Other) Please specify	Enter text		Individual	Purposive	Location	NA	No

3. Which key markets, employment sectors, and businesses currently exist in the assessed locations?	3.1. Which employment sectors currently are most active and generating profit in businesses in the assessed locations, and why?	3.1.1	Kil	Livelihoods	Demand of specific sectors	How many other similar businesses like yours are in operation in this area?	Enter number		Individual	Purposive	Location	NA	No
		3.1.2	Kil	Livelihoods	Increase in demand of specific sectors	Compared with one year ago, what is the level of market competition now in your business sector?	Select one	Higher; Has remained same; Lower; There is no competition at all; Don't know	Individual	Purposive	Location	NA	No
		3.1.3	Kil	Livelihoods	Reasons behind failure of businesses	What do you think are the main reasons why some businesses in your sector or local area fail to be successful?	Select multiple	Lack of good business management; Lack of marketing of products; Lack of adequate initial capital; Lack of access to finance; Lack of pre-established connections with market actors (e.g. suppliers, customers, intermediaries); Lack of availability of skilled workers; Lack of knowledge of the market and market prices; Inability to source enough supplies/ raw material; Lack of access to electricity; Other (please specify); Don't know; Prefer not answer	Individual	Purposive	Location	NA	No
		3.1.4	Kil	Livelihoods	Reasons behind failure of businesses (others)	(IF 3.1.3 = Other) Please specify	Enter text		Individual	Purposive	Location	NA	No
		3.1.5	Kil	Livelihoods	Growth potential of specific sectors	From you point of view, what do you think will happen in your sector in the next 2 years?	Select one	The sector will grow; It will remain same; It will get smaller; Don't know	Individual	Purposive	Location	NA	No
		3.1.6	Kil	Livelihoods	Types of sectors deemed most in-demand and profitable in the future	According to you, what types of businesses do you think are in high demand and are the most profitable at the moment?	Select multiple	Agriculture and livestock; Manufacture of food products and beverages; Bakery; Manufacture of furniture and wood products; Construction company and manufacture of construction materials; Manufacture of carpets and rugs; Sewing/ tailoring/ embroidery/ knitting; Handicrafts; Metalwork or metal press or tinsmith; Repairing of consumer electronics and computers (TV, cellphones, radio, refrigerator, air conditioner, fan, iron, etc.); Beauty salon (Beauty parlour/barber; Repairing of machineries and equipment (electric motors, generators, transformers, other electric equipment); Repairing of vehicles and motorcycles; Car and motor sales; Electric wiring; Carpentry; Plumbing; Restaurants and food service activities; Printing and publishing; Wholesale/ retail trade; Transportation (trucks, buses, taxis, including driving); Banking and money lending services; Education; Healthcare; Other (please specify)	Individual	Purposive	Location	NA	No
		3.1.7	Kil	Livelihoods	Types of sectors deemed most in-demand and profitable in the future (others)	(IF 3.1.6 = Other) Please specify	Enter text		Individual	Purposive	Location	NA	No
		3.2.1	Kil	Livelihoods	Key actors and stakeholders in specific sectors	Who are the main actors/ stakeholders that you have to engage with in running/ conducting your business?	Select multiple	Retailers; Suppliers; Wholesalers; Local council/ governing agencies; Local leaders; Other (please specify); Prefer not to answer	Individual	Purposive	Location	NA	No
		3.2.2	Kil	Livelihoods	Key actors and stakeholders in specific sectors (others)	(IF 3.2.1 = Other) Please specify	Enter text		Individual	Purposive	Location	NA	No
		3.2.3	Kil	Livelihoods	Challenges in engagement with key actors and stakeholders	Do you currently face any challenges in engaging with these actors/ stakeholders?	Select one	Yes; No; Don't know; Prefer not to answer	Individual	Purposive	Location	NA	No

	Introduction activities?	3.2.4	KII	Livelihoods	Challenges in engagement with key actors and stakeholders	(IF 3.2.3 = Yes) What challenges are you currently facing in engaging with these actors/ stakeholders in conducting your business?	Enter text		Individual	Purposive	Location	NA	No
4. What gaps exist between the skills in demand by employers and those offered by the labour force? What programs and opportunities currently exist to address these gaps between the supply and demand side and how can they be scaled up?	4.2. Which technical and transferable skills are most prioritized by employers in key employment sectors?	4.2.1	KII	Livelihoods	Key factors/ qualities that boost employability of workers	When you select potential employees to work in your business, what are the most important factors you look for in them?	Select multiple	No specific characteristics; Education; Marital status; Age (should be older); Age (should be youth); Gender (should be male); Gender (should be female); Technical skills/qualification required for my business; Communication skills; Punctuality; Adaptability to new context; Ability to work in team environment; Attention to details; Work experience; Place of origin – should be local; Should be IDP; Personal connections (I should know someone who knows them; Trustworthiness/ honesty; Someone who accepts lower wages; Other (please specify); Prefer not to answer	Individual	Purposive	Location	NA	No
		4.2.2	KII	Livelihoods	Key factors/ qualities that boost employability of workers (others)	(IF 4.2.1 = Other) Please specify	Enter text		Individual	Purposive	Location	NA	No
		4.2.3	KII	Livelihoods	Ease of finding skilled workers	Is it easy to find workers in this area that possess the technical skills required by your company/ business?	Select one	Yes; No; Don't know; Prefer not to answer	Individual	Purposive	Location	NA	No
		4.2.4	KII	Livelihoods	Overall skillsets most prioritized by employers in hiring workers	Which overall skills do you look for when you hire new people OR which overall skills do you believe that your company/enterprise might need?	Select multiple	Literacy skills; Computer/ ICT/ Digital skills; Communication skills; Vocational skills; Financial and administrative skills; Business and management skills; Other (please specify)	Individual	Purposive	Location	NA	No
		4.2.5	KII	Livelihoods	Overall skillsets most prioritized by employers in hiring workers (others)	(IF 4.2.4 = Other) Please specify	Enter text		Individual	Purposive	Location	NA	No
		4.2.6	KII	Livelihoods	Sector-specific/ technical skillsets most prioritized by employers in hiring workers	Which technical skills specific to your sector of business/ work/ trade do you look for when you hire new people OR which overall skills do you believe that your company/ enterprise might need? (e.g. Stitching, handicraft; driving; plumbing; animal rearing, etc.) (NOTE: List each if multiple; based on response to 2.1.1)	Enter text		Individual	Purposive	Location	NA	No
		4.2.7	KII	Livelihoods	Challenges faced by employers in hiring workers	What are the main challenges you face when trying to hire employees?	Select multiple	There are few workers with the right technical skills or experience available in this area (shortage of supply); There are skilled workers but the demand for these skilled workers is high; Workers lack communication skills; Workers lack adaptability; Workers lack trustworthiness; Workers demand high salary/remuneration; Workers are mostly unaware of vacancies/ it is difficult to advertise jobs; Other (please specify); Don't know; Prefer not to answer	Individual	Purposive	Location	NA	No
		4.2.8	KII	Livelihoods	Challenges faced by employers in hiring workers (others)	(IF 4.2.7 = Other) Please specify	Enter text		Individual	Purposive	Location	NA	No
		4.3.1	KII	Livelihoods	Number of businesses providing trainings to their employees	Do you provide any trainings at your company/ workplace to your employees/ new hires by teaching them the required technical skills?	Select one	Yes; No; Prefer not to answer	Individual	Purposive	Location	NA	No
		4.3.2	KII	Livelihoods	Number of businesses providing trainings to their employees	(IF 4.3.1 = Yes) Who conducts the training for these employees?	Select one	Our own business directly; A technical training institute; Local authorities; NGOs; Other (please specify)	Individual	Purposive	Location	NA	No
		4.3.3	KII	Livelihoods	Number of businesses providing trainings to their employees (others)	(IF 4.3.2 = Other) Please specify	Enter text		Individual	Purposive	Location	NA	No

4.3. What trainings do employers or businesses provide to their employees, if any?	4.3.4	Kil	Livelihoods	Reasons for not providing trainings to employees	(IF 4.3.1 = No) What are the reasons for not providing trainings to employees?	Select multiple	I have no space in my workshop/ business; I have no vacancies to accept more employees; It costs too much to train new people; They are not trustworthy; I would like to but there are no trainees/apprentices to teach; There is no one to provide them with good references; Other (please specify); Never thought about providing training; Don't know; Prefer not to answer	Individual	Purposive	Location	NA	No
	4.3.5	Kil	Livelihoods	Reasons for not providing trainings to employees (others)	(IF 4.3.4 = Other) Please specify	Enter text		Individual	Purposive	Location	NA	No
	4.3.6	Kil	Livelihoods	Demand among businesses for external training of employees/ potential hires	If there was a humanitarian organization that helped your company/ workplace provide training to employees/ potential new hires, would you be interested in hiring them?	Select one	Yes; No; Don't know; Prefer not to answer	Individual	Purposive	Location	NA	No
	4.3.7	Kil	Livelihoods	Types of trainings businesses prefer for external training of employees/ potential hires	(IF 4.3.6 = Yes) What types of training would you like to be provided to them?	Select multiple	Literacy skills; Computer/ ICT/ Digital skills; Communication skills; Vocational skills; Financial and administrative skills; Business and management skills; Technical skills specific to my business/ work/ trade; Other (please specify)	Individual	Purposive	Location	NA	No
	4.3.8	Kil	Livelihoods	Types of trainings businesses prefer for external training of employees/ potential hires (others)	(IF 4.3.7 = Other) Please specify	Enter text		Individual	Purposive	Location	NA	No
	4.3.9	Kil	Livelihoods	Reasons why businesses would not accept employees/ potential hires even after external trainings	(IF 4.3.6 = No) What are the reasons for not accepting them?	Select multiple	I have no space in my workshop/ business; I have no vacancies to accept more employees; They might still lack work experience; I cannot afford to pay their salaries (business not running profitably); Other (please specify); Prefer not to answer	Individual	Purposive	Location	NA	No
	4.3.10	Kil	Livelihoods	Reasons why businesses would not accept employees/ potential hires even after external trainings (others)	(IF 4.3.9 = Other) Please specify	Enter text		Individual	Purposive	Location	NA	No
5.1. Are there any new business sectors or industries that are emerging or have recently emerged (in the last one year) in the assessed locations? If yes, which?	5.1.1	Kil	Livelihoods	Emerging sectors and businesses in the area	According to you, what types of new businesses and sectors are emerging in your area (e.g. IT, Agri-tech, Fin-tech, etc.)?	Enter text		Individual	Purposive	Location	NA	No
	5.1.2	Kil	Livelihoods	Reasons for emergence of new sectors and businesses	Why do you think these new sectors and businesses are emerging now?	Select multiple	High in demand/ needed in the area; There are more people with specific education and skills in the area for this sector; Local authorities/ local council promoting this sector; Private investment flowing/ being made in this sector (either from local or international investors); Don't know; Other (please specify); Prefer not to answer	Individual	Purposive	Location	NA	No
	5.1.3	Kil	Livelihoods	Reasons for emergence of new sectors and businesses (others)	(IF 5.1.2 = Other) Please specify	Enter text		Individual	Purposive	Location	NA	No
5.2. What strategies and projects, if any, are relevant actors (ex. Local authorities	5.2.1	Kil	Livelihoods	Availability of support for businesses - financial	If you needed to get a loan from a bank or microfinance institution to expand your business now, do you think you would be able to?	Select one	Yes; No; Don't know; Prefer not to answer	Individual	Purposive	Location	NA	No
	5.2.2	Kil	Livelihoods	Unavailability of support for businesses - financial	(IF 5.2.1 = No) Why not?	Select multiple	No such institutions in the area; Do not have enough collateral; Do not have sufficient documents; Already have a loan which I need to pay back; Other (please specify)	Individual	Purposive	Location	NA	No
	5.2.3	Kil	Livelihoods	Unavailability of support for businesses - financial (others)	(IF 5.2.2 = Other) Please specify	Enter text		Individual	Purposive	Location	NA	No
	5.2.4	Kil	Livelihoods	Availability of support and resources for businesses - other	Are there any business-support programs currently available in your area that you are aware of?	Select one	Yes; No; Don't know; Prefer not to answer	Individual	Purposive	Location	NA	No

5. What are the potential growth areas and opportunities to facilitate expansion of key employment sectors and business enterprises?	businesses, employers, civil society actors, etc.) implementing to foster local businesses (ex. access to credit, infrastructure development, etc.)?	5.2.5	Kil	Livelihoods	Actors providing availability of support and resources for businesses - other	(IF 5.2.4 = Yes) Who is administering/ managing these programs? (Note: List each if multiple)	Enter text		Individual	Purposive	Location	NA	No
		5.2.6	Kil	Livelihoods	Number of businesses receiving external support and resources	(IF 5.2.4 = Yes) Have you received any support from these programs for your business?	Select one	Yes; No; Prefer not to answer	Individual	Purposive	Location	NA	No
		5.2.7	Kil	Livelihoods	Type of external support and resources received by the businesses	(IF 5.2.6 = Yes) Could you tell us more about the program and support that you received?	Enter text		Individual	Purposive	Location	NA	No
		5.2.8	Kil	Livelihoods	Number of businesses finding the support useful	(IF 5.2.6 = Yes) Was the support helpful?	Select one	Yes; No; Don't know; Prefer not to answer	Individual	Purposive	Location	NA	No
		5.2.9	Kil	Livelihoods	Number of businesses not receiving external support and resources	(IF 5.2.6 = No) Why did you not receive the support?	Select one	Not interested; Not eligible; Not the right type of support needed; I could not register on time; The timing of the program was not suitable for me; Other (please specify); Prefer not to answer	Individual	Purposive	Location	NA	No
		5.2.10	Kil	Livelihoods	Number of businesses not receiving external support and resources (others)	(IF 5.2.9 = Other) Please specify	Enter text		Individual	Purposive	Location	NA	No
		5.3.1	Kil	Livelihoods	Growth potential/ plans at businesses	Do you plan to expand your business in the next two years (e.g. opening another location, adding additional products/services, etc.)?	Select one	Yes; No; Don't know; Prefer not to answer	Individual	Purposive	Location	NA	No
		5.3.2	Kil	Livelihoods	Growth potential/ plans at businesses	(IF 5.3.1 = No) Why not?	Enter text		Individual	Purposive	Location	NA	No
		5.3.3	Kil	Livelihoods	Support and resources required by businesses for potential expansion	(IF 5.3.1 = Yes) Would you need any special training, new skills, and/or resources to be able to expand your business?	Select multiple	Yes - resources; Yes - training; No; Don't know; Prefer not to answer	Individual	Purposive	Location	NA	No
		5.3.4	Kil	Livelihoods	Support and resources required by businesses for potential expansion, by types of material resources	(IF 5.3.3 = Yes - resources) What types of resources do you think you will need to expand your business?	Select multiple	New equipment/ machinery; Raw materials (seeds, cloth material, livestock, lumber); Access to electricity, water, etc; Financial input; Other (please specify); Don't know	Individual	Purposive	Location	NA	No
5.3.5	Kil	Livelihoods	Support and resources required by businesses for potential expansion, by types of material resources (others)	(IF 5.3.4 = Other) Please specify	Enter text		Individual	Purposive	Location	NA	No		
5.3.6	Kil	Livelihoods	Support and resources required by businesses for potential expansion, by types of training programs	(IF 5.3.3 = Yes - trainings) What types of trainings do you think you will need to expand your business?	Select multiple	Management-related; Marketing and advertising, Sustainable/ climate-smart practices; ICT and digital skills; Finance and book-keeping; Other (please specify); Don't know	Individual	Purposive	Location	NA	No		
5.3.7	Kil	Livelihoods	Support and resources required by businesses for potential expansion, by types of training programs (others)	(IF 5.3.6 = Other) Please specify	Enter text		Individual	Purposive	Location	NA	No		
5.3.8	Kil	Livelihoods	Advice by existing businesses for other potential start-ups	Do you have any advice for anyone who is starting a business or looking for work in your sector?	Enter text		Individual	Purposive	Location	NA	No		
Additional information	C.1	Kil	General	Additional information	Is there anything else you think we should know about the businesses/ work and economic opportunities in this area?	Enter text		Individual					

ANNEX 3: DATA ANALYSIS PLAN: COMMUNITY LEADER KIIS

Research Questions	Data collection method	Sub-research question group	SUBQ#	Sub-research Question	Q#	Questionnaire QUESTION	Probes	Key disaggregations
	Key Informant Interview (KII)	Key characteristics	A.1	Enumerator ID	A.1.1	Enumerator ID	(Enter ID)	
	KII	Key characteristics	A.2	Location	A.2.1	In which city/ location is the KI located?	(Select one) Al-Hasakeh; Ar-Raqqa, Idleb; Dana	
	KII	Key characteristics	A.3	Key Informant position	A.3.1	What is the role of the KI in the community?	(Enter role/ position)	
	KII	Key characteristics	A.4	Population group	A.4.1	(IF APPLICABLE) Which population group is the KI from?	(Select one) Host; IDP	
	KII	Consent	B.1	Consent of the respondent	B.1.1	<p>Hello, I am working for REACH, a humanitarian organization, and we are currently conducting a study to understand the labour market, the circumstances of people who are working or looking for work in this area, and opportunities to provide them with decent employment. We are collecting this information to better the humanitarian sector's understanding of economic opportunities and potential activities to support livelihood opportunities in this area. You have been asked to participate because your views are important, and we appreciate you taking the time to talk to us.</p> <p>The interview should take no more than 30-40 minutes. The insights and opinions you will share with us will remain strictly confidential. If there are any questions that you do not wish to answer, you do not have to do so; however, we would appreciate if you could please try to share as much as possible.</p> <p>Do you agree to be interviewed? If you don't have any questions, may I begin now?</p>	(Select one) Yes; No	
	KII	Basic information	B.2	Respondent gender	B.2.1	Gender of the KI (Do not ask aloud)	(Select one) Male; Female	
1. What are the main sectors of employment the assessed populations mostly engage in? What challenges and barriers exist, if any, for the assessed populations that limits their participation in and access to employment opportunities?	KII	Livelihoods	1.1	What is the current state of employment among the assessed populations (ex. employed/unemployed, formal/informal work)?	1.1.1	In which sector do most people from the work force in this area find employment in? (e.g. formal or informal work, private or public, etc.) Note: Work/ labour force refers to all persons of working age who are employed (already working) and those who are unemployed (but seeking employment).	a. What are the main income-generating activities that people engage in in this area (e.g. agriculture/ poultry farming, construction, industrial manufacturing, service industry/ hospitality, education, other, etc.)?	Location, Population group (Host, IDP)
	KII	Livelihoods	1.2	Through what channels do job seekers generally find employment? To what extent, if any, these channels differ for host and IDP populations?	1.2.1	How do job seekers (both IDP and host) generally find jobs?	a. Are there any useful resources available for job seekers (e.g. job websites, job placement services, etc.)? If yes, which? b. Do people within the host and IDP community find work through different channels? If yes, how? c. Do male and female workers find work through different channels? If yes, how?	Location, Population group (Host, IDP)
	KII	Livelihoods	1.3	What are the enabling factors, if any, that help people access employment opportunities?	1.3.1	What skills and experiences do most people in the work force possess in this area? Which skills can they offer to the local job market?	a. What type of work are people most interested in? b. Why do you think some people are more successful in finding work in your community than others?	Location, Population group (Host, IDP)

	KII	Livelihoods	1.4	What are the challenges and barriers, if any, that limit the assessed population's participation in and access to employment opportunities in the local labour market, including social, cultural, physical and/or structural barriers?	1.4.1	What challenges do job seekers in this area generally face in finding work/working?	a. Are people able to access local labour markets for work? If not, why? b. Does this access differ among host and IDP workers? If yes, how? c. Do any specific groups face additional challenges to employment? If yes, which groups are those?	Location, Population group (Host, IDP)
4. What gaps exist between the skills in demand by employers and those offered by the labour force? What programs and opportunities currently exist to address these gaps between the supply and demand side and how can they be scaled up?	KII	Livelihoods	4.4	What training opportunities exist in the assessed locations for job-seekers? Are these opportunities accessible to both males and females?	4.4.1	What training opportunities exist for people who want to learn new skills?	a. What programs are being run by INGOs/local NGOs to provide job training? Which NGOs? b. Are these opportunities accessible to both males and females? If not, why? c. Are these opportunities accessible to both workers from the host and IDP communities? If not, why? C. What barriers exist and prevent people in the area from obtaining the skills needed to secure work?	Location, Population group (Host, IDP)
	KII	Livelihoods	4.5	Which technical and vocational trainings can be provided by humanitarian actors to the labour force that would help them in accessing existing and potential employment opportunities in the local market?	4.5.1	What skills do you think people need to find work or become more employable?	a. What type of work opportunities do you think are the most promising for people in the your community/ area (e.g. (self-employment, home-based enterprises, informal work, etc.)? b. What additional support do you think people need to help them find work or become engaged in an income-generating activity?	Location, Population group (Host, IDP)
6. How does the labour forces' engagement in employment sectors, skills, and challenges vary across different populations groups (host and IDPs) and genders in the assessed locations?	KII	Livelihoods	6.1	How does engagement in key employment sectors differ between host and IDP workers? What barriers and constraints exist, if any, to IDP workers' access and participation in the local labour market?	6.1.1	Are there differences between people from the host community and IDPs in terms of the sectors in which they generally work?	a. Are workers from some communities restricted to or encouraged to work in certain sectors? If yes, please explain. b. Who are the main/potential employers of people in this area? Is this different for IDP workers? If different, how? c. Are there equal opportunities for IDP and host workers? Is there any	Location, Population group (Host, IDP)
	KII	Livelihoods	6.2	What are the barriers and constraints to female workers' access and participation in the local labour market, including social barriers (ex. cultural norms that limit female participation, lack of connections, etc.) and physical or structural barriers (ex. lack of safe transportation services, no child care for female workers, safety concerns and limitations on physical mobility, etc.)?	6.2.1	Are there differences in the types of work in which men and women are mostly employed?	a. What are the sectors or workplaces most conducive/ supportive of women? If yes, please explain why. b. What are the available employment opportunities for women c. What challenges exist for women specifically to work	Location, Population group (Host, IDP)
	KII	General	C.1	Additional information	C.1.1	Is there anything else you think we should know about the population and work in this area?		

ANNEX 4: DATA ANALYSIS PLAN: SECTOR EXPERTS KIIS

Research Questions	Data collection method	Sub-research question group	SUBQ#	Sub-research Question	Q#	Questionnaire QUESTION	Probes	Key disaggregations
	Key Informant Interview (KII)	Key characteristics	A.1	Enumerator ID	A.1.1	Enumerator ID	(Enter ID)	
	KII	Key characteristics	A.2	Location	A.2.1	In which city/ location is the KI located?	(Select one) Al-Hasakeh, Ar-Raqqa, Idleb, Dana	
	KII	Key characteristics	A.3	Key Informant organisation	A.3.1	Which organisation/ agency does the KI belong to?	(Enter name)	
	KII	Key characteristics	A.4	Key Informant position	A.4.1	What is the role/ expertise/ position of the KI in the sector?	(Enter role/ area of expertise/ position)	
	KII	Consent	B.1	Consent of the respondent	B.1.1	<p>Hello, I am working for REACH, a humanitarian organization, and we are currently conducting a study to understand the labour market, and the business environment in this area. We are collecting this information to better the humanitarian sector's understanding of the economic opportunities available here. We have identified you as someone who knows about various business sectors, growth opportunities, job training options, and the economic situation. You have been asked to participate because your views and knowledge are important, and we appreciate you taking the time to talk to us.</p> <p>The interview should take no more than 30-40 minutes. The insights and opinions you will share with us will remain strictly confidential. If there are any questions that you do not wish to answer, you do not have to do so; however, we would appreciate if you could please try to share as much as possible.</p> <p>Do you agree to be interviewed? If you don't have any questions, may I begin now?</p>	(Select one) Yes; No	
	KII	Basic information	B.2	Respondent gender	B.2.1	Gender of the KI (Do not ask about)	(Select one) Male/ Female	
2. What are the characteristics of existing business enterprises in key sectors of the assessed locations? What challenges are they currently facing in conducting business, if any?	KII	Livelihoods	2.1	What are the main sectors of the local business enterprises?	2.1.1	Which sectors do the most local businesses/business enterprises operate in in this area (e.g. agriculture/poultry farming, construction, industrial manufacturing, service industry/hospitality, education, other, etc.)?		Location
	KII	Livelihoods	2.2.	What are the characteristics of the businesses (ex. micro/ small/ medium, producer/ supplier of goods and services, etc.)?	2.2.1	What are the characteristics of businesses that operate in this area?	a. Formal, informal? b. Micro, small, medium? c. Home-based, small farm holders, family-run businesses, etc.?	Location
	KII	Livelihoods	2.3	What are the main challenges that the enterprises face in conducting their business (ex. supply chain issues, availability of finance and resources, etc.)?	2.3.1	What are the main challenges in operating a business in this area?	a. What types of challenges - supply chain issues, availability of finance and resources, etc.? b. Do any specific groups such as women or IDPs face additional challenges in starting or running a business?	Location
3. Which key markets, employment sectors, and businesses currently exist in the assessed locations?	KII	Livelihoods	3.1	Which employment sectors currently are most active and generating profit in businesses in the assessed locations, and why?	3.1.1	From your perspective, which industries, sectors, or types of businesses are most active in this area?	a. Which industries are currently hiring most people? b. Which sectors seem most profitable recently? c. Are there any sectors that will see expansion in the near future?	Location
	KII	Livelihoods	3.2	Who are the key actors and stakeholders that businesses/ business owners have to engage with to conduct their activities?	3.2.1	Which government and/ or local council agencies are important for businesses?	a. What are the roles of each of these agencies? b. What are the priorities of these agencies?	Location
4. What gaps exist between the skills in demand by employers	KII	Livelihoods	4.4	What training opportunities exist in the assessed locations for job-seekers? Are these opportunities accessible to both males and females?	4.4.1	Where do job seekers generally go to get trained/ educated/ certified so they can develop skills to get a job?	a. What kinds of organisations provide training? b. Do businesses often provide on the job training opportunities? c. Are training opportunities generally available and accessible to both men and women, IDPs? What about for youth and/ or people with disabilities?	Location

and those offered by the labour force? What programs and opportunities currently exist to address these gaps between the supply and demand side and how can they be scaled up?	KII	Livelihoods	4.5	Which technical and vocational trainings can be provided by humanitarian actors to the labour force that would help them in accessing existing and potential employment opportunities in the local market?	4.5.1	What types of trainings do you think will benefit/ help job seekers in securing employment?	a. What types of trainings could be applicable to many sectors and employment opportunities? - life skills trainings, general numeracy & literacy, come computer skills, etc. b. Vocational and technical trainings?	Location
5. What are the potential growth areas and opportunities to facilitate expansion of key employment sectors and business enterprises?	KII	Livelihoods	5.1	Are there any new business sectors or industries that are emerging or have recently emerged (in the last one year) in the assessed locations? If yes, which?	5.1.1	According to you, what types of new businesses and sectors are emerging or have recently emerged in this area?	a. IT, Agri-tech, Fin-tech, Others?	Location
	KII	Livelihoods			5.1.2	Which sectors are currently underdeveloped and/or have significant potential for growth?	a. Which sectors are over-saturated?	Location
	KII	Livelihoods			5.1.3	In your knowledge, have there been any private investments in specific sectors either from local or international investors?	a. (IF YES) Who is investing? Which sectors are the investments mostly in? b. (IF NO) Has there been any interest from private investors in specific sectors?	Location
	KII	Livelihoods	5.2	What strategies and projects, if any, are relevant actors (ex. government bodies, employers, civil society actors, etc.) implementing to foster local businesses (ex. access to credit, infrastructure development, etc.)?	5.2.1	Are there any types of public education/job trainings that are being supported by the government/ local councils to provide people with job skills?	a. What sectors/vocations does it cover, and what is the scale and scope of programming? b. What training programs are being run by INGOs/ local NGOs to provide job trainings? c. if no such programs exist yet, which could be most useful to set up?	Location
	KII	Livelihoods			5.2.2	Are there any sectors that the government or local councils are encouraging development in?	a. Are there any business support programmes currently in place to develop local businesses? If yes, what types of programs? b. Who is implementing them? c. Are these programs available to everyone? d. If none, which sectors could benefit from such support programs?	Location
	KII	Livelihoods			5.2.3	What is the availability and accessibility like for business loans in this area?	a. Are loans easily available to micro/ small/ medium enterprises? If not, please explain why. b. Are there any specific barriers that women, IDPs, youth, etc. face in accessing loans? If yes, what barriers?	Location
KII	Livelihoods	5.3	What type of support could be provided by humanitarian actors to business enterprises to overcome any constraints and challenges they are facing and/or for potential growth and expansion of their activities (ex. business grants, equipment distributions, trainings on capacity-building/ sustainable practices, access to technology, etc.)?	5.3.1	What type of support do you think could be provided to business enterprises to facilitate their operations?	a. How can businesses be supported for potential growth and expansion of their activities (eg. business grants, equipment distributions, trainings on capacity-building/ sustainable practices, access to technology, micro-financing, others, etc.)?	Location	
	KII	Livelihoods	C.1	Additional information	C.1.1	Is there anything else you think we should know about the businesses/ work and economic opportunities in this area?		