**Terms of Reference**

**Area-Based Assessments of targeted neighbourhoods in Saida**

# 1. Summary

|  |  |
| --- | --- |
| **Country of intervention** | Lebanon |
| **Type of Emergency** |  | Natural disaster | X | Conflict |  |  |
| **Type of Crisis** |  | Sudden onset  |  | Slow onset | X | Protracted |
| **Mandating Body/ Agency** | IMPACT |
| **Project Code** | 99 CRK X74 |
| **REACH Pillar** | X | Planning in Emergencies  | X | Displacement | X | Building Community Resilience |
| **Research Timeframe** | May – August 2018 |
| **General Objective** | The overall objective of this set of assessments is to inform evidence-based humanitarian programming and service delivery within targeted neighbourhoods in Saida, Lebanon. The assessments seek to support actors in prioritising geographic areas, service sectors and modalities of assistance within targeted neighbourhoods within Saida based on areas most in needs. |
| **Specific Objective(s)** | **Component I: Service, infrastructure and community mapping**1. Identify and map official administrative boundaries within the targeted neighbourhoods
2. Identify and map /perceived community boundaries within the targeted neighbourhoods and the estimated locations and numbers of each population group within the community.[[1]](#footnote-1)
3. Identify and map location of services, and primary infrastructure (water, sewage, electrical/power, healthcare, education, main roads), and the stakeholders responsible within the targeted neighbourhoods
4. Identify and map complementary assistance (humanitarian and development) by national and international organisations and civil society, including current and planned initiatives, within the targeted neighbourhoods
5. Identify and map current municipal and complementary assistance service catchment areas (location, frequency) within the targeted neighbourhoods
6. Identify the extent and use of cash transfer programming in the targeted neighbourhoods
7. Identify coordination networks/relationships between stakeholders, within and across service delivery and assistance in the targeted neighbourhoods

**Component II: Needs assessment*** 1. Identify primary needs of civilians living in targeted neighbourhoods and triangulate with service delivery capacity; catchment areas to identify current/potential unmet needs
	2. Identify primary barriers faced by civilians in targeted locations in terms of accessing services

  |
| **Research Questions** | **Component I: Service, infrastructure and community mapping*** 1. What are the official administrative boundaries within the targeted neighbourhoods?
	2. What are the perceived community boundaries within the targeted neighbourhoods? How many people are living in each community, how are they distributed between the communities, and are they permanent residents (i.e. host community), Syrian Refugees or Palestinian Refugees residing outside of official camps?
	3. Where are primary services and infrastructure located (water, sewage, electrical/power, healthcare, education, main roads) within the targeted neighbourhoods? Who are responsible for maintaining and delivering these services?
	4. What complementary assistance initiatives are being undertaken by international organisations and national and international civil society within the targeted neighbourhoods? What has been undertaken? What is underway? What is planned?
	5. What are the current municipal and complementary assistance service catchment areas within the targeted neighbourhoods?
	6. What is the extent of cash transfer programming in selected neighbourhoods? What are the primary uses of cash for those receiving? What are barriers and opportunities for improved cash transfer programming?
	7. What mechanisms are in place to support the coordination between these actors, within and across sectors within the targeted neighbourhoods?

**Component II: Needs assessment*** 1. What are the primary needs of the population within the targeted neighbourhood(s)?
	2. What are the primary barriers faced by civilians in accessing services and complementary assistance within the targeted neighbourhood(s)?
 |
| **Research Type** |  | Quantitative |  | Qualitative | X | Mixed methods |
| **Geographic Coverage** | The assessment is targeting three neighbourhoods in the Saida Dikrman area of Saida: 1) Hamoud Hospital, 2) Delle’a, and 3) Taamir.[[2]](#footnote-2) |
| **Target Population(s)** | All populations residing in targeted neighbourhoods[[3]](#footnote-3) |
| **Data Sources** | **Secondary Data:**UN-Habitat Saida City and Council Documents Lebanon Crisis Response Plan (2017-2020)UNCHR/NGO/agency assessments/reports**Primary Data:** |
| Household InterviewsKey informant interviews (municipal level, community representative, service sector specific), including participatory mapping exercises |
| **Expected Outputs** | 1 Consolidated report1 Neighbourhood Fact sheet per neighbourhood*1 Consolidated Action Plan per location (to be created in post-assessment phase)* |
| **Key Resources** | * 1 x Programme Manager, 1 x Assessment Officer, 1x Senior MIS Officer
* 10 enumerators
 |
| **Humanitarian milestones** |  |
| **Milestone** |  |
|  | Cluster plan/strategy |  |
| x | Inter-cluster plan/strategy  | *Development of a quarterly to yearly multi-sectoral plan – based on inputs and agreement from humanitarian actors and municipal service providers*  |
|  | Donor plan/strategy  |  |
| x | NGO plan/strategy  | *As above* |
| X | Other  |  |
| **Audience** |  |
| **Audience type** |  |
| X | Operational | *Saida municipality, humanitarian actors including UN HABITAT, International NGOs and local CSO partners*  |
| X | Programmatic | *Southern Inter-Agency Coordination Mechanism* |
| X | Strategic | *ECHO* |
|  | Other |  |
| **Access**  | X |  Public (available on REACH resource centre and other humanitarian platforms)  |
|  | Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms) |
|  | Other  |
| **Visibility** | *All information products will feature branding of ACTED and AGORA.* |
| **Dissemination**  | *All outputs will be shared across: ACTED country networks; the Southern Inter-Agency Coordination Mechanism; global networks and other identified sources.*  |

# 2. Background & Rationale

**National Context**

As of October 2017, the Government of Lebanon (GoL) estimated that the **country hosts 1.5 million Syrians who have fled the conflict in Syria** (including 997,905 million registered as refugees with UNHCR)**, along with 34,000 Palestine Refugees from Syria (PRS), 35,000 Lebanese returnees, and a pre-existing population of more than 277,985 Palestine Refugees in Lebanon (PRL**). These figures represent the highest per capita number of refugees in the world. This extremely high presence of refugees has increased demand on infrastructure and social services, which lack the capacity to meet increased needs - and coping mechanisms of the most vulnerable are being severely tested as the majority of deprived Lebanese (67 percent) and persons displaced from Syria (87 percent) live in the country’s 251 most vulnerable cadastres.

To respond to this crisis, the GoL, international and national partners have developed a multi-year plan - the **Lebanon Crisis Response Plan (LCRP) (2017-2020)** to respond to the challenges in a holistic manner through the delivery of integrated and mutually reinforcing humanitarian and stabilisation interventions. The LCRP aims to: 1. Ensure the protection of displaced Syrians, vulnerable Lebanese and Palestine refugees; 2. Provide immediate assistance to vulnerable populations; 3. Strengthen the capacity of national and local service delivery systems to expand access to and quality of basic public services; 4. Reinforce Lebanon’s economic, social and environmental stability. Humanitarian and development initiatives developed to contribute to this overarching framework.

**Strain on urban centres**

**Urban centres in Lebanon face significant strain.** Vulnerable populations are migrating towards poor urban areas where living conditions have significantly deteriorated, with rents increasing alongside an increased pressure on the provision of basic services such as water, energy, sanitation and solid waste collection in addition to social stability challenges. **It is estimated that poor urban neighbourhoods and Palestine Refugee camps now host a larger proportion than ever before of displaced Syrians**. The move to urban areas makes it harder for organizations to assist displaced Syrians: people in need are more dispersed and difficult to identify and locate, in addition to the shortage of partners with experience in urban responses.

**Rationale for Saida**

**Saida represents one such city under significant strain.** With an estimated population of 160,000 Lebanese, Saida accommodates a further 33,400 Syrian refugees and approximately 100,000 Palestinian refugees, placing extreme pressure on service provision to support host populations, refugees and migrants. Whilst the majority of Palestinians living in two camps within Saida (Ain El-Helweh and Miyeh ou Miyeh), many refugees live in ‘out of camp’ contexts, either in gatherings or adjacent areas close to the Palestinian camps, which do **not benefit from the basic urban services from the municipality under the cadastre**, and throughout poorer neighbourhoods in Saida where service provision is already stretched.

**ACTED has an established presence in Saida**. ACTED, in partnership with the Municipality of Saida, is implementing a program to support the municipality and CSOs active within Saida, focused specifically on planning and support to education, health and the environment.

There have been some assessments conducted within the city of Saida, though key information gaps at the neighbourhood level remain for certain areas. The Saida municipality is comprised of three cadastres: Old Saida, Dekrman and Wastani. In 2018 UN-HABITAT conducted an area-based assessment of Old Saida. Within Saida Dikrman, Première Urgence Internationale (PUI) conducted an assessment of the area next to the Ain Al Halwi Refugee Camp, known as a ‘gathering’ or ‘adjacent area’. Acknowledging this, and in consultation with the municipality of Saida, remaining neighborhoods in Saida Dikrman have been identified as vulnerable areas where neighbourhood level information, such as population size, is unknown.

**Institutional framework and overall landscape**

**Numerous assessment, planning, coordination and municipal capacity strengthening initiatives exist across Lebanon - and in Saida.** Acknowledging this landscape, the AGORA pilot will complement existing or planned initiatives.

**Key partners for the AGORA initiative will include:**

* **The Municipality of Saida:** Overall key partner on all project components
* **UN-Habitat and identified local partners:** Key partners in assessment activities in Saida
* **Southern Inter-Agency Coordination Mechanism:** Co-led by UNHCR & UNDP with the involvement of operational actors
* **CSOs, National and International NGOs:** Ensuring their contribution and active involvement in all pilot components

The overall AGORA pilot in Saida includes four specific objectives:

**Objective 1: Gain a clear understanding of the needs and capacities of refugees, migrants and vulnerable Lebanese in crisis affected neighborhoods in Saida.**

The **Area-based assessment** exercise, complementing UN-Habitat’s neighbourhood profiling methodology in targeted neighbourhoods, will aim to provide local and international actors with a better understanding of the needs of vulnerable populations and capacity of local actors residing and intervening in Saida’s underserved urban areas –including targeted ‘gatherings’ and ‘adjacent areas’ Population groups include refugees, migrants and vulnerable host communities.

**Objective 2: Support the identification of priority intervention areas with local and international actors**

Building off the assessment findings and in partnership with the municipality of Saida, local civil society, international NGOs and the UN, AGORA will **identify priority interventions in the targeted neighbourhoods and across Saida**. Interventions will identify both immediate (humantiarian) needs and longer term municpal priorities covering all sectors. A clear mapping of existing and planned activities will complement this component.

**Objective 3: Support the city of Saida and operational actors in the coordination and monitoring of priority interventions**

AGORA will support the **development of an appropriate approach/mechanism/platform** to coordinate and monitor the implementation of the above mentioned response plans at a Saida city level. Supporting city authorities in this process, this will be achieved through: identifying and supporting relevant co-chairs; convening contributing organisations and; supporting the creation of a dedicated Information Management platform.

**Objective 4: Strengthen capacity of local actors through peer to peer municipal support**

Leveraging a global partnership with United Cities and Local Government, **AGORA will support the municipality of Saida through fostering links in partnership with Cities Unies France and French municipal authorities**. Specific technical assistance will support initial identification of needs such as technical support for solid waste management and electricity provision. Modalities of support will be in the form of an exposure visit and/or brief technical missions from appropriate French municipal representatives.

The remainder of this Assessment ToR focuses on **Objective one** of the overall AGORA initiative in Saida, and will be broken down into two components as follows:

**Component I**

**Service, infrastructure and community mapping:** Provide geographic and demographic overview of targeted neighbourhood, including community boundaries[[4]](#footnote-4), settlement population figures, stakeholders responsible for service delivery and complementary assistance, capacity of infrastructure and service providers to meet needs.

**Component II**

**Needs assessment:** Identify primary needs of civilians and barriers to accessing services within the boundaries defined in Phase I.

# 3. Research Objectives

The overall objective of this assessment is **to inform evidence-based humanitarian programming and service delivery in targeted neighbourhoods within the city of Saida, Lebanon.** The assessment seek to support actors in prioritising geographic areas, service sectors and modalities of assistance within targeted neighbourhoods based on areas most in need.

Specific objectives of the assessment, including which assessment phase they fall under, are as follows:

**Component I: Service, infrastructure and community mapping**

1. Identify and map official **administrative boundaries** within targeted neighbourhoods (SDR)
2. Identify and map **perceived community boundaries** and the **estimated locations and numbers of each population group** within the community for example host community, Lebanese, Syrian Refugees, Palestinian Refugees from Syria and Palestinian Refugees in Lebanon. (SDR, KII [representative, community, service provider])
3. Identify and map **location of services and primary infrastructure** (water, sewage, electrical/power, healthcare, education, main roads) and the stakeholders responsible within the targeted neighbourhoods (SDR, KII [service provider])
4. Identify and map **complementary assistance (humanitarian and development) by national and international organisations and civil society within targeted neighbourhoods**, including previous, current and planned initiatives (SDR, KII [representative, community, service provider])
5. Identify and map **current municipal and complementary assistance service catchment areas** (SDR, KII [representative, community, service provider])
6. Identify the extent and use of **cash transfer programming** in the targeted neighbourhood) (SDR, KII [representative, community, service provider], HH interview)
7. Identify coordination **networks/relationships between stakeholders, within and across service** (SDR, KII [representative, community, service provider])

**Component II: Needs assessment**

* 1. Identify **primary needs** of civilians living in targeted locations and triangulate with service delivery capacity; catchment areas to identify current/ potential unmet needs (HH surveys)
	2. Identify **primary barriers** faced by civilians in terms of accessing services (HH surveys)

# 4. Research Questions

As with the research objectives, the research questions for this assessment can be divided into two phases:

**Component I: Service, infrastructure and community mapping**

**Community mapping:**

* 1. What are the official administrative boundaries within the targeted neighbourhoods?
	2. What are the perceived community boundaries? How many people are living in each community, how are they distributed between the communities, and are they permanent residents (i.e. host community), Syrian Refugees or Palestinian Refugees residing outside of official camps?

**Infrastructure, stakeholder and service mapping:**

* 1. Where are primary services and infrastructure located (water, sewage, electrical/power, healthcare, education, main roads)? Who are responsible for maintaining and delivering these services?What is the current service catchment area?
	2. What complementary assistance initiatives are being undertaken by international organisations and national and international civil society? What has been undertaken? What is underway? What is planned?
	3. What are the current municipal and complementary assistance service catchment areas?

**Cash transfer programming:**

* 1. What is the extent of cash programming in the targeted neighbourhoods? What are the primary uses of cash for those receiving? What are barriers and opportunities for improved cash transfer programming?

**Coordination and communication:**

* 1. What mechanisms are in place to support the coordination between these actors, within and across sectors?

**Component II: Needs assessment**

* 1. What are the primary needs of the population residing in the city?
	2. What are the primary barriers faced by civilians in accessing services?

# 5. Methodology

**5.1. Methodology overview**

The assessment will consist of a mixed methods approach that combines the analysis of secondary data (SDR) with qualitative and quantitative primary data collection methods, namely key informant interviews (KIIs), including a participatory mapping component, and household surveys (HH surveys).

It should be noted that the assessments will have an element of flexibility embedded, as the method may need to be altered depending on the availability of secondary data or access constraints that may hinder primary data collection.

The following table provides an overview of the methods that will be employed during each phase of the assessment and the corresponding methods that will be used to meet each phase objective.

**Table 1: Methodology overview**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Phase** | **Assessment activity** | **Objective #** | **Objective** | **Data collection methods** | **Respondent profiles** |
| **Component I: Service, infrastructure and community mapping** | **Community mapping** | 1.1 | Identify and map official administrative boundaries within the targeted neighbourhoods | SDR | N/A |
| 1.2 | Identify and map current/perceived community boundaries in targeted neighbourhoods and the estimated locations and numbers of each population group within the community | SDR, KII  | Neighbourhood representative, Neighbourhood members |
| **Infrastructure, stakeholder and service mapping** | 1.3 | Identify and map location of services and primary infrastructure (water, sewage, bakeries, electrical/power, healthcare, markets, education, main roads) and the responsible stakeholders within the targeted locations | SDR, KII  | Neighbourhood representative, Service providers, Neighbourhood members  |
| 1.4 | Identify and map complementary assistance (humanitarian and development) by national and international organisations and civil society, including previous, current and planned initiatives | SDR, KII  | Neighbourhood representative, Service providers (incl. NGOs), Neighbourhood members  |
| 1.5  | Identify and map current municipal and complementary assistance service catchment areas | SDR, KII  | Neighbourhood representative, Service providers (incl. NGOs), Neighbourhood members  |
| **Cash Transfer Programming** | 1.6 | Identify the extent and use of cash transfer programming in the targeted neighbourhoods | SDR, KII, HH Interview | Neighbourhood representative, Service providers (incl. NGOs), Neighbourhood members  |
| **Coordination and communication** | 1.7 | Identify coordination networks/relationships between stakeholders, within and across services | SDR, KII  | Neighbourhood representative, Service providers (incl. NGOs), Neighbourhood members  |
| **Component II: Needs assessment** | **Needs assessment** | 2.1 | Identify primary needs of civilians living in targeted locations and triangulate with service delivery capacity; catchment areas to identify current/ potential unmet needs | HH interview, KIIs | Neighbourhood population, Community members |
| 2.2 | Identify primary barriers faced by civilians in terms of accessing services  | HH interview, KIIs | Neighbourhood population, Community members |

**5.2. Population of interest**

The population of interest includes all population groups living within Hamoud Hospital neighborhood, Delle’a and Taamir neighbourhoods in Saida Dikrman. This includes host community residents and refugees. A principal element of Component I of the assessments is to identify the demographic composition of the three targeted neighbourhoods.

**5.3. Secondary data review**

The analysis of secondary data is a core tenet of the methodology and will be fully incorporated in each assessment component. All relevant secondary data sources will be consulted and analysed in conjunction with primary data for triangulation and verification.

**5.4 Data collection**

Data collection will be composed of SDR, KIIs and a Household Survey.

Component 1:

**Secondary data review:**

Secondary data will be used, where possible, to:

* + Identify and map official administrative boundaries [RO 1.1]
		- Potential sources of information include UNHabitat, City & Council records.
	+ Identify and map current/perceived community (e.g. neighbourhood) boundaries and the estimated locations and numbers of each population group [RO 1.2]
	+ Identify and map location of services and primary infrastructure (water, sewage, electrical/power, healthcare, education, main roads) within the targeted locations and the stakeholders responsible for delivery of each service (water, sewage etc.) and map the geographical area of their responsibility. [RO 1.3]
	+ Identify and map complementary assistance (humanitarian and development) by national and international organisations and civil society, including previous, current and planned initiatives [RO 1.4]
	+ Identify and map current municipal and complementary assistance service catchment areas[RO 1.5]
	+ Identify the extent and use of cash transfer programming in the targeted neighbourhood(s) [RO 1.6]
	+ Identify coordination networks/relationships between stakeholders, within and across service [RO 1.7]

**KIIs with neighbourhood representatives, neighbourhood and community members and service providers**

KIs will be selected using a purposive sampling method, whereby KIs will be identified through SDR and using existing REACH enumerator and ACTED Lebanon contact networks. KIs will also be identified using a snowball approach, whereby KIs will be asked to identify other individuals who are able to provide relevant information for the assessment.The KIIs will include a participatory mapping element, whereby respondents will be required to identify community boundaries and services on a map of the area. Interviews will be in-person, semi-structured and data recorded through the KOBO application. At least one KII will be conducted per thematic area (community mapping, health, education, WASH, electricity & roads, food & markets and complementary assistance) in each neighbourhood.

Throughout the data collection process KIs will:

* + Identify and map perceived community boundaries within neighbourhoods and the estimated locations and numbers of each population group within the community for example host community, IDPs etc. [RO 1.2]
	+ Identify and map location of services and primary infrastructure (water, sewage, electrical/power, healthcare, education, main roads) and the stakeholders responsible within the targeted locations [RO 1.3]
	+ Identify and map complementary assistance (humanitarian and development) by national and international organisations and civil society, including previous, current and planned initiatives [RO 1.4]
	+ Identify and map current municipal and complementary assistance service catchment areas [RO 1.5]
	+ Identify the extent and use of cash transfer programming in the targeted neighbourhood(s) [RO 1.6]
	+ Identify coordination networks/relationships between stakeholders, within and across service [RO 1.7]
	+ Identify primary needsof civilians living in targeted locations and triangulate with service delivery capacity; catchment areas to identify current/ potential unmet needs [RO 2.1]
	+ Identify primary barriers faced by civilians in terms of accessing services [RO 2.2]

*Neighbourhood Representative KIs* are individuals with a strong understanding of the target neighbourhood in one or more key sectors. Neighbourhood Representatives KIs may be members of the council, administrative bodies or act as Mokhtars and should have up to date information on general issues, population levels, and movement patterns, as well as having connections with both community leaders and sector-specialists in a number of communities.

*Neighbourhood Member KIs* are individuals with strong knowledge of specific communities or areas within the neighbourhood, and whilst not holding official positions of authority, they are well connected and informed of neighbourhood realities, for example this could include teachers and doctors.

*Community Member KIs* are individuals able to provide information regarding their specific population group. These KIs have a strong understanding of the specific challenges and needs of a population group.

*Service Provider KIs* are individuals with technical knowledge of a specific sector within a neighbourhood. They are able to describe the operating status of services/infrastructure as well as the service area. KIs will be asked about the current service level capacity, if there are any gaps in service provision, and actors’ capacity to increase service delivery levels. Potential KI profiles include municipal, private sector or NGO/civil society representatives providing a service within the community, for example electricity firms.

Component 2:

**Household Surveys**

A random household survey will be conducted in all three targeted neighbourhoods, with a target of 96 interviews per community. As there are no available statistics around the population of the targeted communities, the confidence level and interval will be calculated following the first phase of data collection, in which the total population size will be estimated based on data collected in KIIs with the municipality. However assuming an infinite population, 96 household surveys will generate results generalizable to the neighbourhood with a 95% confidence level and 10% confidence interval. The survey sample will be drawn by generating random GPS points within the boundaries of the neighbourhood, including a 20% buffer. AGORA enumerators will use the OSM navigation application to reach each GPS point and conduct the survey with the nearest household. Where possible, the interview will be conducted with the head of household or, if unavailable, an adult member of the household. If there is no one available or willing to be interviewed at the time of arrival, the enumerator will move on to the next random GPS point.

Household surveys will be used to:

* + Identify **primary needs** of civilians living in targeted locations and triangulate with service delivery capacity; catchment areas to identify current/ potential unmet needs [RO 2.1]
	+ Identify **primary barriers** faced by civilians in terms of accessing services [RO 2.2]

**KIIs**

Given the diversity of the population within the targeted neighbourhoods, and the lack of possible stratification within the household survey, KIIs will be conducted with community members from different population groups, for example Lebanese host community, Syrian refugees and Palestinian refugees. KIs will be identified using both REACH enumerator and ACTED Lebanon contact networks as well as using a snowballing approach. KIIs will be conducted with at least one community member per population within each neighbourhood. The total number of KIIs to be conducted in each neighbourhood, as well the total number of KIIs overall, will therefore depend on the different types of communities mapped in each neighbourhood through Component 1. The objective of the KIIs is to gain a more in-depth understanding of the potential differences in needs and challenges faced by different communities within the targeted neighbourhoods. The exact profile of the KIs will be based on population data emerging from the first phase, though will likely to include: the Lebanese host community and Lebanese returnees (from Syria), Syrian refugees and Palestinian refugees (PRS and PRL) living outside of formal camps.

KIIs will be used to:

* + Identify **primary needs** of civilians living in targeted locations and triangulate with service delivery capacity; catchment areas to identify current/ potential unmet needs [RO 2.1]
	+ Identify **primary barriers** faced by civilians in terms of accessing services [RO 2.2]

**5.5. Data analysis plan**

Data will be analysed and triangulated using both primary and secondary sources. KII data will largely be analysed at the neighbourhood/service delivery unit level, given the purpose of the assessment is to inform the response at the local level. The HH survey data will be aggregated across all neighbourhoods For aggregate analysis, neighbourhood data will be assigned weights based on the population estimates from Component 1. If possible, significance tests will be used to explore any disaggregations between neighbourhoods and also community type (e.g. Lebanese host community, Syrian refugees, Palestinian refugees) ensuring data is weighted based on estiamted population sizes.

Maps will be created at the lowest administration level possible from the results of the KII participatory mapping exercises.

# 6. Product Typology

**Table 2: Type and number of products required**

|  |  |  |
| --- | --- | --- |
| **Type of Product** | **Number of Product(s)** | **Additional information** |
| Consolidated report | 1 | 1 overall report presenting the findings of the assessments. |
| Neighbourhood profile | 3 | 1 profile to be produced per neighbourhood, with sections focusing on specific sectors and accompanying narrative and maps |
| ***To be completed post-assessment:*** |
| Consolidated Action Plan | 3 | 1 Consolidated Action Plan outlining current and planned interventions in the targeted neighbourhoods |

# 7. Management arrangements and work plan

**6.1. Roles and Responsibilities, Organogram**

**Table 3: Description of roles and responsibilities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task Description** | **Responsible** | **Accountable** | **Consulted** | **Informed** |
| **Development of research tools** | Assessment Officer | Programme Manager | HQ Research Design Unit | Head of Research |
| **Training of enumerators for primary data collection** | Senior MIS Officer, Assessment Officer | Assessment Officer | Programme Manager | HQ Research Design Unit |
| **Tracking of data entry** | Senior MIS Officer, Assessment Officer | Assessment Officer | Programme Manager |  |
| **Data cleaning and analysis** | Assessment Officer | Programme Manager | HQ Data Unit | Head of Research |
| **Final output production (SO, Maps, Profiles)** | Assessment Officer, Senior MIS Officer | Programme Manager | HQ Reporting and GIS Units | Head of Research, |
| **Project evaluation and lessons learned** | Assessment Officer, Senior MIS Officer | Programme Manager | HQ Research Design Unit | Head of Research |

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

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

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

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

# 8. Risks & Assumptions

**Table 4: List of risks and mitigating action**

|  |  |
| --- | --- |
| **Risk** | **Mitigating measure** |
| Enumerators on the ground are not able to access the required locations. | Ensure support by the municipal authorities for effective data collection. |
| KIs do not have access to relevant information to answer all questions accurately. | Multiple KIs to be contacted when necessary and multiple sources will be used for indicators that involve estimates (such as population figures). |
| Participants provide contradicting participatory mapping responses | Participatory mapping exercises will be triangulated with secondary data to the fullest extent possible. In the event of a contradiction, follow up visits will be conducted and extra KIs will be sought to provide additional information and help resolve the issue. |

# 9. Monitoring and Evaluation

**Table 5: Monitoring and evaluation targets**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **IMPACT Objective** | **External M&E Indicator** | **Internal M&E Indicator** | **Methodology** | **Focal point** | **Tool** | **Research-specific information (to be filled by country team for each research cycle/ToR)** |
| **Humanitarian stakeholders are accessing IMPACT products** | Number of humanitarian organisations accessing IMPACT services/productsNumber of individuals accessing IMPACT services/products | # of downloads of x product from Resource Center | User monitoring | Country request to HQ | User\_log | Y |
| # of downloads of x product from Relief Web | Country request to HQ | Y |
| # of downloads of x product from Country level platforms | Country team | Southern InterAgency Coordination  |
| # of page clicks on x product from REACH global newsletter | Country request to HQ | Y |
| # of page clicks on x product from country newsletter, sendingBlue, bit.ly | Country team | Y |
| # of visits to x webmap/x dashboard | Country request to HQ |   |
| **IMPACT activities contribute to better program implementation and coordination of the humanitarian response** | Number of humanitarian organisations utilizing IMPACT services/products | # references in HPC documents (HNO, SRP, Flash appeals, Cluster/sector strategies) | Reference monitoring | Country team | Reference\_log | Southern InterAgency Coordination documents |
| # references in single agency documents | Sector Strategies with active implementation in Saida; Implementing Agency Strategy and Planning Documents; Saida & neighbourhood specific action plans  |
| **Humanitarian stakeholders are using IMPACT products** | Humanitarian actors use IMPACT evidence/products as a basis for decision making, aid planning and deliveryNumber of humanitarian documents (HNO, HRP, cluster/agency strategic plans, etc.) directly informed by IMPACT products  | Perceived relevance of IMPACTcountry-programs | Usage M&E | Country team | Usage\_Feedback *and* Usage\_Survey templaye |   |
| Perceived usefulness and influence of IMPACT outputs |  |
| Recommendations to strengthen IMPACT programs | N/A for this output |
| Perceived capacity of IMPACT staff |  |
| Perceived quality of outputs/programs |  |
| Recommendations to strengthen IMPACT programs |  |
| **Humanitarian stakeholders are engaged in IMPACT programs throughout the research cycle**  | Number and/or percentage of humanitarian organizations directly contributing to IMPACT programs *(providing resources, participating to presentations, etc.)* | # of organisations providing resources (i.e.staff, vehicles, meeting space, budget, etc.) for activity implementation | Engagement Monitoring | Country team | Engagement\_log |  |
| # of organisations/clusters inputting in research design and joint analysis |   |
| # of organisations/clusters attending briefings on findings; |   |

# 10. Documentation Plan

Terms of reference

Methodology notes

Indicator list

Data collection tools

Raw dataset and cleaning log

Clean datasets

Maps

Neighbourhood profiles

# 11. Annexes

1. Data Management Plan

**Annex 1: Data Management Plan**

|  |  |
| --- | --- |
|  |  |
| **Administrative Data** |
| Project Name | - Area-Based Assessments of targeted neighbourhoods in Saida |
| Project Code |  |
| Donor | - ECHO |
| Project partners | - AGORA, ACTED, IMPACT, CUF/UCLG Municipality of Saida |
| Project Description | - The overall objective of this set of assessments is to inform evidence-based humanitarian programming and service delivery in the city of Saida, Lebanon. The assessments seek to support actors in prioritising geographic areas, service sectors and modalities of assistance within targeted urban areas. |
| Project Data Contacts | Programme Manager (james.schell@impact-initiatives.org) Assessment Officer (frances.girling@impact-initiatives.org)Senior MIS Officer (majid.shdaifat@reach-initiative.org) |
| DMP Version |  |
| Related Policies |  |
| **Data Collection** |
| What data will you collect or create? | Secondary Data (project documentation, internal records, etc.), KII dataset and participatory mapping documents, KII debrief forms, household survey dataset |
| How will the data be collected or created? | SDR, KIIs, Household survey |
| **Documentation and Metadata** |
| What documentation and metadata will accompany the data? | * Inventory of KIIs/Interviews (dates, locations, interviewer/facilitator, scribe, debrief names)

Kobo form submissions extracted in .xls formatThe following documentation will accompany the data:Cleaning logEnumerator follow-up historyTranslations log |
| **Ethics and Legal Compliance** |
| How will you manage any ethical issues? | Consent - All the survey respondents and KII participants will be asked for their consent prior to the interviews. Respondents will be 18 years or above.Anonymization - all the personally identifiable information (PII) will be removed or anonymised from shared datasets. |
| How will you manage copyright and Intellectual Property Rights (IPR) issues? | IMPACT/ REACH will own the data and it will be made public |
| **Storage and Backup** |
| How will the data be stored and backed up during the research? | All data will be uploaded to the dropbox at the end of each day of data collection and will be automatically stored on the Kobo server |
| How will you manage access and security? | Digitized KII notes will be anonymized, allowing for broad access by REACH staff |
| **Selection and Preservation** |
| Which data should be retained, shared, and/or preserved? | The raw data will be cleaned and all changes to the original data set logged. The data will exist as an original data sheet, and a cleaned data sheet with accompanying data cleaning log to record any changes made. KII notes will need to be translated, and both Arabic and English versions will be properly filed to enable verification if needed.Only anonymized data will be shared. |
| What is the long-term preservation plan for the dataset? | A copy will be stored on the in-house server |
| **Data Sharing** |
| How will you share the data? | Data will be shared using links to the REACH Resource Centre and bilaterally via email. |
| Are any restrictions ondata sharing required? | Personally identifying information must be removed from the data set prior to sharing |
| **Responsibilities** |
| Who will be responsible for data management? | Assessment Officer, Senior MIS Officer |
|  |  |

Adapted from:

DCC. (2013). Checklist for a Data Management Plan. v.4.0. Edinburgh: Digital Curation Centre.

1. For the purposes of this assessment, “community” refers to the local geographic unit recognised by a population as the area in which it lives within a neighbourhood. [↑](#footnote-ref-1)
2. These neighbourhoods and their boundaries are subject to change based on discussions with the municipality and other stakeholders. [↑](#footnote-ref-2)
3. This is likely to be: Lebanese host community, Syrian refugees, Palestine Refugees from Syria (PRS), Lebanese returnees from Syria and Palestine Refugees in Lebanon (PRL). [↑](#footnote-ref-3)
4. For the purposes of this assessment, “community” refers to the local geographic unit recognised by a population as the area in which it lives (e.g. neighbourhood). [↑](#footnote-ref-4)