

Research Terms of Reference

Humanitarian Situation Monitoring of hard-to-reach conflict-affected areas in Lebanon

LBN2601
Lebanon

March 2026
V1

REACH Informing
more effective
humanitarian action

1. Executive Summary

Country of intervention	<i>Lebanon</i>					
Type of Emergency	<input type="checkbox"/>	Natural hazard	<input checked="" type="checkbox"/>	Conflict	<input type="checkbox"/>	Other (<i>specify</i>)
Type of Crisis	<input checked="" type="checkbox"/>	Sudden onset	<input type="checkbox"/>	Slow onset	<input type="checkbox"/>	Protracted
Mandating Body/ Agency	<i>REACH Initiatives</i>					
IMPACT Project Code	11BLF					
Overall Research Timeframe (<i>from research design to final outputs / M&E</i>)	20/03/2026 to 31/06/2026					
Research Timeframe <i>Add planned deadlines (for first cycle if more than 1)</i>	1. Pilot/ training: 12/04/2026		6. Preliminary presentation:			
	2. Start collect data: 13/05/2026		7. Outputs sent for validation: 10/06/2026			
	3. Data collected: 25/05/2026		8. Outputs published: 22/06/2026			
	4. Data analysed: 29/06/2026		9. Final presentation: 20/06/2026			
	5. Data sent for validation: 29/06/2026					
Number of assessments	<input type="checkbox"/>	Single assessment (one cycle)				
	<input checked="" type="checkbox"/>	Multi assessment (more than one cycle) <i>Monthly Cycle (2 months/ rounds)</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 (can be tentative)			
	<input checked="" type="checkbox"/>	Donor plan/strategy	Tentative			
	<input type="checkbox"/>	Inter-cluster plan/strategy	_ _ / _ _ / _ _ _ _			
	<input type="checkbox"/>	Cluster plan/strategy	_ _ / _ _ / _ _ _ _			
	<input checked="" type="checkbox"/>	NGO platform plan/strategy	Tentative			
<input type="checkbox"/>	Other (Specify):	_ _ / _ _ / _ _ _ _				
Audience type		Dissemination				

<p>Audience Type & Dissemination Specify <i>who</i> will the assessment inform and <i>how</i> you will disseminate to inform the audience</p>	<input checked="" type="checkbox"/> Strategic <input checked="" type="checkbox"/> Programmatic <input type="checkbox"/> Operational <input type="checkbox"/> [Other, Specify]		<input type="checkbox"/> General Product Mailing (e.g. mail to NGO consortium; HCT participants; Donors) <input type="checkbox"/> Cluster Mailing (Education, Shelter and WASH) and presentation of findings at next cluster meeting <input checked="" type="checkbox"/> Presentation of findings (e.g. at HCT meeting; Cluster meeting) <input type="checkbox"/> Website Dissemination (Relief Web & REACH Resource Centre) <input type="checkbox"/> [Other, Specify]	
<p>Stakeholder mapping Has a detailed stakeholder mapping been conducted during research design to identify all actors that could contribute to and/or benefit from the research?</p>	<input checked="" type="checkbox"/>	<p>Yes</p>	<input type="checkbox"/>	<p>No</p>
<p>General Objective</p>	<p>Establish a monitoring system to track evolving humanitarian needs and access to essential services among populations remaining in hard to reach¹ conflict-affected areas across Lebanon. It aims at providing humanitarian actors with up-to-date, regularly refreshed evidence to support evidence-based decision-making and response prioritization in a fast-moving and highly volatile context.</p>			
<p>Specific Objective(s)</p>	<ul style="list-style-type: none"> • Regularly monitor and track changes in access to essential services — including markets, drinking water, sanitation, healthcare, education, electricity, housing, and communication — in hard to reach conflict-affected areas, to capture how conditions and needs evolve across time. • Provide regularly updated information on the immediate needs of populations remaining in hard to reach conflict-affected areas and on the reach and adequacy of existing relief efforts, ensuring that response prioritization is based on current evidence rather than assumptions in a rapidly shifting context. • Track the movement intentions and protection concerns of populations remaining in hard to reach conflict-affected areas, identifying any significant shifts that may signal changing vulnerabilities or emerging response priorities. <p>Where monitoring findings reveal significant gaps or emerging issues that require deeper investigation, conduct a rapid qualitative follow-up to generate actionable evidence on specific themes or priority areas identified through the monitoring system.</p>			
<p>Research Questions</p>				

¹ Hard to Reach areas refers to the areas that humanitarian actors cannot regularly access for the purpose of sustained humanitarian programming due to armed conflict, bureaucratic impediments and the logistical challenges that hinder humanitarian actors reach to people in need.

	<ul style="list-style-type: none"> • How has the conflict affected access to essential services in hard to reach conflict-affected areas? • What are the immediate needs of populations remaining in hard to reach conflict-affected areas? • How effective are existing humanitarian efforts in addressing those needs? • What are the movement intentions of those remaining, and what protection concerns do they face? • What proportion of people in conflict-affected cadasters currently remain in the area? • What proportion of households currently face limited access to essential services, including food markets, cash, shelter, WASH, healthcare, education, livelihoods, electricity, telecommunications, and road access? • What are the top priority needs of households remaining in affected areas, and what sector-specific forms of support are most urgently required? 					
Geographic Coverage	Hard to reach conflict affected areas nationwide					
Secondary data sources	<ul style="list-style-type: none"> • OCHA Flash Updates (updated regularly) • IOM Displacement Tracking Matrix (DTM) • MSNA 2025 data 					
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 <i>Select type(s) and enter number of strata</i>	<input checked="" type="checkbox"/>	Geographical #:_ _ _ Population size per strata is known? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/>	Group #:_ _ _ Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	[Other Specify] #:_ _ Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No
Data collection tool(s)	<input checked="" type="checkbox"/>	Structured (Quantitative)			<input type="checkbox"/>	Semi-structured (Qualitative)
	Sampling method			Data collection method		
Structured data collection tool <i>Structured KI interviews at community level</i>	<input checked="" type="checkbox"/> Purposive <input type="checkbox"/> Probability / Simple random <input type="checkbox"/> Probability / Stratified simple random <input type="checkbox"/> Probability / Cluster sampling <input type="checkbox"/> Probability / Stratified cluster sampling <input type="checkbox"/> [Other, Specify]			<input checked="" type="checkbox"/> Key informant interview (Target #): 188– 1 KI per cadaster/ area <input type="checkbox"/> Group discussion (Target #):_ _ _ _ _ <input type="checkbox"/> Household interview (Target #):_ _ _ _ _ <input type="checkbox"/> Individual interview (Target #):_ _ _ _ _ <input type="checkbox"/> Direct observations (Target #):_ _ _ _ _ <input type="checkbox"/> [Other, Specify] (Target #):_ _ _ _ _		
Disaggregation by gender and age <i>Are you planning to conduct sex/age disaggregated analysis?</i>	Gender			Age		
	<input type="checkbox"/>	Yes			<input type="checkbox"/>	Yes
	<input type="checkbox"/>	No			<input type="checkbox"/>	No

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 #: Tentative	<input type="checkbox"/>	Report #: __	<input type="checkbox"/>	Profile #: __
	<input type="checkbox"/>	Presentation (Preliminary findings) #: __	<input checked="" type="checkbox"/>	Presentation (Final) #: 1	<input type="checkbox"/>	Factsheet #: __
	<input type="checkbox"/>	Interactive dashboard #: __	<input type="checkbox"/>	Webmap #: __	<input type="checkbox"/>	Map #: 1
	<input type="checkbox"/>	[Other, Specify] #: __				
Access	<input checked="" type="checkbox"/>	Public (available on REACH resource center and other humanitarian platforms)				
	<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 [By default unless specified otherwise]					
	Donor: SIDA [Global Grant]					
	Coordination Framework: N/A					
	Partners: N/A					

2. Rationale

Since 2 March 2026, Lebanon has been facing a sharp and rapidly deteriorating escalation of hostilities, marking the most serious deterioration in security conditions since the November 2024 ceasefire. Airstrikes have expanded well beyond the southern border, reaching densely populated areas of Beirut's southern suburbs, the Bekaa Valley, and Baalbek.² According to the Lebanese Ministry of Public Health, the escalation had resulted in over 600 deaths and at least 1,580 injuries by 11 March — with children accounting for 20% of casualties in the first week alone.³ As of 13 March, IOM reported that nearly one million people have been forced to flee their homes — a figure that continues to rise daily.⁴ Evacuation orders have affected over 100 towns and villages in the south, the Bekaa Valley, and parts of Beirut sub-urbs. In parallel, approximately 100,000 Syrians and Lebanese have crossed into Syria since the escalation began.

Despite the scale of displacement, a critical information gap remains around populations who have **not** fled. Significant numbers of people remain in conflict-affected cadasters, unable or unwilling to leave due to physical barriers, lack of resources, care responsibilities, or other reasons. These individuals are among the most exposed to the conflict's impact, yet they remain largely invisible to the humanitarian response. As a result, there is very little reliable, up-to-date information on the situation inside hard to reach conflict-affected areas: the extent to which basic services remain functional, what people's most pressing needs are, and whether any assistance is reaching them at all.

The situation is compounded by Lebanon's pre-existing vulnerabilities: the country was already facing one of the worst economic collapses in modern history, with over 70% of the population estimated to be in need of humanitarian assistance before the March 2026 escalation,⁵ and a humanitarian response plan in 2025 that received only a third of the funding required.⁶

Although the ceasefire (as of April 17th, 2026) has contributed to a partial stabilization of population movements, the situation in conflict-affected and hard-to-reach areas remains highly volatile. Many IDPs have begun returning to their areas of origin, including towns and villages that continue to be classified as high-risk or restricted-access areas, often referred to operationally as red or black zones. These returns do not necessarily indicate that conditions are safe, stable, or conducive

² [OCHA, Lebanon Flash Update #1 – Escalation of hostilities in Lebanon, 5 March 2026](#)

³ [OCHA, Lebanon – Situation Report, 11 March 2026](#)

⁴ [IOM, Nearly One Million Displaced in Lebanon, IOM Appeals for USD 19 Million, 13 March 2026](#)

⁵ [IRC, Lebanon Crisis: What is Happening and How to Help](#), March 2026.

⁶ [IRC, Lebanon Crisis: What is Happening and How to Help](#), March 2026.

to durable return. Rather, movements are often driven by a combination of factors, including the desire to assess damage to homes and property, reunite with family members, protect assets, reduce displacement-related costs, or resume access to land, livelihoods, and community networks.

At the same time, continued security incidents, access restrictions, unexploded ordnance risks, damaged infrastructure, destruction of housing, and limited availability of basic services mean that return areas may remain unsafe or only partially accessible. Recent humanitarian reporting continues to describe the ceasefire environment as fragile, with ongoing violations and areas remaining inaccessible due to insecurity, military presence, or destruction⁷. Accordingly, the assessment will account for the dynamic nature of displacement and return movements in the post-ceasefire period. Findings should be interpreted as time-sensitive and reflective of conditions at the time of data collection, rather than as a fixed representation of needs or population presence. The volatile operating environment also reinforces the importance of triangulating information across multiple sources, including key informants, local authorities, partner reports, and available secondary data, particularly in locations where direct access remains limited or unsafe.

This assessment aims to explore the severity of unmet needs among populations who remain in, or are returning to, hard-to-reach conflict-affected areas, despite the ceasefire. Existing information primarily captures displacement trends, and collective shelter populations needs, while limited evidence is available on the functionality of basic services, the proportion of households affected by access constraints, the extent of infrastructure damage, and whether assistance is reaching communities inside affected cadasters. This creates challenges for humanitarian actors when deciding where to prioritize assessments, which sectors require urgent intervention, which locations may need advocacy for access, and where response gaps are most severe.

Against this backdrop, filling this information gap is critical. REACH will implement a Humanitarian Situation Monitoring (HSM) system to rapidly and regularly gather information from within hard-to-reach conflict-affected areas. The findings will enable humanitarian actors to better understand and prioritize the needs of people who remain, support evidence-based response planning, and help ensure that the most vulnerable are not left behind.

3. Methodology overview

The HSM will adopt a quantitative approach based on structured Key Informant (KI) interviews conducted at the cadaster level. The monitoring system will collect standardized data on access to basic services, priority needs, displacement and return dynamics, and key humanitarian conditions across hard-to-reach and conflict-affected areas in Lebanon. Cadaster-level findings will then be aggregated to the district level to provide a broader overview of needs, service gaps, and access constraints across affected areas.

This assessment focuses on areas classified as “hard-to-reach” according to REACH’s framework. The designation does not necessarily mean that these locations are physically inaccessible or unreachable by humanitarian actors, as they may be considered accessible by the Access Working Group but highlighted with high risk. Instead, the classification reflects that communities in these areas were hard to reach with continuous security and access risk at some point between 1 March and 1 May due to instability, insecurity, or repeated disruptions. Including them in the scope of the assessment is essential to ensure a comprehensive understanding of multi-sectoral needs, since the challenges faced by these communities during that period continue to shape their vulnerabilities and priorities. Current ongoing assessments are largely focusing on new areas of displacement and collective shelters, both during the 2024 war and in the current escalation. While this focus is critical given the scale of displacement, it has also left an important information gap around hard-to-reach conflict-affected areas, including locations where people remained, returned, or were unable to leave. These communities may face

⁷ [Middle East Situation Lebanon - Flash Update #8 \(20 - 26 April 2026\)](#)

heightened vulnerabilities due to direct exposure to hostilities, damaged infrastructure, disrupted services, limited humanitarian access, and constrained mobility. Assessing these areas will therefore help capture needs that may not be visible through displacement-focused monitoring, support a more comprehensive understanding of multi-sectoral needs, and ensure that populations in hard-to-reach areas are not overlooked in response planning.

QUANTITATIVE MONITORING

Data collection for this component will use a methodology based on community key informants—a structured approach to collecting **community-level information in hard-to-reach settings where conventional surveys are not feasible**. Rather than interviewing households directly, the proposed approach **relies on Key Informants (KIs): individuals with reliable, up-to-date knowledge of conditions for a given area**.

Each KI is administered a **short, structured questionnaire** (approximately 20-25 minutes) covering access to services, priority needs, and movement intentions **at the cadaster level**. **Results are then reported at the district level**.

Key Informant Profiles

KIs are selected from profiles likely to have accurate and current knowledge of local conditions:

KI Profile	Description
Local Authorities	Governors, Mayors, and Mukhtars with in-depth knowledge of local context, events and conditions.
Community Leaders	Leaders with direct engagement with affected populations and knowledge of on-the-ground conditions.
NGO Representatives	Representatives of NGOs active in the target areas, with specific knowledge of the conflict's impact.
Recently Displaced Persons (IDPs)	IDPs who have recently fled (within two weeks) affected areas and retain current knowledge of conditions in their place of origin.

Data Collection Methods

The data collection modality — phone or in-person — will be determined based on the specific situation of each cadaster at the time of data collection. Phone-based interviews will be prioritized where KIs remain in or have recent knowledge of affected areas and can be reached remotely.

In-person interviews will be used where feasible and appropriate, including with recently displaced individuals who retain up-to-date knowledge of their area of origin. KI outreach will be conducted through NGOs, local actors, and community networks.

One KI will be interviewed per cadastre. This approach is informed by previous research and development work conducted between 2023 and 2024 on Area of Knowledge validation, which found high levels of agreement between KIs reporting at the settlement level, particularly for observable phenomena such as access to services, availability of infrastructure, and visible changes in needs or conditions. These findings suggest that, for the type of high-level monitoring

this methodology is designed to support, adding multiple KIs within the same settlement or cadaster may not substantially improve the quality of the data. Accordingly, for the type of high-level monitoring this methodology is designed to support, the HSM prioritizes broader cadaster coverage rather than interviewing multiple KIs within the same settlement or cadaster. This approach allows findings to better capture variation across affected areas and supports aggregation and interpretation of results at the district level.

The methodology is designed to provide an indicative overview of needs and their evolution over time, rather than a comprehensive household-level assessment or a direct basis for operational intervention. Findings should therefore be interpreted as time-sensitive, and triangulated with secondary data, partner reporting, and other available sources where possible. Additional KIs may be considered in contexts where the unit of observation is large, conditions vary substantially within the cadaster, or the assessment seeks to capture less observable household-level issues.

The sampling frame was developed based on three criteria. Cadasters were first considered eligible for inclusion if they met at least one of the following two criteria⁸:

- First, cadasters that experienced significant displacement between 1 March and 1 May 2026 were included.
- Second, cadasters that received multiple evacuation orders between 1 March and 1 May 2026 were included.

These two criteria were not applied sequentially. Rather, cadasters were included in the initial sampling frame if they met either criterion, as both displacement trends and repeated evacuation orders were considered indicators of heightened exposure to the conflict and potential service disruption.

- Third, an exclusion criterion was then applied. Cadasters located within the yellow line were removed from the sampling frame, as these areas are no longer considered residential due to the severe level of damage sustained and were labelled as “impossible to reach.” In addition, some cadasters located outside the yellow line were treated as exceptional cases and removed from the sampling frame based on field and security assessments confirming that they are currently non-residential.

Importantly, even if these locations saw repeated cycles of displacement and return, they remain part of the assessment. This ensures that the cadaster captures the full scope of instability and movement within affected communities, rather than excluding places that faced recurring disruptions. This approach ensures that the cadaster captures the full extent of instability and population movement, providing a more accurate picture of the communities’ needs and the pressures they faced during the period under review.

Findings are aggregated to the district level following standardized aggregation rules prior to analysis and reporting. Check below sampling frame per district.

Please note that:

- In some districts, the assessment will aim to cover all cadasters within the district, where the district as a whole is considered hard to reach and conflict affected and falls within the scope of the HSM assessment (excluding cadasters within the yellow line as these are considered impossible to reach).
- In other districts, only specific cadasters are included in the assessment scope. These are cadasters that met at least one of the eligibility criteria, namely significant displacement between 1 March and 1 May 2026 and/or multiple evacuation orders during the same period.
- It is also important to note that in certain cases, some targeted cadasters are **either completely non-residential or fully depopulated**. In such situations, these cadasters will be recorded as **empty and non-residential**, and they will **not undergo detailed assessment**. In the final findings, these specific cadasters will be clearly identified

⁸ ACTED’s risk assessment map was used as a reference source to identify cadasters affected by multiple evacuation orders, as well as black zones, which refer to areas that have sustained severe damage and are considered high risk or no longer safely accessible.

and reported as **empty or non-residential areas**. These cadasters can only be identified and completed during data collection.

Governorate	Districts	# of cadasters	Target KIs
Baalbek El Hermel	Baalbek	7	7
Bekaa	Rachaya	4	4
Bekaa	West Bekaa	7	7
El Nabatieh	Bent Jbeil	17	17
El Nabatieh	El Nabatieh	31	31
El Nabatieh	Hasbaya	1	1
El Nabatieh	Marjaayoun	3	3
Mount Lebanon	Baabda	5 (Dahye Area)	5
South	Jezzine	18	18
South	Saida	38	38
South	Sour	57	57
Total			188

3.1 Limitations

Several important limitations should be kept in mind when interpreting findings.

- First, **data collected through KIs is not statistically representative**: it reflects the knowledge and perspective of specific individuals rather than a random sample of the population, and results cannot be generalized with a known margin of error.
- Second, **this is not a household-level assessment**: findings describe community-level conditions as reported by informants, not individual or household circumstances.
- Third, the rapidly changing conflict environment means **data can become outdated quickly**.
- Fourth, **small samples per cadaster may not capture the full range of conditions**, and KI selection through NGO networks may introduce selection bias.

These limitations are partly mitigated through frequent data collection cycles, triangulation across multiple KI profiles, and standardized aggregation rules. Findings should be used as **high-level indicative evidence** to guide response prioritization rather than as representative household level results.

4. Key ethical considerations and related risks

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

The proposed research design...	Yes/ No	Details if no (including mitigation)
... Has been coordinated with relevant stakeholders to avoid unnecessary duplication of data collection efforts?	Yes	
... Respects respondents, their rights and dignity (<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-traumatising for research participants (both respondents and data collectors)?	No	The questions will be framed in a way that prioritizes the emotional well-being of both respondents and data collectors. In addition, data collectors will undergo thorough training on best practices for asking questions in a sensitive and respectful manner, ensuring that participants feel comfortable and supported throughout the process.
... 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

Task Description	Responsible	Accountable	Consulted	Informed
Research design	e.g. Assessment Officer	e.g. Assessment Manager	e.g. GIS Officer	e.g. Cluster Coordinator
Supervising data collection	Assessment officer	Research manager	HQ	HQ
Data processing (checking, cleaning)	Assessment officer	Data specialist	Research manager	HQ
Data analysis	Assessment officer	Data specialist	Research Manager	HQ

Output production	Assessment officer	Data specialist	Research Manager	HQ
Dissemination	Assessment officer	Research manager	HQ	HQ
Monitoring & Evaluation	Assessment officer	Research manager	HQ	HQ
Lessons learned	Assessment officer	Research manager	HQ	HQ

Responsible: the person(s) who executes the task

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

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

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

6. Data Analysis Plan

7. Data Management Plan

<https://acted.sharepoint.com/sites/IMPACT-Research/SitePages/Data-collection-and-processing.aspx>

Administrative Data			
Research Cycle name	Humanitarian Situation Monitoring of hard-to-reach conflict-affected areas in Lebanon		
Project Code	[Specify code here]		
Donor	Global Fund (HQ) – IMPACT Initiatives		
Project partners	[Specify project partner(s) here]		
Research Contacts	Azza Dhaini – Country Research Manager - azza.dhaini@impact-initiatives.org Jana Rifai – Assessment Officer - jana.rifai@reach-initiative.org		
Data Management Plan Version	Date: 27/03/2026	Version: V2	
Related Policies			
Documentation and Metadata			
What documentation and metadata will accompany the data? <i>Select all that apply</i>	<input checked="" type="checkbox"/>	Data analysis plan	<input type="checkbox"/> Data Cleaning Log, including: <input type="checkbox"/> Deletion Log <input type="checkbox"/> Value Change Log
	<input type="checkbox"/>	Code book	<input type="checkbox"/> Data Dictionary
	<input type="checkbox"/>	Metadata based on HDX Standards	<input type="checkbox"/> [Other, Specify]
Ethics and Legal Compliance			
Which ethical and legal measures will be taken?	<input checked="" type="checkbox"/>	Consent of participants to participate	<input type="checkbox"/> Consent of participants to share personal information with other agencies
	<input type="checkbox"/>	No collection of personally identifiable data will take place	<input type="checkbox"/> Gender, child protection and other protection issues are taken into account
	<input checked="" type="checkbox"/>	All participants reached age of majority	[Other, Specify]
Who will own the copyright and Intellectual Property Rights for the data that is collected?	[Specify]		

Storage and Backup			
Where will data be stored and backed up during the research?	<input checked="" type="checkbox"/>	IMPACT/REACH Kobo Server	<input type="checkbox"/> Other Kobo Server: <i>[specify]</i>
	<input type="checkbox"/>	IMPACT Global Physical / Cloud Server	<input type="checkbox"/> Country/Internal Server
	<input type="checkbox"/>	On devices held by REACH staff	<input type="checkbox"/> Physical location <i>[specify]</i>
	<input type="checkbox"/>	[Other, Specify]	
Which data access and security measures have been taken?	<input type="checkbox"/>	Password protection on devices/servers	<input checked="" type="checkbox"/> Data access is limited to <i>[specify, e.g. REACH staff]</i>
	<input type="checkbox"/>	Form and data encryption on data collection server	<input type="checkbox"/> Partners signed an MoU if accessing raw data
	<input type="checkbox"/>	[Other, Specify]	
Kobo Access Rights			
Account Name(s)	Person(s)	Type of Kobo access	
<i>[Insert account name(s)]</i> <i>[Add relevant number of rows for access rights]</i>	<i>Hassan Hajjoul (Data specialist)</i>	<input checked="" type="checkbox"/> View <input checked="" type="checkbox"/> Edit	<input type="checkbox"/> Submit Data <input type="checkbox"/> Download Data
<i>[Example for enumerators]</i> enumeratorsaccount@impact-initiatives.org	<i>Enumerator</i>	<input checked="" type="checkbox"/> View <input type="checkbox"/> Edit	<input checked="" type="checkbox"/> Submit Data <input type="checkbox"/> Download Data
<i>[Example for the single individual who will be awarded the right to download the raw data]</i> responsibleanalyst@impact-initiatives.org	<i>Jana Rifai (Assessment Officer)</i>	<input checked="" type="checkbox"/> View <input type="checkbox"/> Edit	<input type="checkbox"/> Submit Data <input checked="" type="checkbox"/> Download Data
Raw Data Access Rights			
Raw Data Access	Reason	Person	
Accountable	Accountable	<i>Hassan Hajjoul</i>	
Access	<i>[Explain why this person needs to access to raw data, e.g. GIS: choropleth maps using GPS points]</i>	<i>[Insert name]</i>	
<i>[Add relevant number of rows for access rights]</i>	...	<i>[Insert name]</i>	
Preservation			
Where will data be stored for long-term preservation?	<input type="checkbox"/>	IMPACT / REACH Global Cloud / Physical Server	<input type="checkbox"/> OCHA HDX
	<input checked="" type="checkbox"/>	REACH Country Server	<input type="checkbox"/> [Other, Specify]
Data Sharing			
Will the data be shared publically?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/>	No, only with mandating agency / body
Will all data be shared?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/>	No, only anonymized/ cleaned/ consolidated data will be shared
	<input type="checkbox"/>	No, [Other, Specify]	

Where will you share the data?	<input checked="" type="checkbox"/>	REACH Resource Centre	<input type="checkbox"/>	OCHA HDX
	<input type="checkbox"/>	HumanitarianResponse	<input type="checkbox"/>	[Other, Specify]

Data protection risk assessment

Have you completed the Indicators Risk Assessment table below?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No, no information that potentially allows identification of individuals is to be collected.
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[Please complete the first 4 columns in the Indicators Risk Assessment table below]

Risk indicator (including direct and indirect identifiers)	Type of identification risk	Disclosure implications	Benefits	Class	Required mitigation
<i>[Specify indicator, e.g. KI_phone number]</i>	<i>[Specify identification risk, e.g. Direct contact/identification of KI]</i>	<i>[Specify implications, e.g. loss of privacy/potential target of armed actors]</i>	<i>[Specify benefits, e.g. follow up for data cleaning]</i>	<i>[To be completed by IMPACT HQ]</i>	<i>[To be specified by IMPACT HQ]</i>
<i>[Add relevant number of rows for risk indicators]</i>					

Responsibilities

Data collection	<i>[Insert name, function, email]</i>
Data cleaning	<i>[Insert name, function, email]</i>
Data analysis	<i>[Insert name, function, email]</i>
Data sharing/uploading	<i>[Insert name, function, email]</i>

8. Monitoring & Evaluation Plan

IMPACT Objective	External M&E Indicator	Internal M&E Indicator	Focal point	Tool	Will indicator be tracked?
Humanitarian stakeholders are accessing IMPACT products	Number of humanitarian organisations accessing IMPACT services/products Number of individuals accessing IMPACT services/products	# of downloads of x product from Resource Center	Country request to HQ	User_log	X Yes
		# of downloads of x product from Relief Web	Country request to HQ		X Yes
		# of downloads of x product from Country level platforms	Country team		<input type="checkbox"/> Yes
		# of page clicks on x product from REACH global newsletter	Country request to HQ		<input type="checkbox"/> Yes
		# of page clicks on x product from country newsletter, sendingBlue, bit.ly	Country team		<input type="checkbox"/> Yes
		# of visits to x webmap/x dashboard	Country request to HQ		<input type="checkbox"/> Yes
IMPACT activities contribute to better program implementation and coordination of the humanitarian response	Number of humanitarian organisations utilizing IMPACT services/products	# references in HPC documents (HNO, SRP, Flash appeals, Cluster/sector strategies)	Country team	Reference_log	<i>[List here relevant HPC-documents to be monitored: E.g. Iraq HNO 2018, Iraq Flash Appeal Mosul, Shelter Cluster strategy]</i>
		# references in single agency documents			<i>[List here relevant agency-documents to be monitored: E.g. UNHCR Country Strategy, UNICEF WASH Response Strategy]</i>
Humanitarian stakeholders are using IMPACT products	Humanitarian actors use IMPACT evidence/products as a basis for decision making, aid planning and delivery	Perceived relevance of IMPACT country-programs	Country team	Usage_Feed back and Usage_Survey template	<i>[Outline here the usage survey to be implemented for this research cycle E.g. Usage survey to be conducted in November 2017,</i>
		Perceived usefulness and influence of IMPACT outputs			

	Number of humanitarian documents (HNO, HRP, cluster/agency strategic plans, etc.) directly informed by IMPACT products	Recommendations to strengthen IMPACT programs Perceived capacity of IMPACT staff Perceived quality of outputs/programs Recommendations to strengthen IMPACT programs			following the release of x outputs, targeting at least 10 partners E.g. Usage survey to be conducted at the end of the research cycle related to all outputs, targeting at least 20 partners]
Humanitarian stakeholders are engaged in IMPACT programs throughout the research cycle	Number and/or percentage of humanitarian organizations directly contributing to IMPACT programs (<i>providing resources, participating to presentations, etc.</i>)	# of organisations providing resources (i.e.staff, vehicles, meeting space, budget, etc.) for activity implementation # of organisations/clusters inputting in research design and joint analysis # of organisations/clusters attending briefings on findings;	Country team	Engagement_log	<input type="checkbox"/> Yes <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Yes

ANNEX 1: METHODOLOGY NOTES (IF RELEVANT)

ANNEX 2: [OTHER SPECIFY]