

Research Terms of Reference

Site Reporting Tool (SRT)

YEM1903a

Yemen

June 2023

Version 2

REACH Informing
more effective
humanitarian action

1. Executive Summary

Country of intervention	Yemen				
Type of Emergency	<input checked="" 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	CCCM Cluster				
IMPACT Project Code	15AZI				
Overall Research Timeframe (<i>from research design to final outputs / M&E</i>)	01/01/2023 to 31/05/2024				
Research Timeframe <i>Add planned deadlines (for first cycle if more than 1)</i>	1. Pilot/ training: 09-11/07/2023		6. Preliminary presentation: TBD		
	2. Start collect data: 16/07/2023		7. Outputs sent for validation: 17/08/2023		
	3. Data collected: 31/07/2023		8. Outputs published: 27-30/08/2023 (cleandata set)		
	4. Data analysed: 16/08/2023		9. Final presentation: TBD		
	5. Data sent for validation: 17/08/2023				
Number of assessments	<input type="checkbox"/>	Single assessment (one cycle)			
	<input checked="" type="checkbox"/>	Multi assessment (more than one cycle) <i>Pilot: 12/07/ 2023</i> <i>Round 1: July 2023</i> Next roll out would be in late 2023 or early 2024			
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 checked="" type="checkbox"/>	Inter-cluster plan/strategy	HNO in September 2023 HRP January 2024		
	<input checked="" type="checkbox"/>	Cluster plan/strategy	HNO in September 2023 HRP January 2024		
	<input type="checkbox"/>	NGO platform plan/strategy	_ / _ / _ _ _ _		
	Audience type		Dissemination		

Audience Type & Dissemination <i>Specify who will the assessment inform and how you will disseminate to inform the audience</i>	<input checked="" type="checkbox"/> Strategic <input checked="" type="checkbox"/> Programmatic <input checked="" type="checkbox"/> Operational <input type="checkbox"/> [Other, Specify]		<input checked="" type="checkbox"/> General Product Mailing (e.g. mail to CCCM partners who supported in data collection when outputs are ready) <input checked="" type="checkbox"/> Cluster Mailing (CCCM, Displacement) and presentation of findings at next cluster meeting <input checked="" type="checkbox"/> Presentation of findings (National cluster monthly meeting, Cluster meeting) <input checked="" type="checkbox"/> Website Dissemination (Dashboard, Opsmap, and REACH Resource Centre) <input type="checkbox"/> [Other, Specify]
Detailed dissemination plan required	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> No
General Objective	<i>Provide updated information on the condition of unmanaged sites and needs of IDPs in hosting sites across Internationally recognized Government (IRG)-controlled areas (South Yemen) and managed IDP hosting sites across De Facto Authorities (DFA)-controlled areas (North Yemen) in Yemen, which can contribute to a more targeted and evidence based humanitarian response from private, UN and humanitarian actors¹.</i>		
Specific Objective(s)	<ul style="list-style-type: none"> • <i>Provide up-to-date information on the condition in unmanaged and managed IDP hosting sites, including site population, status of infrastructure, service delivery, site threats and safety and community needs.</i> • <i>Provide up-to-date information on the humanitarian needs of IDPs and other population groups residing in assessed IDP hosting sites, to help inform the annual HNO analysis.</i> 		
Research Questions	<p>General Site Information & Demographics</p> <ul style="list-style-type: none"> - <i>What are the overall characteristics of the assessed sites in terms of:</i> - <i>1) status²;</i> - <i>2) number and names of sub-sites, if applicable;</i> - <i>3) typology, including degree of urbanisation;</i> - <i>4) ownership and occupancy arrangements;</i> - <i>3) demographics of site population?</i> - <i>What is best guess estimate for the total number of site residents? (Household, Individuals)</i> - <i>What are the population groups other than IDPs in sites?</i> - <i>What are the presence of high-risk groups?</i> - <p>Site Management & Coordination</p> <ul style="list-style-type: none"> - <i>What are the management and coordination structures of the assessed sites, especially:</i> - <i>- Are there community committees or representatives in site?</i> - <i>- Are there services for registration of IDP populations in site? If yes, by whom and how frequently? If no, why not?</i> <p>Site Access & Safety</p>		

¹ On special circumstance like HNO and due to access issues we use it for both in managed and non-managed sites in specific Yemen territories, but in the future this tool should be only used in non-managed sites.

² Current status of the site can include location, site type whether if site is single or clustered, if the site is main site or subsite, settlement type, degree of urbanization, land ownership, land ownership, occupancy date and agreement.

	<ul style="list-style-type: none"> - What are the key access and safety conditions of the site, including 1) physical access barriers, 2) natural and endomorphic hazard risks, especially flooding and fires, 3) overall safety and security risks, and 4) risk of eviction? - ? <p>Displacement</p> <ul style="list-style-type: none"> - What are the displacement dynamics of the population in assessed sites, including: <ul style="list-style-type: none"> - 1) most common areas of origin - 2) push factors for displacement; - 3) movement intentions for the next three months? <p>Sectoral Overview</p> <ul style="list-style-type: none"> - What are the key needs and gaps for the following areas: <ul style="list-style-type: none"> - - Shelter, water and sanitation conditions - - Access to NFIs - - Waste management - - Access to health and education services - - Food security needs - - Protection needs - - Access to cash and markets - - Access to basic infrastructure, including electricity and internet - Access to humanitarian services <p>Accountability to Affected People</p> <ul style="list-style-type: none"> - For any of the following groups, have there been any impediments to accessing humanitarian activities in the past three months? - In the past three months, what were the barriers that MOST site residents faced when trying to access humanitarian aid, if any? - 		
Geographic Coverage	Yemen-wide (identified unmanaged IDP hosting sites in IRG-controlled areas and identified managed IDP hosting sites in DFA-controlled areas)		
Secondary data sources	CCCM IDP Hosting Master List (latest: May 2023) CCCM-REACH Yemen IDP Hosting Sites Dashboard (latest: January 20223) CCCM UNHCR Yemen Data Portal CCCM Cluster Situation Reports (latest: March 2023) CCCM Monthly Cluster Situation Reports (latest: December 2022) UNHCR Operational Updates (latest: October 2022)		
Population(s) <i>Select all that apply</i>	<input checked="" type="checkbox"/>	IDPs in camp	<input checked="" type="checkbox"/> IDPs in informal sites
	<input type="checkbox"/>	IDPs in host communities	<input type="checkbox"/> IDPs [Other, Specify]
	<input checked="" type="checkbox"/>	Refugees in camp	<input checked="" type="checkbox"/> Refugees in informal sites
	<input checked="" type="checkbox"/>	Refugees in host communities	<input type="checkbox"/> Refugees [Other, Specify]
	<input type="checkbox"/>	Host communities	<input checked="" type="checkbox"/> Host communities/marginalized groups in informal/managed sites
Stratification	<input checked="" type="checkbox"/>	Geographical #:Overview of the governorates	<input checked="" type="checkbox"/> Group #: 1583 unmanaged sites for <input type="checkbox"/> [Other Specify] #: __

Select type(s) and enter number of strata		Population size per strata is known? X Yes <input type="checkbox"/> No	IRG (468) & DFA (1115) in Yemen, 749 managed sites for IRG(306) & DFA (443) in yemen Population size per strata is known? X Yes <input type="checkbox"/> No	Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No
Data collection tool(s)	X	Structured (Quantitative)	<input type="checkbox"/>	Semi-structured (Qualitative)
		Sampling method	Data collection method	
Structured data collection tool # 1 Select sampling and data collection method and specify target # interviews	X	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]	X	Key informant interview/ self-reporting (Target #):1-2 per site <input type="checkbox"/> Group discussion (Target #):1 per site <input type="checkbox"/> Household interview (Target #):_ _ _ _ _ <input type="checkbox"/> Individual interview (Target #):_ _ _ _ _ <input type="checkbox"/> Direct observations (Target #):_ _ _ _ _ <input type="checkbox"/> [Other, Specify] (Target #):_ _ _ _ _
Data management platform(s)	X	IMPACT	<input type="checkbox"/>	UNHCR
	X	REACH Resource Centre		
Expected output type(s)	<input type="checkbox"/>	Situation overview #: _ _	X	Report #: SMT/SRT 2023 Longitudinal Analysis Report (SMT and SRT data will be used in this report)
	<input type="checkbox"/>	Profile #: _ _		
	X	Presentation (Preliminary findings) #: upon request	<input type="checkbox"/>	Presentation (Final) #: upon request
	<input type="checkbox"/>	Factsheet #: _ _		
	X	Interactive dashboard #Includes interactive situation overview (above), maps, in governorate / district / subdistrict / hub level., as well as trends overview etc.	X	Webmap #: one map in CCCM Dashboard
	<input type="checkbox"/>	Map #: included in the Trends analysis report or presentations	X	
Access	X	Public (available on REACH resource center and other humanitarian platforms)		
	X	Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)Data related to protection may not be publicly available, especially sensitive indicators .		
Visibility Specify which logos should be on outputs	REACH CCCM Cluster			
	Donor:			
	Coordination Framework: CCCM Cluster, REACH			
	Partners: CCCM partners			

2. Rationale

2.1 Background

- With the Yemen conflict now in its ninth year, the Yemeni people continue to bear the brunt of ongoing hostilities and severe economic decline. An estimated 1.6 million of the most vulnerable displaced people have settled in 2,431 substandard hosting sites since 2015.³ Over half of the displacement occurred in 2015 at the beginning of the conflict in the country, with 99.6% of all IDPs forcibly displaced due to the conflict. More than 80% of IDPs have been displaced for at least a year, and many on multiple occasions. Recent mappings show that close to one million internally displaced persons (IDPs) live in over 2,332 IDP sites including 1,583 unmanaged sites and 749 managed sites across Yemen⁴. The locations, population size and characteristics of these sites change over time.
- However, for the majority of sites, particularly unmanaged sites, significant information gaps concerning the condition of these sites and the needs of site residents remain, driving the urgency for large-scale, coordinated assessment. Information on access to services and infrastructure in IDP hosting sites remains crucial, as well as priority needs, site threats and community tensions. Also, regular monitoring of conditions is essential to strategize appropriately, particularly since conditions vary depending on hosting site and region and are fluid due to the unstable context in the country.
- In order to address the aforementioned information gaps, the CCCM Cluster has partnered with REACH in 2019 to conduct regular IDP site monitoring that will provide updated information on the locations, conditions, needs and service gaps in IDP hosting sites in Yemen. The aim of the Site Reporting assessment is to provide up-to-date information on the condition in unmanaged and managed IDP hosting sites, including site population, status of infrastructure, service delivery, site threats and safety and community needs. Also, to provide up-to-date information on the humanitarian needs of IDPs and other population groups residing in assessed IDP hosting sites. This will help to inform humanitarian programming for IDPs across Yemen by addressing key information gaps surrounding IDP hosting sites. The assessment will collect information on the needs of IDPs, refugees, migrants, returnees and host community members living in informal sites and managed sites.
- The intention is to standardize site reporting through the development of a harmonized tool along with the Site Monitoring Tool (SMT) that is a detailed tool aims to provide updated information on the condition of managed IDP hosting sites and the needs of Internally Displaced Persons (IDPs) in IDP hosting sites and other site residents in Yemen that can contribute to a more targeted and evidence-based humanitarian. The SMT was rolled out in 2023. The tool (new SRT) to be rolled out in July of 2023 is a shorter versions of the SMT that provide updated information on the condition of unmanaged sites in Yemen where the questions can be more generalized since the site is spontaneous and self-settled by IDPs and does not have a site manager to provide detailed information that answers SMT questions. The updates applied were removing detailed questions about site management from the SMT and reach a combined questionnaire for both tools and produce a lighter SMT tool for unmanaged sites in Yemen. The new SRT then is a replacement of the old SRT that was rolled out in 2019 on quarterly basis. In order to reach a more coherent tool that is symmetrical with the SMT tool and share same standard questions and this leads to a more developed and organized analysis of all sites in Yemen whether managed or unmanaged..
- The new SRT is for use by operating partners, ensuring that collected information is commonly understood by all operational actors, and that the data and analysis is of a consistent standard. Given the identified need, the assessment has been designed on the imperative to identify the current status of service delivery and infrastructure in IDP sites in Yemen, and to improve evidence-based humanitarian planning and resource allocation from private, UN and humanitarian actors.

2.2 Intended impact

The intention is to standardize site reporting through the development of a harmonized tool for use by operating partners, ensuring that collected information is commonly understood by all operational actors, and that the data and analysis is of a consistent standard.. Accurate identification of sites is essential to strategize appropriately, particularly since conditions vary depending on hosting site and region and are fluid due to the unstable context in the country. Given the identified need, the assessment has been designed on the imperative to identify the status

³ [Yemen HNO \(2023\)](#)

⁴ [Yemen Site Master List \(May 2023\)](#)

of service delivery and infrastructure in IDP sites in Yemen, and to improve evidence-based humanitarian planning and resource allocation from private, UN and humanitarian actors. This will support the humanitarian actors plan and coordinate the response for the CCCM cluster, and use the output data to HNO and HRP reports.

3. Methodology

The Site Reporting Tool (SRT) will be deployed in identified unmanaged IDP hosting sites that are present in the south (IRG controlled areas) and identified managed IDP hosting sites are present in the north (DFA controlled areas.)

Since the two areas have different site reporter (enumerators vs site managers), the tool has been developed into two versions that contain the same research questions but with different consent statements, tool titles and site informer type as follows:

1. **For the executive unit:** the title of the tool will be “**Light SMT tool**”, that has a consent statement of “The consent to interview the enumerator with the two key informants after the enumerator confirms that the main key informants participating in data collection is over 18 years of age will be as follows:
My name is ___ [say the name of the enumerator] and I work with ___. My organization is supporting the Camp Coordination and Camp Management Cluster in Yemen, which is collaborating with REACH to conduct an evaluation of the Simplified Site Management Tool (SMT) in Yemen. Participation in this interview should not be considered a guarantee of any direct or indirect support to my community or the community of the site I run, but the information I provide will help the Cluster to identify the humanitarian needs of IDPs and other IDP site resident populations being pursued. In this tool, REACH would like to ask you some questions about your site, including site population, infrastructure status, service delivery, site threats, safety and community needs. Answering the tool/survey should not take more than 60 minutes. The information you provide will only be shared in a completely anonymous format. Your participation is voluntary, and you can choose not to answer any or all of the questions. You can also opt out of the reply tool at any time. Are you willing to participate in answering the SMT tool?”
2. **For partners:** the title of the tool is called “**Site Reporting Tool SRT**”, that has a consent statement of “The consent for the site manager’s self-reporting (in managed sites) will be as follows:
I certify that I am ___ [say the name of the site manager] and I work with ___. My organization is one of the partners in the Camp Coordination and Camp Management Cluster, which is working with REACH - to conduct an assessment of the Site Reporting Tool (SRT) in Yemen. Participation in this interview should not be considered a guarantee of any direct or indirect support to my community or the community of the site I run, but the information I provide will help the Cluster to identify the humanitarian needs of IDPs and other IDP site resident populations being pursued. In this tool, REACH would like to ask you some questions about your site, including site population, infrastructure status, service delivery, site threats, safety and community needs. Answering the tool/survey should not take more than 60 minutes. The information you provide will only be shared in a completely anonymous format. Your participation is voluntary, and you can choose not to answer any or all of the questions. Are you willing to participate in the response to the SRT tool?”, and added option of “**Site Manager**” in the **Key informant role question**.

At this stage, the Site Reporting Tool is used both to report on 1) newly identified sites in the CCCM Master List and 2) provide regular updates to previously reported IDP hosting sites.

Sites will be identified from CCCM Cluster master list. With support from the CCCM partners and Sub-National cluster Coordinators (SNCCs), an intended list called Assessment Registry will be prepared ahead of each data collection round to identify the plan of visited sites. Data collection partners should coordinate this activity with CCCM and government authorities ensuring all sites are accounted for, and authorization and access is arranged.

3.1 Methodology overview

This exercise will be based on a KI-based quantitative data collection methodology, as further explained in section 3.3 below. Additionally, a few points to note:

- Adding or removing sites can only take place upon verification, which is to say upon physically visiting the site location. If a listed site is inaccessible, enumerators must inform their regional focal point for further instruction. These sites will be marked as inaccessible and assessed at a later time.
- Two enumerators will interview one to two key informants in each identified site, who will be selected based on criteria developed by the CCCM Cluster, the SAG, and REACH. Findings will reflect the informed perspectives of these key informants and should be considered only indicative. However, the estimates provided by the informants should offer a reliable indication of the situation within the settlements.
- The components of SRT is a lighter version of the SMT and was reviewed by the CCCM Cluster, the Strategic advisor Group (SAG) and the Technical working Group (TWIG). Each component was subject to several rounds of review to ensure that it captures the necessary operational and strategic information required by humanitarian partners to inform programming. The toolkit is comprised of harmonized questionnaires, and training materials. The current components of the SRT are:

CCCM Relevant Typology of IDP Hosting Sites

IDP Hosting Sites include the following site types:

- **Collective Center:** Sites not built to accommodate IDPs but modified for that purpose. They are located in a pre-existing physical structure, either public/communal (e.g., schools) or private buildings (e.g., factories, private houses).
- **Spontaneous Settlement:** Most common type in Yemen. The site is established or formed by IDPs self-settling in open-air land that they have no legal claim to, in some occasions with the involvement of non-experienced actors without proper planning. The site infrastructure is not established prior to the arrival.
- **Camp:** Established by the government and/or accountable humanitarian actors and to the extent possible, meet the minimum SPHERE standards. The site infrastructure is established before the arrival of IDPs.
- **Reception / Transit Centres:** Dedicated to accommodating IDPs for a short period before transferring them to an IDP hosting site.
- **Urban Displaced IDP Location:** Urban areas accommodating over 5 displaced spontaneously settled households under several distinct buildings of a suburb or center of a city.
- **Location:** Under five displaced households spontaneously settled and living in one building, not open air.

3.2 Population of interest

- **Geographical area:** Nationwide coverage (where IDP sites are present) amongst Internationally recognized Government (IRG)-controlled areas (South Yemen) and De Facto Authorities (DFA)-controlled areas (North Yemen) in Yemen. 22 governorates, 335 districts.
- **Site types:** Covered sites prioritized for longitudinal monitoring (i.e. every two months). Reporting for uncovered sites should happen at least once a year.
- **Population:** All residents of the aforementioned IDP sites in Yemen identified by the CCCM Cluster. These include internally displaced persons and any members of the following groups: refugees, migrants, returnees and host communities.

- **Key informants:** Key informants of interest include site managers for managed sites that are self reporters for the tool, and enumerators who do interviews with one to two KIs of unmanaged sites like site committees, sheikhs, mosque imams or community leaders whether in person or if the site was not accessible, interviews can be done through the phone. In the absence of any formal leaders, informal leaders identified by the site community or IDP household members who will be purposively selected by the enumerators based on their knowledge of the site/site conditions.

3.3 Secondary data review

The following data sources served to inform the understanding of the existing situation of IDP hosting sites in Yemen and helped identify remaining information gaps. Overall, secondary data highlighted the need for site-level information on the status, needs, and service delivery within IDP sites.

- [CCCM IDP Hosting Master List \(latest: May 2023\)](#)
- [CCCM-REACH Yemen IDP Hosting Sites Dashboard \(latest: January 2022\)](#)
- [CCCM UNHCR Yemen Data Portal](#)
- [CCCM Cluster Situation Reports \(latest: March 2023\)](#)
- [CCCM Monthly Cluster Situation Reports \(latest: December 2022\)](#)
- [UNHCR Operational Updates \(latest: October 2022\)](#)
- **Reviewed tools**
- REACH has reviewed and shortened the SMT with support from CCCM Cluster, I has been reviewed by TWIG and SAG. During the SMT development, REACH conducted a Secondary data Review (SDR) of more than 30 tools; details can be seen in the SMT TOR.

3.4 Primary Data Collection

The Site Reporting Tool (SRT) will be deployed in identified unmanaged IDP hosting sites that are present in the south of IRG controlled areas and identified managed IDP hosting sites are present in the north of DFA controlled areas. The assessment covers both rural and urban settings.

The SRT will collect quantitative (but indicative) information on IDP hosting sites through one structured questionnaire. In unmanaged sites, enumerators who conduct interviews with KIs must fill the tool in site or remotely through Kobo by themselves. In managed sites, site managers must fill the tool in site or remotely through Kobo by themselves, One form should be completed for each site, during each round of data collection. They are responsible for double-checking their data entries and ensure high quality submissions through Kobo.

In general, data collection through paper-based tools is discouraged to reduce encoding errors. Data collection should directly happen through Kobo. However, partners are allowed to use paper forms in case site managers or enumerators are uncomfortable using mobile devices in sites or authorities ask for paper forms. If the site managers or enumerators decide to use paper forms, enumerators are responsible to encode the information into Kobo at the earliest time convenient. Paper tools should be kept until the data cleaning process has been completed and stored safely. The CCCM enumerators who conduct interviews with KIs and self-reporting site managers will be responsible for data collection and reviewing and uploading completed Site Monitoring forms. Data collection will be monitored by REACH and the CCCM Cluster. In this year of 2023, we will most likely collect data only one time and we will clean data once data collection is finished. Next year, we will see if this tool is rolled out quarterly or bi-annually or even only once. REACH is responsible for training, data cleaning and analysis and the production of quality outputs.

- **Methodology:**

A file called an Assessment registry will be sent by REACH to the SNCCs who will coordinate with the CCCM partners (site managers) and the executive unit (enumerators) to predefine the sites (unmanaged sites in IRG areas and managed sites in DFA areas) that will be involved in the data collection period. Enumerators and site managers will be trained how to use the Kobo and paper forms and will be given all the necessary materials and devices to complete the assessment.

○ **Sampling:**

In unmanaged sites, enumerators should identify one key informant to interview at each site and plan to complete one form per site. Key informants must have first-hand knowledge of the site infrastructure, community perception and service access. Enumerators must secure verbal consent from the key informant, then secure a private location to conduct the interview. Enumerators should split the data collection responsibilities: one enumerator should be responsible for asking questions, whilst the other should make notes and prepare follow-up questions or prompts. Enumerators are encouraged to make notes throughout the interview, comparing the key informants' responses against their own observations, before compiling information into a complete form. If observations conflict with key informant responses, follow up questions should be asked. If the primary key informant cannot answer all questions, the enumerator should identify a second key informant. This key informant should not be asked all questions, only the questions the primary key informant could not answer.

For sites that are covered by CCCM partners (managed sites), trained Site Managers are self-reporters on sites, completing the Site Reporting Tool in site ore remotely.

Site managers are responsible for the first round of data checking and encoding onto Kobo. The tool can be completed on a paper form before being encoded onto Kobo or directly using Kobo where they will be given a username and password to access the Kobo server. (depending on preference by data collection partners and whether authorities are agreeing to data collection with smartphones).

Before finishing answering the tool, the enumerators and site managers should check that every question has been answered appropriately by scanning through the paper form. For Enumerators case, they should ask follow-up questions as necessary, then thank the participant for their time.

At the earliest time convenient, an enumerator/site manager must then encode the data onto a mobile-based Kobo tool which will be uploaded to a secure server for data cleaning and analysis. Enumerators are responsible for encoding the data. Once enumerators/site managers have saved the data onto the Kobo, they will be responsible for checking and submitting the data. Data collection will be monitored by both the CCCM Cluster and REACH. Enumerators and site managers should be willing to discuss any issues they faced during data collection.

○ **Frequency:**

- For the current year 2023, we start having data collection in July (only if we have time we can do in October/November, but probably no time). The data collection is happening in two parts with two data collection timings for the same round, as follows;
 1. In managed sites by the CCCM partners in DFA-controlled areas of Yemen in July, they will be trained by REACH and with the coordination of the SNCCs of their Hubs the data collection will be in July 2023.
 2. The other data collection will happen in IRG-controlled areas in unmanaged sites by the ExU with the coordination of the SNCCs where they will conduct four training programs before data collection in different locations. Data collection should commence in August 2023.

For next year, we can check when data should be collected (quarterly, bi-annual, annually) depending on the tools used.

3.5 Data Processing & Analysis

Enumerators/site managers are responsible for the first level of data cleaning. They should check that data is correctly entered onto Kobo before saving the form. Team leaders/regional focal points for each enumeration team, should then review the saved Kobo form and submit the form once satisfied. Enumerators, site managers and implementing partners engaged in the exercise must commit to the responsibility of collecting the information and sharing the data with the Cluster coordination team and REACH. Once data is submitted, REACH will conduct a round of data checks and cleaning, according to [IMPACT Minimum Standards for quantitative data cleaning](#) and the [Policy on the Protection of Personal Data of Persons of Concern to UNHCR](#), Inquiries and changes will be

logged by REACH staff. Sensitive data and information will be managed with the utmost care and is based on principles of confidentiality, privacy and security and at all times ensures the protection of the displaced population. A dashboard will be launched at the end of 2023. Once all data is received, data will be analysed at the national, governorate, district and sub-district level. Data aggregation will be conducted through an R script tailored to the assessment. Aggregation will occur at the national, governorate, district and sub-district level. REACH will be responsible for data analysis and output production in coordination with partners and Clusters.

Outputs:

- **Dashboard:** CCCM Cluster will produce CartONG OPSMAP to have an interactive dashboard which shows information at the site level, and to be updated based in updated new clean dataset for the SMT and SRT, In addition to the OPSMAP dashboard, REACH will produce its internal dashboard using Microsoft PowerBi software and that is published through REACH website to show updated information for sites each round.
- **Longitudinal Reports:** REACH will use SRT data when appropriate within its longitudinal analysis reports as contextual data to SMT findings in the 2023 Trends Analysis Report. Trends analysis of SRT indicators may not be possible if multiple rounds are not conducted in 2023.
- **Key Findings Presentation:** REACH will produce a key findings presentation after each round of the SRT, covering each section of the SRT tool.

Datasets: Anonymized datasets shared with CCCM partners, available by request as well as through the REACH Resource Centre, and CCCM IDP Hosting Site Monitoring Dashboard (OPSMAP). **Limitations**

- **Coverage between rounds:** Based on availability of some CCCM partners, approvals from authorities and access limitations, data collection might not cover same site each round.
- **Including managed sites:** due to the current situation of not being able to cover sites in the North, we had to collect data in managed sites, where the SRT was prepared to cover all unmanaged sites in Yemen.
- **Using the old SRT form in the North:** due to not receiving approval from authorities for the new SRT tool in the North, we had to use the old SRT tool that is approved already and the plan is to apply certain analysis procedures to reach the most common data analysis output for both new SRT and old SRT to cover maximum sites possible in Yemen.

3.6 Limitations

•**Coverage:** Coverage of SRT will likely not reach all 2,400+ IDP sites across Yemen. Data collection will depend on site accessibility & capacity of CCCM partners and Executive unit to conduct regular data collection.

•**Sectoral information:** While the SRT provides information on key indicators per sector, it does not replace detailed sectoral assessments per site by sectoral specialists.

•**Unequal implementation of SRT:** As many CCCM partners and the Executive unit will support SRT data collection across Yemen, despite training, indicators may be slightly differently interpreted and reported upon by site managers from different NGOs.

•**Reporting errors:** Based on experience with the old CCCM Site Report, the SRT tool might collect contradictory data with other CCCM IM tools (i.e., CCCM Flood Report, Eviction Tracking Matrix) which could stem from reporting errors or actual changes over time. It is thus of high importance that CCCM partners and Executive unit report accurately across all CCCM IM tools.

•**Data representativeness:** Since SRT information is not a household-level assessment, information can only provide indicative information at site-level. SRT information does not allow for beneficiary selection at household-level or other household-level interventions without sectoral follow up assessments.

Two versions of SRT tools: Since SRT has different supporters in data collection (CCCM partners and the Executive unit), we have created another version of SRT tool called Light SMT tool that is acceptable for the executive unit to conduct data collection due sensitivity in the name of the tool, where questions are all the same except minor differences in the METADATA section in the introductory questions.

4. Key ethical considerations and related risks

For detailed guidance on how to complete this section, see also Step 5 of the IMPACT Research Design Guidelines

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?	No	IDP Sites in Yemen may be in insecure areas, due to the conflict, natural hazards, issues with local authorities or unwelcoming site residents/host community members. If so, site managers and enumerators are instructed to follow their organizations safety protocols: reschedule site visits, if necessary; inform local authorities about data collection activities and ask for security and movement clearances, as needed; reach out to the National/Sub-National CCCM Cluster Team for support in negotiations with authorities and local communities.
... 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)?	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	
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5. Roles and responsibilities

Table 3: Description of roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed
Research design	CCCM, REACH, CCCM Partners, Clusters	REACH	CCCM, REACH, Partners, Clusters and working groups, REACH HQ Research Design & Data Unit (RDDU)	ICCM
Conduct data collection	CCCM Partners	CCCM	CCCM, Partners, Clusters, REACH HQ RDDU	ICCM
Supervising data collection	CCCM Cluster, REACH	CCCM	Partners, Clusters	ICCM
Data processing (checking, cleaning)	REACH, CCCM Partners	REACH	CCCM, Partners, REACH HQ RDDU	
Data analysis	REACH	REACH	CCCM, Partners, Clusters, REACH RDDU	
Output production	REACH	CCCM is responsible for CARTONG OPSMAP and their own sectoral outputs REACH is responsible for dashboard, report and datasets	Partners, Clusters, REACH HQ Research Reporting Unit (RRU)	ICCM, HCT
Dissemination	CCCM, REACH	REACH	Partners, Clusters, REACH HQ Research Department Communication	ICCM, HCT

Monitoring & Evaluation	REACH	REACH	Partners, Clusters, REACH HQ RRU	ICCM
Lessons learned	REACH, CCCM	REACH	Partners, Clusters, REACH HQ RRU	ICCM, HCT

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

The DAP will be accompanied with the TOR in separate file through the following link:

https://repository.impact-initiatives.org/document/reach/81276987/REACH_YEM_DAP_1903a_SRT_082023.xlsx

7. Monitoring & Evaluation Plan

IMPACT Objective	External M&E Indicator	Internal M&E Indicator	Focal point	Tool	Will indicator be tracked?
Humanitarian stakeholders are accessing IMPACT products	Number of humanitarian organisations accessing IMPACT services/products	# 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
	Number of individuals accessing IMPACT services/products	# 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		X Yes
		# of visits to x webmap/x dashboard	Country request to HQ		X Yes
IMPACT activities contribute to better program implementation and coordination	Number of humanitarian organisations utilizing IMPACT services/products	# references in HPC documents (HNO, SRP, Flash appeals, Cluster/sector strategies)	Country team	Reference_log	Yemen HNO 2024, Yemen HRP 2024
		# references in single agency documents			CCCM Information Management Strategy and Outputs: monthly CCCM newsletter, outputs on

of the humanitarian response					UNHCR platform, CCCM reports.
Humanitarian stakeholders are using IMPACT products	Humanitarian actors use IMPACT evidence/products as a basis for decision making, aid planning and delivery Number of humanitarian documents (HNO, HRP, cluster/agency strategic plans, etc.) directly informed by IMPACT products	Perceived relevance of IMPACT country-programs Perceived usefulness and influence of IMPACT outputs Recommendations to strengthen IMPACT programs Perceived capacity of IMPACT staff Perceived quality of outputs/programs Recommendations to strengthen IMPACT programs	Country team	Usage_Feedback and Usage_Survey template	<i>Feedback survey to all partners in Yemen on the overall REACH Yemen work, including CCCM and the SRT.</i>
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	X Yes X Yes <input type="checkbox"/> Yes