

Research Terms of Reference

Site Monitoring Tool (SMT)

YEM1903b

Yemen

February 2024

Version 1

REACH Informing
more effective
humanitarian action

1. Executive Summary

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|----------------------------------------|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|------------|
| Country of intervention | Yemen | | | | | |
| Type of Emergency | X | Natural disaster | X | Conflict | | |
| Type of Crisis | <input type="checkbox"/> | Sudden onset | <input type="checkbox"/> | Slow onset | X | Protracted |
| Mandating Body/Agency | Camp Coordination & Camp Management (CCCM) Cluster Yemen | | | | | |
| Project Code | 13 ELK | | | | | |
| Overall Research Timeframe | 01/01/24 – 01/06/26 | | | | | |
| Research Timeframe (Round 1 - 2024) | 1. Start data collection: 10/03/2024 | | | 5. Preliminary presentation: TBD | | |
| | 2. Data collected: 15/03/2024 | | | 6. Outputs sent for validation: bi-monthly | | |
| | 3. Data analysed: bi-monthly | | | 7. Outputs published: bi-monthly | | |
| | 4. Data sent for validation: bi-monthly | | | 8. Final presentation: TBD | | |
| Number of assessments | <input type="checkbox"/> | Single assessment (one cycle) | | | | |
| | X | Multi assessment (more than one cycle on a bi-monthly basis). Data collection will ideally start during the week after the previous period. The 2024 reporting periods are outlined below: Round 1: January- February 2024 Round 2: March-April 2024 Round 3: May- June 2024 Round 4: July- August 2024 Round 5: September- October 2024 Round 6: November- December 2024 | | | | |
| Humanitarian milestones | Milestone | | | Deadline | | |
| | X | Inter-cluster plan/strategy (Yemen HNO & HRP 2024) | | HNO: End of 2023/beginning of 2024 (dates not published yet) HRP: End of 2023/beginning of 2024 (dates not published yet) | | |
| | X | Cluster plan/strategy (Yemen HNO & HRP 2024) | | HNO: End of 2024/beginning of 2025 (dates not published yet) HRP: End of 2024/beginning of 2025 (dates not published yet) | | |
| Audience Type & Dissemination | Audience type | | | Dissemination | | |
| | X Strategic X Programmatic X Operational | | | X General Product Mailing (mail to CCCM partners when their outputs are ready, who supported the last round) X Cluster Mailing (to all CCCM partners, also those who did not collect data in the last round) X Presentation of findings (e.g., National CCCM Cluster meeting) X Website Dissemination (CCCM IDP Hosting Site Dashboard, UNHCR CCCM Website) | | |

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| Detailed dissemination plan required | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No |
| General Objective | Provide updated information on the condition of managed ¹ IDP hosting sites and the needs of Internally Displaced Persons (IDPs) in IDP hosting sites that can contribute to a more targeted and evidence-based humanitarian response. | | | |
| Specific Objective(s) | <ul style="list-style-type: none"> ○ Provide up-to-date information on the condition in managed IDP hosting sites, including site population, status of infrastructure, service delivery, site threats and safety, camp management structures, procedures and cross-sectoral service access. ○ Provide up-to-date information on the humanitarian needs² of IDPs and other population groups residing in assessed IDP hosting sites. | | | |
| Research Questions | <p>General Site Information</p> <ul style="list-style-type: none"> - What is the current status of the site, including location, site type, land ownership, occupancy date and agreement? <p>Site Management & Coordination (SMC)</p> <ul style="list-style-type: none"> - What is the site management and coordination structure, including SMC agency and staff, presence of community committees and Complaint and Feedback Mechanisms, available CCCM activities as well as provision of information campaigns and training? <p>Site Access & Safety</p> <ul style="list-style-type: none"> - What are general issues to the site, including site access, natural and endomorphic hazards, safety and security threats as well as dangerous structures in the site? - What is the demographic profile of site residents, including presence of high-risk groups (child/female/elderly-headed households, unaccompanied or separated children, pregnant/ or lactating women, persons with disabilities/chronic illnesses/conflict-related injuries)? - How is the site population registry updated including methodology, frequency and source? <p>Displacement</p> <ul style="list-style-type: none"> - What are the displacement trends among residents, including arrivals and departures in the past month, place of origin, reason for leaving, place of origin/coming to site, and movement intentions for the upcoming future? <p>Sectoral Overview</p> <ul style="list-style-type: none"> - What are the characteristics of sectoral service access in IDP sites, including Shelter, NFIs, WASH, Health, Education, Food, Nutrition, Livelihoods, Protection, as well as Cash & Markets? <p>Infrastructure Access</p> <ul style="list-style-type: none"> - What infrastructure is available for site residents, including electricity, internet, radio/mobile network? <p>Service Access & Community Needs</p> <ul style="list-style-type: none"> - What is the structure of access to services in sites, including provision of humanitarian assistance, gaps and needs per sector, presence of service providers in site and sectoral response capacity? <p>Accountability of the Affected Population</p> <ul style="list-style-type: none"> - How do site residents interact with humanitarian actors, including which population groups face impediments to accessing support activities and barriers faced to humanitarian aid? <p>Durable Solutions</p> <ul style="list-style-type: none"> - What are the prospects for site integration³ and Durable Solutions more broadly based on progress towards fulfilment of the 8 IASC criteria?⁴ This will have a specific focus livelihood accessibility, security, civil documentation, HLP rights, access to justice and family reunification services. | | | |

¹ Managed IDP sites, are sites that are officially managed by a CCCM partner and have a dedicated Site Management Team.

² Needs related to water, sanitation, hygiene, food, non-food items, shelter, protection, education, livelihoods, nutrition, and healthcare.

³ Given that this is a site-level assessment which primarily examines the conditions within IDP hosting sites in Yemen, it holds most utility in terms of assessing the prospects for site integration into the local host community, but depending on the IASC criteria it can also relate to other solutions.

⁴ The eight IASC criteria are long-term safety, security and freedom, adequate standard of living, access to employment and livelihood, restoration of housing, land and property, access to documentation, family reunification, participation in public affairs, and access to effective remedies and justice.

| | |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Geographic Coverage | <p>Identified managed IDP sites (total n ≈ 691 sites) in Yemen which cover 20 out of 22 governorates⁵. Of these, 281 managed IDP sites are located in Internationally Recognized Government-controlled areas (IRG), and 410 managed IDP sites are in Ansar Allah-controlled areas (AA). Coverage of the 410 managed IDP sites in AA-areas is subject to SCMCHA approval of the SMT tool.</p> <p><u>NOTE:</u> Number fluctuates based on new / closing sites and partner capacities.</p> |
| Secondary Data Sources | <ul style="list-style-type: none"> - CCCM IDP Hosting Site Master List (latest: December 2023) - CCCM-REACH Yemen IDP Hosting Sites Dashboard (latest: November 2023) - CCCM UNHCR Yemen Data Portal - CCCM Cluster Yemen – situation Report latest: December 2023, E-Newsletter) - CCCM Yemen – Cluster Overview (Latest: December 2023) - UNHCR Operational Updates (latest: May 2022) - CCCM Fire Incident Reporting Tool (Latest: December 2023) - CCCM Eviction Tracker (Latest: December 2023) - CCCM Flooding Incident Report (Latest: December 2023) - Displacement Tracking Matrix (DTM) Yemen Area Assessment |

⁵ [CCCM IDP Hosting Site Master List](#) (latest: December 2023). This data source is updated every month and figures might changes.

| | | | | | | |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| Population(s) | <input checked="" type="checkbox"/> | IDPs in camp | <input type="checkbox"/> | IDPs in informal sites | | |
| | <input type="checkbox"/> | IDPs in host communities | <input checked="" type="checkbox"/> | IDPs in managed sites (including camps) | | |
| | <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 type="checkbox"/> | Host communities | <input checked="" type="checkbox"/> | Migrants/refugees/host-community members in managed sites | | |
| Stratification | <input type="checkbox"/> | Geographical #: _ _ _ Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No | <input checked="" type="checkbox"/> | Group #: 691 sites (out of around 2,284 sites) ⁶⁷ Population size per strata is known? <input checked="" 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 | <input checked="" type="checkbox"/> | Purposive | <input checked="" type="checkbox"/> | Key informant self-reporting (Target #): 1 per site | | |
| Data management platform(s) | <input checked="" type="checkbox"/> | IMPACT Kobo | | | | |
| Expected output(s) TBD | <input checked="" type="checkbox"/> | Sectoral brief(s) - Adhoc | <input checked="" type="checkbox"/> | Longitudinal report- annual (TBC) | <input checked="" type="checkbox"/> | Map #: Coverage maps produced on an adhoc basis according to the output |
| | <input checked="" type="checkbox"/> | Interactive dashboard: Interactive dashboard & ran by CartONG opsmaps: focusing on site profiles, sectoral and trend analysis & REACH PowerBI DB - TBD | <input checked="" type="checkbox"/> | analytical outputs- Adhoc | <input checked="" type="checkbox"/> | National Durable Solutions analysis – Clean Dataset(s) - TBD Analytical Brief |
| | <input checked="" type="checkbox"/> | Presentation in National CCCM Cluster meetings- adhoc | <input checked="" type="checkbox"/> | Factsheets: 1 factsheet per site (through CartONG dashboard) | <input checked="" type="checkbox"/> | Datasets - Bi-monthly |
| Access | <input checked="" type="checkbox"/> | Public (Narrative products and datasets are available on REACH resource center, CCCM Dashboard and other humanitarian platforms) | <input type="checkbox"/> | Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms) | | |
| Visibility | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | CCCM Cluster CCCM Partners REACH | | | | |

⁶ Stratification refers to comparison between non-representative data.

⁷ [CCCM IDP Hosting Site Master List](https://www.reach-initiative.org/IDP/IDP%20Hosting%20Site%20Master%20List) (latest: December 2023). This data source is updated every month and figures might changes.

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. Households are increasingly exhausting their coping mechanisms, and as a result the humanitarian crisis remains widespread. As a result of the ongoing crisis, an estimated 4.5 million people are currently internally displaced in the country, with around 1.5 million people⁸ living in around 2,284 collective displacement sites⁹, primarily residing in Al-Hodeidah, Hajjah, Marib and Taiz governorates¹⁰. This corresponds to 4.5% of Yemen's total population residing within sites 'enduring extremely harsh conditions without viable alternatives'¹¹.

Over half of the displacement occurred in 2015 at the beginning of the conflict in the country¹², with 99.6% of all IDPs forcibly displaced due to the conflict¹³. More than 80% of IDPs have been displaced for at least a year, and many, on multiple occasions¹⁴. Given this protracted and multi-faceted displacement in Yemen, humanitarian actors require an understanding of the evolution of community needs, service access and gaps in IDP sites – particularly in light of the Yemen response 'being at a crossroads', with the 2024 Humanitarian Needs Overview (HNO) emphasising the need for camp coordination and camp management (CCCM) partners to monitor progress towards an environment for durable solutions¹⁵.

To fill this information gap, in 2023, REACH in collaboration with the CCCM Cluster adopted a twin-track site monitoring approach, with the **Site Monitoring Tool (SMT)** covering **managed** IDP sites and designed to benefit from the extensive knowledge available to site managers, thereby facilitating detailed cross-sectoral analysis of humanitarian improvements/deteriorations in service access, gaps, and needs. Whereas the **Site Reporting Tool (SRT)** targeted **unmanaged** sites and was designed pragmatically to reflect the reduced depth of information typically available through Key Informants. Both tools were reviewed by all Clusters, particularly the CCCM Cluster, in addition to the CCCM Information Management Technical Working Group (IM TWiG), Strategic Advisory Group (SAG), Cash and Market Working Group (CMWG) and Gender Network. To develop the first draft of the tools, REACH conducted a secondary desk review (SDR) of more than 40 tools and guidelines.¹⁶

Thus, since 2023, the SMT has been filling significant information gaps concerning the condition of these sites, cross-sectoral service access and needs of those residing within them. For a more evidence-based response, information should be submitted by Site Managers every two months. Regular monitoring of conditions aims to determine how displacement patterns, site access/threats, access to services, sectoral vulnerabilities, gaps, and needs evolve over time. This is essential to strategize appropriately, particularly since conditions vary depending on hosting site, region, and are fluid due to the unstable context in the country. Information on the status of service delivery and infrastructure in IDP hosting sites remains crucial, as well as community needs and beneficiary interaction with humanitarian actors in IDP hosting sites.

2.2 Intended impact

In order to address the aforementioned information gaps, the CCCM Cluster in Yemen has partnered with REACH to conduct regular IDP site monitoring that will provide regularly updated information on site developments, needs, and service gaps in IDP hosting sites in Yemen. This site monitoring system (SMS) aims to standardize data collection through the development of a harmonized toolkit for site management partners, ensuring that collected information is commonly understood by all operational actors, and that the data and analysis is of a consistent standard. The SMS has been designed based on the

⁸ [OCHA \(2024\) – Yemen Humanitarian Needs Overview \(HNO\) 2024](#)

⁹ [CCCM IDP Hosting Site Master List](#) (latest: December 2023). This data source is updated every month and figures might change.

¹⁰ Ibid.

¹¹ [OCHA \(2024\) – Yemen Humanitarian Needs Overview \(HNO\) 2024](#)

¹² [Yemen Area Assessment Round 37, March 2019](#)

¹³ Ibid.

¹⁴ Ibid.

¹⁵ [OCHA \(2024\) – Yemen Humanitarian Needs Overview \(HNO\) 2024](#)

¹⁶ REACH reviewed tools shared by Yemen CCCM Cluster partner tools, including from ACTED, DRC, IOM, JAAHD, RADF and the Yemen Displacement Consortium (YDR). In addition, REACH reviewed other key Yemen assessment tools (i.e. MCLA, INAT/PMT, WANTS), global CCCM and humanitarian guidance tools (i.e. CCCM Minimum Standards, Sphere Standards), as well as REACH and CCCM Cluster tools from other countries.

imperative to improve evidence-based humanitarian resource allocation and service delivery, and to identify the current status of service delivery and infrastructure in IDP sites in Yemen.

3. Methodology

3.1 Methodology overview

The SMT will utilize a quantitative approach through the implementation of a Site Manager tool. The Site Manager of each site will have to self-report on the developments in their site either remotely (i.e. if the Site Management Team is a mobile team) or in site (i.e. if there is a static Site Management Team in site). Overall, all managed IDP sites will be targeted, however, currently the tool does not have approval from SCMCHA. Until tool authorization is obtained, the SMT will be rolled out in IRG-areas only. The SMT is a multi-round assessment with the aim of informing humanitarian planning and future resource allocation in Yemen. The first round of data collection is planned for early March 2024, and the next rounds will be rolled out on a bi-monthly basis.

Site Managers can use a variety of data sources to feed into the data collection, depending on the information available for each site, including:

1. **Participatory Assessments** (Site Managers need to ensure participants' consent)
 - With site residents and/or community committee members
2. **CCCM Partner / Sector specialist data** → Key Informants (Site Managers need to ensure participants' consent)
 - NGO implementing partners / 4W data
 - Data from sectoral partners/ specialists
 - Public officials (i.e. hospitals, schools, etc.)
3. **Observation**: Observe infrastructure in IDP site by walking through it, if possible.
4. **SMC data**
 - Site Management Committee data
5. **Meetings**
 - Community committee member meetings (Site Managers need to ensure participants' consent!)
6. **Registration data**
 - CCCM Site resident list → SMT should track movement in and out of camp
 - Hospital birth/death, disease registers

The components of this Site Management System were developed by REACH in coordination with the CCCM Cluster and partners, the Strategic Advisory Group (SAG), and the Inter-Cluster Coordination Mechanism (ICCM). 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 SMS are:

- **Site Management Tool**: Detailed assessment tool **for managed sites**. It includes indicators on demographics, site management, site access, threats and hazards, infrastructure access, sectors indicators, access to services and gaps in sites, and progress towards durable solutions (DS) in IDP hosting sites. Site information is self-reported by management staff from the site coordination agency on a bi-monthly basis and informed by information readily available from the site coordination agency and partners and/or beneficiaries.
- **Site Report Tool**: Light profiling tool **for non-managed sites**. It includes basic demographic questions on the site and affected population, and general sector-specific questions. The tool is conducted by enumerators interviewing 1-2 KIs in site on a quarterly basis and informed by information readily available from partners and/or site residents. This tool has been in place since November 2019 for all sites and will be adjusted based on the new Site Management Tool.

There are prospects of the following tool being implemented in a select handful of sites during 2024, subject to confirmation from CCCM Cluster and implementing partner capacity:

- **Community KI or Female/Male FGD tools:** It may include questions on community perceptions, needs, composition and interaction with humanitarian actors and services. To be completed every three or six months on site by a team of two enumerators interviewing one community leader or male/female community members based on their knowledge of the community's needs and access to services in the site in question.

3.2 Population of interest

- **Geographical area:** All residents of the 691 Identified **managed** IDP sites in Yemen by the CCCM Cluster. Of these, 281 managed IDP sites are located in Internationally Recognized Government-controlled areas (IRG), and 410 managed IDP sites are in Ansar Allah-controlled areas (AA). **Coverage of the 410 managed IDP sites in AA-areas is subject to SCMCHA approval of the SMT tool.**
- **Site types:** **Managed** sites are prioritized for longitudinal and detailed monitoring only through the Site Management Tool.
- **Population:** All site residents of targeted IDP hosting sites, and management/specialist staff operating in the sites. Site residents include IDPs, migrants, refugees and host-community members living within the assessed sites. Management/specialist staff includes Site Managers, site management field officers, assistants, and community mobilizers.

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, and the inclusion of community perceptions in site monitoring.

- [CCCM Cluster IDPs Hosting Site Master List](#) – Infographics produced by CCCM Cluster which indicates number of IDPs and IDP sites and location of IDPs sites.
- **CCCM Cluster Monthly Situation Reports** – Provides response progress and updates on severity of humanitarian access and situational developments. Reports provide situational overview but not specific site monitoring.
- [CCCM Site Report](#) – Site Reporting implemented by CCCM Cluster with support from REACH since November 2019.
- [CCCM Flooding Incident Report](#)
- [CCCM Eviction Tracker](#)
- [CCCM Indicators Overview](#)
- [Displacement Tracking Matrix \(DTM\) Yemen Area Assessment](#) – Provides an overview of IDPs in Yemen including the geographic coverage of internal displacement, the type of accommodation IDPs reside in, and main needs of IDP households. The assessment likewise provides information on the date of and reasons for displacement. Information is general and at the governorate, as opposed to site, level, and therefore does not profile status of individual sites. Population figures are based on 2019 population projections from the Central Statistical Organisation (CSO).
- **Reviewed tools**
 - Yemen CCCM partner assessment tools (n = around 30)
 - Yemen Multi-Cluster Location Assessment (MCLA), UNHCR Initial Needs Assessment Tool (INAT)/Protection Monitoring Tool (PMT)
 - CCCM Site Report Tool, Yemen – Produced by REACH/CCCM Cluster
 - WASH Needs Tracking System (WANTS) Tool, Yemen – Produced by REACH/WASH Cluster
 - Informal IDP Site Profiling Assessment, Iraq – Produced by REACH
 - Site Monitoring Tool (FSMT), Iraq – Produced by Iraq CCCM Cluster
 - Detailed Site Assessment, Somalia – Produced by REACH
 - South Eastern Europe (SEE) Site Profile – Produced by CCCM Cluster

3.4 Primary Data Collection

The Site Monitoring System will be deployed nationwide, targeting 691 IDP hosting sites across 20 governorates. The assessment covers both rural and urban settings, monitoring the condition of managed IDP hosting sites only. Managed sites are sites that are managed by a CCCM partner. At the time of site monitoring, managed sites should be formally recognized by the government and the national cluster coordination and have a formally assigned site management focal point. Unmanaged sites will not be included in the multi-round SMS assessment but will rather be captured through the Site Report Tool.

The Site Monitoring System will collect quantitative (but indicative) information on IDP hosting sites through one structured questionnaire. Site Manager 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. Site management staff are responsible for double-checking their data entries and ensuring 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 SMTs are uncomfortable using mobile devices in sites or authorities ask for paper forms. If SMTs decide to use paper forms, Site Managers 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 paper and Kobo tools were designed by REACH in coordination with the CCCM Cluster, partners, the SAG and the ICCM. The CCCM 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. Data will be cleaned and analysed once a month and outputs will be generated as soon as data is cleaned and analysed. REACH is responsible for training, data cleaning and analysis and the production of quality outputs.

Site Management tool

- **Methodology:** Data collection may be completed in site or remotely. One form should be completed per site, for each round of data collection. In case of clustered sites, SMTs have to options: 1) They can report on both the main site¹⁷ and sub-site¹⁸, if these sites share services and the same SMC agency; or 2) they can report on sub-sites separately in case the site does not share services with the main site or is managed by a different SMC agency. Site Managers are responsible for completing the tool themselves (self-reporting). While the SMT is encouraged to support the Site Manager with data collection and encoding, the Site Manager is responsible to double-check their data and ensure high quality, timely submissions.
- **Sampling:** Site management agencies from each of the IDP hosting sites will be identified by the CCCM Cluster to fill the form, after which the relevant agencies will identify the Site Management Team and Site Manager to complete the questionnaire. While the SMT can support with data collection and encoding, it is the sole responsibility of the Site Manager to double-check and submit high quality data during each round of the assessment, unless unable to, in which case another member of the site management agency will be assigned the task.
- **Frequency:** The Site Manager tool is intended to be completed on a bi-monthly basis, during the first two weeks of each month, in each identified site. The rationale behind the frequency of site management data collection is to provide consistent longitudinal site monitoring which covers all basic demographic information of the site and affected population. Since some indicators, such as site information and Site Management and Coordination, might not change much from month to month, some information will remain pre-filled from the previous round in Kobo by pulling the previously submitted data for each site. This should enable Site Managers to just confirm the information without having to fill the form from scratch.

3.5. Data Processing & Analysis

Site Managers engaged in the exercise must commit to the responsibility of collecting data, double-checking their information, and ensuring high-quality data is shared on a timely basis 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](#), as a Data Sharing Agreement has been signed with the CCCM Cluster, led by UNHCR. Data checks will include inter alia duplicates, missing submissions, outliers, and logical checks. Data will be cleaned on bi-monthly basis as data is shared. In the first months of implementation, REACH will check submissions more regularly during the data collection phase. Inconsistent data will be highlighted and shared with the person responsible for data collection for clarification/rectification/follow up. Inquiries and changes will be logged by REACH staff. Sensitive data and information will be managed with the utmost care

¹⁷ A main site is a larger site that typically has a set of sub-sites in its close vicinity (roughly within 2 km) that could be clustered together as one site. These sites may share same services and SMC agencies but does not have to be the case.

¹⁸ A sub-site is a set of few shelters that are in close vicinity to a larger, main site.

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 as soon as data is received. Once all data is received, data will be analysed at the site, district, hub and/or governorate level. Data analysis will be conducted through an R script tailored to the assessment. Aggregation will occur at the governorate and/or, hub and district level. Datasets will be generated per site, alongside a comparative dashboard to be used as a site directory including interactive maps, and static maps. A data-merge will be created on InDesign for generation of factsheets. REACH will be responsible for data analysis and output production in coordination with partners and Clusters.

Outputs:

OPSMAP Dashboard: Collaboration with CartONG OPSMAP to have an interactive dashboard which shows information at the site level, updated after each data collection round.

REACH Dashboard: PowerBi dashboard with data per round disaggregated either at governorate, district, sub-district, or site-level. In 2024, the PowerBI dashboard will be reviewed in order to incorporate additional indicators and a trends analysis component.

- **Analytical Outputs:**
 - REACH will generate analytical outputs. This may be comprised of a trends analysis output or sectoral specific briefs (e.g. Durable Solutions, FSL) - **Adhoc**
- **Factsheets:**
 - CartONG opsmaps will automatically generate **site-level** factsheets per round, including information on infrastructure, services and sectoral minimum standards based on data provided by Site Managers. The factsheets will highlight trends in key indicators, and longitudinal analysis where possible. These will be available on the OPSMAP dashboard.
- **Sectoral Briefs: Adhoc**
- **National Durable Solutions Analysis: TBD**
- **Longitudinal Reports:** REACH will generate an annual longitudinal report detailing the status of services, infrastructure, and needs in assessed sites over the preceding twelve-month period at national and governorate levels.
 - Annual**
- **Datasets:** SMT datasets will be published on the REACH Resource Centre, UNHCR CCCM Cluster Data Portal, HDX (TBD) and CCCM IDP Hosting Site Monitoring Dashboard (OPSMAP).
- **Map:** Coverage maps will be produced when relevant for outputs.
- **Presentations- Adhoc**

4. Key ethical considerations and related risks

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

| <i>The proposed research design...</i> | <i>Yes/ No</i> | <i>Details if no (including mitigation)</i> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------------------------------------|
| ... Has been coordinated with relevant stakeholders to avoid unnecessary duplication of data collection efforts? | Yes | |
| ... Respects respondents, their rights and dignity (<i>specifically by: seeking informed consent, designing length of survey/ discussion while being considerate of participants' time, ensuring accurate reporting of information provided</i>)? | Yes | |

| | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ... Does not expose data collectors to any risks as a direct result of participation in data collection? | 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, SMTs 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 | |

5. Roles and responsibilities

| Task Description | Responsible | Accountable | Consulted | Informed |
|--------------------------------------|--------------------------------------|-------------|-------------------------------------------------------------------------------------------------|-----------|
| Research design | CCCM, REACH, CCCM Partners, Clusters | CCCM | 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 |
| Supervise data collection | CCCM Cluster, REACH | CCCM | Partners, Clusters | ICCM |
| Data processing (checking, cleaning) | REACH, CCCM Partners | CCCM | CCCM, Partners, REACH HQ RDDU | - |
| Data analysis | REACH | CCCM | CCCM, Partners, Clusters, REACH RDDU | - |
| Output production | REACH | CCCM | Partners, Clusters, REACH HQ Research Reporting Unit (RRU) | ICCM, HCT |

| | | | | |
|-----------------|-------------|-------|-------------------------------------------------------------------|-----------|
| M&E | REACH | REACH | Partners, Clusters, REACH HQ RRU | ICCM |
| Lessons Learned | REACH, CCCM | CCCM | Partners, Clusters, REACH HQ RRU | ICCM, HCT |
| Dissemination | CCCM, REACH | CCCM | Partners, Clusters, REACH HQ Research Department Communication | 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

5. Data Analysis Plan

DAP/Paper Tool available on request.

6. 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 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 | Yemen HNO 2024, Yemen HRP 2024 |
| | | # references in single agency documents | | | CCCM Information Management Strategy and Outputs: monthly CCCM newsletter, outputs on UNHCR platform, CCCM reports. |
| Humanitarian | Humanitarian actors use | Perceived relevance of IMPACT country-programs | Country team | Usage_Feedba | |

| | | | | | |
|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|--------------|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| stakeholders are using IMPACT products | IMPACT evidence/products as a basis for decision making, aid planning and delivery | Perceived usefulness and influence of IMPACT outputs | | ck and Usage_Survey template | Usage survey to be implemented after 6 months of running the tool (in June 2023), targeting all data collection partners. Feedback survey to all partners in Yemen on the overall REACH Yemen work, including CCCM and the SMT. |
| | 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 | | | |
| Humanitarian stakeholders are engaged in IMPACT programs throughout the research cycle | Number and/or percentage of humanitarian organizations directly contributing to IMPACT programs (providing resources, participating to presentations, etc.) | # of organisations providing resources (i.e. staff, vehicles, meeting space, budget, etc.) for activity implementation | Country team | Engagement_log | X Yes |
| | | # of organisations/clusters inputting in research design and joint analysis | | | X Yes |
| | | # of organisations/clusters attending briefings on findings; | | | <input type="checkbox"/> Yes |