Research Terms of Reference

Site Monitoring Tool (SMT)

YEM1903b

Yemen

October 2026
Version 1

REACH Informing more effective humanitarian action

1. Executive Summary

Country of intervention	*Yemen*						
Type of Emergency	**X**	Natural disaster	**X**	Conflict			
Type of Crisis	□	Sudden onset	□	Slow onset	**X**	Protracted	
Mandating Body/Agency	*Shelter, Land and Site Coordination Cluster (SLSC)*[1]						
Project Code	*15BN*						
Overall Research Timeframe	01/09/26 – 30/01/27						
Research Timeframe (Round 2 - 2026)	1. Start data collection: 09/11/2026		5. Outputs sent for validation: 20/12/2026				
	2. Data collected: 20/11/2026		6. Preliminary presentation: 25/12/2026				
	3. Data sent for validation: 01/12/2026		7. Outputs published: 25/12/2026				
	4. Data analysed: 15/12/2026		8. Final presentation: 17/01/2027				
Number of assessments	□	Single assessment (one cycle)					
	X	Multi assessment (more than one cycle based on funding and partners availability).					
Humanitarian milestones	**Milestone**		**Deadline**				
	X	Inter-cluster plan/strategy (Yemen HNO & HRP 2026)	(dates not published yet)				
Audience Type & Dissemination	**Audience type**		**Dissemination**				
	X Strategic **X** Programmatic **X** Operational		X General Product Mailing (mail to SLSC partners when their outputs are ready, who supported the last round) X Cluster Mailing (to all SLSC partners, also those who did not collect data in the last round) X Presentation of findings (e.g., National SLSC Cluster meeting) X Website Dissemination (SLSC IDP Hosting Site Dashboard, UNHCR SLSC Website)				
Detailed dissemination plan required	□	Yes	**X**	No			
General Objective	Provide updated information on the conditions, services, gaps, natural hazards and security threats of **managed** and **unmanaged**[2] IDP hosting sites and the reported needs of Internally Displaced Persons (IDPs) in IDP hosting sites, as reported by site management, that can contribute to a more targeted and evidence-based humanitarian response.						
Specific Objective(s)	○ Provide up-to-date information on the condition in **managed** and **unmanaged** IDP hosting sites, including site population, status of infrastructure, service delivery, site natural hazards						

[1] In 2026, the Shelter Cluster and the Camp Coordination and Camp Management (CCCM) Cluster in Yemen merged to form the Shelter, Land and Site Coordination Cluster (SLSC).

[2] Managed IDP sites are sites that are formally managed by an SLSC partner and have a dedicated Site Management Team. Unmanaged IDP sites are sites without a formally assigned site management focal point.

	and security threats, camp management structures, procedures and cross-sectoral service access. o Provide indicative information on the needs[3] reported by site management on behalf of IDPs and other population groups residing in assessed IDP hosting sites.
Research Questions	**General Site Information** - What is the current status of the site, including location, site type, land ownership, occupancy date and agreement? **Site Management & Coordination (SMC)** - What is the site management and coordination structure, including SMC agency and staff, presence of community committees and Complaint and Feedback Mechanisms, available SLSC activities as well as provision of information campaigns and training? **Site Access & Safety** - What are general issues to the site, including site access, natural and human-induced hazards, safety and security threats as well as dangerous structures in the site? - What is the demographic profile of site residents, including presence of potentially vulnerable or priority population 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? **Displacement** - What are the displacement trends among site residents, including arrivals (households and individuals) and departures during the past 3 months, previous location, reasons for displacement, and intentions regarding future movement? - To what extent are newly arrived households experiencing secondary displacement, including the number of households arriving from another displacement site or location rather than directly from their area of origin, the most common governorate and district of their last displacement location, and the main reasons for leaving their last place of displacement? **Sectoral Overview** - 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? **Infrastructure Access** - What infrastructure is available for site residents, including electricity, internet, radio/mobile network? **Service Access & Community Needs** - 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? **Accountability of the Affected Population** - How do site residents interact with humanitarian actors, including which population groups face impediments to accessing support activities and barriers faced to humanitarian aid? **Durable Solutions** - What are the prospects for local integration[4] and Durable Solutions more broadly, based on site-level conditions and reported barriers relevant to prospects for local integration and other durable solutions, as assessed against the 8 IASC criteria?[5] This will have a specific focus on livelihood accessibility, security, civil documentation, HLP rights, access to justice and family reunification services.

[3] Needs related to water, sanitation, hygiene, food, non-food items, shelter, protection, education, livelihoods, nutrition, and healthcare.
[4] 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.
[5] 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	Identified **managed** and unmanaged IDP sites in Internationally recognized Government (IRG)-areas (managed sites: n ≈ 771; unmanaged sites: n ≈ 568)[6]. NOTE: Number fluctuates based on new / closing sites and partner capacities.					
Secondary Data Sources	- CCCM IDP Hosting Site Master List (latest: June 2026) - CCCM-REACH Yemen IDP Hosting Sites Dashboard (latest: May 2026) - CCCM UNHCR Yemen Data Portal - Displacement Tracking Matrix (DTM) Yemen Area Assessment					
Population(s)	**X**	IDPs in camp	X	IDPs in informal sites		
	□	IDPs in host communities	**X**	IDPs in managed sites (including camps)		
	□	Refugees in camp	□	Refugees in informal sites		
	□	Refugees in host communities	□	Refugees [Other, Specify]		
	□	Host communities	□	Migrants/refugees/host-community		
Stratification	□	Geographical #:_ _ _ Population size per strata is known? x Yes □ No	**X**	Sampling frame: Approximately 771 managed and 568 unmanaged sites identified in the June 2026 SLSC Master List (2,348 is the total number of displacement sites in Yemen nationwide, not the target sampling frame).[7][8] Population size per strata is known? **X** Yes □ No	□	*[Other Specify]* #: _ _ Population size per strata is known? □ Yes □ No
Data collection tool(s)	**X**	Structured (Quantitative)	□	Semi-structured (Qualitative)		
	Sampling method		**Data collection method**			
Structured data collection tool	**X** Comprehensive targeting of the identified site universe, subject to site access and partner capacity		**X** Key informant self-reporting (Target #): 1 per site			
Data management platform(s)	**X** IMPACT Kobo					
Expected output(s)	X	Interactive dashboard	X	Analytical outputs – ad hoc	X	Map #: Coverage maps produced on an ad hoc basis according to the output
	X	Presentation in National SLSC meetings – ad hoc	□	Factsheets	x	Datasets - Per round (frequency based on funding and partner availability)
Access	X	Public (Narrative products and datasets are available on REACH resource center, CCCM Dashboard and other humanitarian platforms)	□	Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)		
Visibility	X X X	SLSC SLSC Partners REACH				

[6] CCCM IDP Hosting Site Master List (latest: June 2026) This data source is updated every month and figures might change.
[7] This figure represents the target site universe (sampling frame) rather than a formal statistical stratum.
[8] CCCM IDP Hosting Site Master List (latest: June 2026). This data source is updated every month and figures might change.

Rationale

2.1 Background

With the Yemen conflict now in its second decade, 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 5.2 million people are currently internally displaced in the country[9], with around 1.6 million people[10] living in around 2,348 collective displacement sites[11], primarily residing in Al-Hodeidah, Hajjah, Marib and Taiz governorates[12]. IDPs residing in sites are among the most vulnerable communities in Yemen, with 40% of sites at high risk of fire and/or flooding[13]. Since the escalation in western Yemen began in June 2026, IOM's Displacement Tracking Matrix (DTM) has recorded a further 276,301 newly displaced people (as of 24 October 2026).[14]

Displacement in Yemen remains largely protracted, with repeated displacement trapping families in cycles of dependency on aid[15]. 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 — now the Shelter, Land and Site Coordination Cluster (SLSC) following the 2026 merger — to monitor progress towards an environment for durable solutions[16].

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, 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. As of the 2026 Round 2 revision, the SMT and SRT have been consolidated into a single unified Site Monitoring Tool covering both managed and unmanaged sites, reflecting REACH and the SLSC's assessment that most indicators can be meaningfully collected across both site types using one instrument.

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 focal points on a periodic basis (based on need, funding and partners availability), with the exact frequency to be agreed with the SLSC. 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 information is intended to inform the planning and response of humanitarian actors in IDP hosting sites.

2.2 Intended impact

In order to address the aforementioned information gaps, the SLSC 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

[9] OCHA, Yemen Humanitarian Needs and Response Plan (HNRP) 2026, March 2026.
[10] OCHA (2025) – Yemen Humanitarian Needs and Response Plan (HNRP) 2025
[11] CCCM IDP Hosting Site Master List (latest: June 2026). This data source is updated every month and figures might change.
[12] Ibid
[13] OCHA (2025) – Yemen Humanitarian Needs and Response Plan (HNRP) 2025
[14] IOM DTM, Yemen – Displacement Caused by Escalation in Western Yemen, October 2026, https://dtm.iom.int/yemen
[15] OCHA (2025) – Yemen Humanitarian Needs and Response Plan (HNRP) 2025
[16] OCHA (2024) – Yemen Humanitarian Needs Overview (HNO) 2024

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.

2. Methodology

3.1 Methodology overview

The SMT will utilize a quantitative approach through the implementation of a site-level reporting tool. The designated site focal point for each site will have to self-report on the developments in their site either remotely (i.e. if the respondent is part of a mobile team) or in site (i.e. if the respondent is static in site). Overall, all managed and unmanaged IDP sites within IRG-areas will be targeted for inclusion; however, actual coverage may be lower than the full sampling frame due to partner availability, site access, security, operational constraints, and other contextual factors. The SMT does not constitute a direct household- or population-level assessment: information on resident needs and perceptions is reported by the designated site focal point based on information available to them, including consultations with residents or community representatives where relevant. The SMT is a multi-round assessment with the aim of informing humanitarian planning and future resource allocation in Yemen.

One questionnaire will be completed per site per round by a designated site focal point. The respondent may consult available administrative records, site management records, sector partners, community representatives, and other relevant sources to inform their responses; these sources support the respondent's reporting but are not themselves independent survey respondents. Depending on the information available for each site, sources consulted may include:

1. **Participatory Assessments** (the site focal point must ensure participants' consent)
    - With site residents and/or community committee members
2. **SLSC Partner / Sector specialist data,** Key Informants (the site focal point must 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 (the site focal point must ensure participants' consent!)
6. **Registration data**
    - Site resident list, Site Management Team should track movement in and out of site
    - Hospital birth/death, disease registers

The components of this Site Monitoring System were developed by REACH in coordination with the SLSC 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 Monitoring Tool:** Detailed assessment tool **for both managed and unmanaged sites**, administered through a single unified form. 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 a designated site focal point on a periodic basis, based on funding and partners availability, and informed by information readily available from the site coordination agency and partners and/or beneficiaries. The respondent differs by site type: for managed sites, the Site Manager or a designated

member of the Site Management Team; for unmanaged sites, a designated SLSC partner/field focal point or other identified key informant with sufficient knowledge of the site. This Methodology uses "site focal point" to refer to respondent type.

3.2 Population of interest

- **Geographical area:** All residents of the identified managed and unmanaged IDP sites in IRG-areas of Yemen, as identified by the SLSC (managed sites: n ≈ 771; unmanaged sites: n ≈ 568); actual site coverage per round depends on partner availability and capacity.
- **Site types:** Both managed and unmanaged sites are covered through longitudinal and detailed monitoring via the Site Monitoring Tool.
- **Population:** All site residents of targeted IDP hosting sites, as reported by 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 SLSC 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 SLSC 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. The Area Assessment baseline is verified and updated in quarterly cycles through a key informant network and is complemented by DTM Rapid Displacement Tracking of new displacement.[17]
- **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/SLSC
    - WASH Needs Tracking System (WANTS) Tool, Yemen – Produced by REACH/WASH Cluster
    - Informal IDP Site Profiling Assessment, Iraq – Produced by REACH
    - Site Monitoring Tool (SMT), 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

[17] IOM DTM, Yemen – Area Assessment and Rapid Displacement Tracking, https://dtm.iom.int/yemen (accessed October 2026).

The identified universe of managed and unmanaged IDP hosting sites for Round 2 data collection under the Site Monitoring System is limited to sites within IRG-areas (managed sites: n ≈ 771; unmanaged sites: n ≈ 568); actual site coverage per round depends on partner availability and capacity. The assessment covers both rural and urban settings, monitoring the condition of both managed and unmanaged IDP hosting sites. Managed sites are sites that are managed by a SLSC partner and, at the time of site monitoring, should be formally recognized by the government and the national cluster coordination and have a formally assigned site management focal point. Unmanaged sites are sites without a formally assigned site management focal point. Both site types are now included in the multi-round SMT assessment.

The Site Monitoring System will collect quantitative (but indicative) information on IDP hosting sites through one structured questionnaire. Findings will be indicative of assessed sites and should not be interpreted as statistically representative of all IDP hosting sites or IDP populations in Yemen, given that data is self-reported by site focal points, one submission is collected per site, coverage depends on partner capacity and site access/approval, and unmanaged-site coverage (n ≈ 568 in IRG-areas) remains provisional. The site focal point 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 Site Management Teams are uncomfortable using mobile devices in sites or authorities ask for paper forms. If Site Management Teams decide to use paper forms, site focal points are responsible for encoding 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 SLSC, partners, the SAG and the ICCM. SLSC site focal points will be responsible for data collection and reviewing and uploading completed Site Monitoring forms. Data collection will be monitored by REACH and the SLSC. Data will be cleaned and analysed after each round of data collection, and outputs will be generated once data is cleaned and analysed. REACH is responsible for training, data cleaning and analysis and the production of quality outputs.

Site Monitoring Tool

- **Methodology:** Data collection may be completed on-site or remotely. One form should be completed per site, for each round of data collection. In case of clustered sites, SMTs have two options: 1) They can report on both the main site[18] and sub-site[19], 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 focal points are responsible for completing the tool themselves (self-reporting). While the Site Management Team is encouraged to support the site focal point with data collection and encoding, the site focal point is responsible for double-checking their data and ensuring high quality, timely submissions.
- **Sampling:** For managed sites, site management agencies will be identified by the SLSC to fill the form, after which the relevant agencies will identify the Site Management Team and Site Manager to complete the questionnaire. For unmanaged sites, the SLSC will identify a designated partner/field focal point or other identified key informant with sufficient knowledge of the site to serve as the site focal point. In both cases, while the Site Management Team can support with data collection and encoding, it is the sole responsibility of the site focal point to double-check and submit high-quality data during each round of the assessment, unless unable to, in which case another member of the responsible agency will be assigned the task.
- **Frequency:** The Site Monitoring Tool is intended to be completed on a periodic basis (based on need, funding and partners availability) in each identified site, with the exact frequency of rounds to be agreed with the SLSC. 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.

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

Site focal points 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 SLSC, led by UNHCR. Data checks will include inter alia duplicates, missing submissions, outliers, and logical checks. Data will be cleaned after each round of data collection as data is shared. 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 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 updated as soon as cleaned data is available for a round. 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, hub and/or district level. A round-level dataset containing one record per assessed site will be generated, alongside a comparative dashboard to be used as a site directory including interactive maps, and static maps. REACH will be responsible for data analysis and output production in coordination with partners and Clusters.

Outputs:

REACH Dashboard: Power BI dashboard with data per round disaggregated either at governorate, district, sub-district, or site-level.

- **Datasets:** SMT datasets will be published on the REACH Resource Centre, UNHCR CCCM Cluster Data Portal, and CCCM IDP Hosting Site Monitoring Dashboard.
- **Map:** Coverage maps will be produced when relevant for outputs.
- **Presentations –** ad hoc

3.5 Limitations

- Self-reported data: Information is reported by a single designated site focal point per site and round, based on the information available to them. Data on resident needs and perceptions is therefore indirect and may be subject to respondent bias or limited knowledge, particularly for unmanaged sites where the respondent may not be permanently present in the site.
- Indicative findings: Findings are indicative of assessed sites only and are not statistically representative of all IDP hosting sites or IDP populations in Yemen.
- Coverage: Actual coverage per round depends on partner availability and capacity, site access, security, and operational constraints, and may vary between rounds, limiting direct comparability over time. The unmanaged-site sampling frame (n ≈ 568) remains provisional.

3. Key ethical considerations and related risks

The proposed research design meets the following criteria, except where noted below:

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** (*specifically by: seeking informed consent, designing length of survey/ discussion while*	Yes	

being considerate of participants' time, ensuring accurate reporting of information provided)?		
… 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 Management Teams 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 SLSC 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	

4. Roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed
Research design	SLSC, REACH, SLSC Partners, Clusters	SLSC	SLSC, REACH, Partners, Clusters and working groups, REACH HQ Research Design & Data Unit (RDDU)	ICCM
Conduct data collection	SLSC Partners	SLSC	SLSC, Partners, Clusters, REACH HQ RDDU	ICCM
Supervise data collection	SLSC, REACH	SLSC	Partners, Clusters	ICCM
Data processing (checking, cleaning)	REACH, SLSC Partners	SLSC	SLSC, Partners, REACH HQ RDDU	-
Data analysis	REACH	SLSC	SLSC, Partners, Clusters, REACH RDDU	-
Output production	REACH	SLSC	Partners, Clusters, REACH HQ Research Reporting Unit (RRU)	ICCM, HCT
M&E	REACH	REACH	Partners, Clusters, REACH HQ RRU	ICCM
Lessons Learned	REACH, SLSC	SLSC	Partners, Clusters, REACH HQ RRU	ICCM, HCT

Dissemination	SLSC, REACH	SLSC	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. Data Management Plan

Administrative Data		
Research Cycle name	*Site Monitoring System*	
Project Code	*15BN*	
Donor	*DRC*	
Project partners	*Yemen SLSC Cluster*	
Research Contacts	*Haneen Jaber, Research Manager (haneen.jaber@reach-initiative.org)* *Lara Daradkeh, Associate Research Manager (lara.daradkeh@reach-initiative.org)*	
Data Management Plan Version	*Date: 15/10/2026*	*Version: 01*
Related Policies	*IMPACT Data Protection Policy,* *Policy on the Protection of Personal Data of Persons of Concern to UNHCR*	

Documentation and Metadata				
What documentation and metadata will accompany the data? *Select all that apply*	**X**	Data analysis plan	X	Data Cleaning Log, including: X Deletion Log X Value Change Log
	□	Code book	□	Data Dictionary
	□	Metadata based on HDX Standards	□	[Other, Specify]

Ethics and Legal Compliance				
Which ethical and legal measures will be taken?	X	Consent of participants to participate	□	Consent of participants to share personal information with other agencies
	□	No collection of personally identifiable data will take place	X	Gender, child protection and other protection issues are taken into account
	X	All participants reached age of majority		[Other, Specify]
Who will own the copyright and Intellectual Property Rights for the data that is collected?	*Data collection partners and the SLSC Cluster*			

Storage and Backup				
Where will data be stored and backed up during the research?	□	IMPACT/REACH Kobo Server	X	Other Kobo Server: shared kobo account with SLSC. Data Sharing Agreement signed.
	□	IMPACT Global Physical / Cloud Server	□	Country/Internal Server
	X	On devices held by REACH staff	□	Physical location:
	□	[Other, Specify]		
Which data access and security measures have been taken?	X	Password protection on devices/servers	X	Data access is limited to: SLSC, REACH, *and operational partners*
	□	Form and data encryption on data collection server	□	Partners signed an MoU if accessing raw data
	□	[Other, Specify]		

Kobo Access Rights		
Kobo Access	Person	Account Name
View Form	**UNHCR members and Lara (REACH)**	*cccm_cluster_yemen*
View and Edit Form	**UNHCR members and Lara (REACH)**	*cccm_cluster_yemen*

View Form and Submit Data	**UNHCR members and Lara (REACH)**	*cccm_cluster_yemen*
Download Data	**UNHCR members and Lara (REACH)**	*cccm_cluster_yemen*

Raw Data Access Rights

Raw Data Access	Reason	Person
Accountable	*Accountable*	*Lara Daradkeh*
Access	*Data checks and processing*	*Lara Daradkeh/ Mohammad Azemi*

Preservation

Where will data be stored for long-term preservation?	□	IMPACT / REACH Global Cloud / Physical Server	□	OCHA HDX
	X	REACH Country Server	X	SLSC servers

Data Sharing

Will the data be shared publicly?	X	Yes	□	No, only with mandating agency / body
Will all data be shared?	□	Yes	X	No, only anonymized/ cleaned/ consolidated data will be shared
	□	No, [Other, Specify]		
Where will you share the data?	X	REACH Resource Centre	□	OCHA HDX
	□	Humanitarian Response	X	CCCM Dashboard

Data protection risk assessment

Have you completed the Indicators Risk Assessment table below?	X	Yes	□	No, no information that potentially allows identification of individuals is to be collected.

Risk indicator	Type of identification risk	Disclosure implications	Benefits	**Class**	**Required mitigation**
Site Manager_phone number/name	*Direct contact/identification of Site Manager*	*Loss of privacy/potential target of armed actors*	*Follow up for data cleaning and following rounds of data collection*	*B3*	To be safely store separately from the dataset in a password protected file, with access limited to the person accountable highlighted above.
Number/presence of at-risk populations (Unaccompanied or separated children (UASC), Child-headed HH, female-headed HH)	*Site may be targeted*	*Target of armed actors/recruitment*	*Accuracy of vulnerable population/identifying specific protection needs and service provision*	*B3*	To be safely store separately from the dataset in a password protected file, with access limited to the person accountable highlighted above.

Responsibilities

Data collection	*Data collection by partners* *SLSC & REACH to supervise*

	Lara Daradkeh, Associate Research Manager (lara.daradkeh@reach-initiative.org) *Senior Researcher*
Data cleaning	*Lara Daradkeh, Associate Research Manager (lara.daradkeh@reach-initiative.org)* *Mohammad Azemi, Senior Analyst, mohammad.azemi@reach-initiative.org*
Data analysis	*Lara Daradkeh, Associate Research Manager (lara.daradkeh@reach-initiative.org)* *Mohammad Azemi, Senior Analyst, mohammad.azemi@reach-initiative.org*
Data sharing/uploading	*Lara Daradkeh, Associate Research Manager (lara.daradkeh@reach-initiative.org)*

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 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		□ Yes
		# of page clicks on x product from REACH global newsletter	Country request to HQ		□ 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 2026, Yemen HRP 2026* *CCCM Information Management Strategy and Outputs: monthly CCCM newsletter, outputs on UNHCR platform, CCCM reports.*
		# references in single agency documents			
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	Country team	Usage_Feedback *and* Usage_Survey template	*no*
		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			
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 (e.g. 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;			□ Yes