

Research Methodology Note

Idleb Governorate and Surrounding Areas: Rapid Needs Assessments

SYR1703f

Syria

August – December 2018

Version 1

REACH Informing more effective humanitarian action

1. Executive Summary

Country of intervention	Syria		
Type of Emergency	<input type="checkbox"/> Natural disaster	<input checked="" type="checkbox"/> Conflict	
Type of Crisis	<input type="checkbox"/> Sudden onset	<input type="checkbox"/> Slow onset	<input checked="" type="checkbox"/> Protracted
Mandating Body/ Agency	Office of U.S. Foreign Disaster Assistance (OFDA)		
Project Code	16DDC		
Research Timeframe	1. Start collect data: 12/08/2018 ¹	4. Data sent for validation: 30/08/2018	
	2. Data collected: 20/08/2018	5. Outputs sent for validation: 07/09/2018	
	3. Data analysed: 27-30/08/2018	6. Outputs published: 11/09/2018	
Humanitarian milestones	Milestone	Deadline	
	<input type="checkbox"/> Donor plan/strategy	_ _ / _ _ / _ _ _ _	
	<input checked="" type="checkbox"/> Inter-cluster plan/strategy (Syrian cross-border clusters will use this data in preparedness for humanitarian response plans in NW Syria).	09/2018-12/2018	
	<input type="checkbox"/> Cluster plan/strategy	_ _ / _ _ / _ _ _ _	
	<input type="checkbox"/> NGO platform plan/strategy	_ _ / _ _ / _ _ _ _	
	<input type="checkbox"/> Other (Specify):	_ _ / _ _ / _ _ _ _	
Audience Type & Dissemination	Audience type	Dissemination	
	<input checked="" type="checkbox"/> Strategic <input checked="" type="checkbox"/> Programmatic <input checked="" type="checkbox"/> Operational	<input checked="" type="checkbox"/> General Product Mailing (REACH Syria Mailing List) <input type="checkbox"/> Cluster Mailing (Education, Shelter and WASH) and presentation of findings at next cluster meeting <input checked="" type="checkbox"/> Presentation of findings (OCHA and inter-cluster coordination groups) <input checked="" type="checkbox"/> Website Dissemination (Relief Web & REACH Resource Centre)	
Detailed dissemination plan required	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
General Objective	Inform the overall humanitarian response to IDPs and resident populations in Idleb governorate and surrounding areas ² by providing a multi-sectoral overview of the		

¹ This assessment will involve an initial baseline needs assessment done across the coverage area, and subsequent follow-up assessments in targeted sub-districts, according to how the situation in the region develops. The above research timeframe refers to dates for the baseline assessment only.

² 'Idleb governorate and surrounding areas' refers to opposition-held areas at the time of data collection, covering the majority of communities in Idleb governorate, as well as communities in Atareb, Daret Azza, Haritan, Jebel Saman and Zarbah sub-districts in western Aleppo governorate, and Kafr Zeita, Madiq Castle, Suran and Ziyara

	<i>humanitarian situation for persons living in communities in the region, and respond to any changes in the situation and pressing information gaps as a result of dynamic conflict in the region.</i>		
Specific Objective(s)	<ol style="list-style-type: none"> 1. Identify demographic profiles of IDP and resident populations in key communities of Idleb governorate and surrounding areas. 2. Identify priority needs and sector-specific needs of these populations across the following sectors: shelter, food, security, livelihoods, electricity and NFIs, WASH, healthcare, education and protection. 3. Identify differences in access between IDP and resident populations to goods and services in the aforementioned sectors as well as reasons for this. 		
Research Questions	<p><i>Research Question 1: What is the total number of IDPs and residents living in assessed communities, and what are the age and gender profiles of these respective populations?</i></p> <p><i>Research Question 2: What are the priority needs of populations living in assessed communities, and what is the current humanitarian situation for populations living in assessed communities in terms of shelter, food security, livelihoods, access to healthcare, protection issues, and access to education, electricity, water, fuel and other non-food items?</i></p> <p><i>Research Question 3: What types of humanitarian assistance have been provided to populations living in assessed communities, if any, and which are the most common actors providing such assistance?</i></p> <p><i>Research Question 4: What, if any, are the most common access differences to needs and services between IDP and resident populations living in assessed communities?</i></p>		
Geographic Coverage	<i>30 accessible sub-districts in Aleppo, Hama and Idleb governorates in Syria.</i>		
Secondary data sources	<i>Main sources include: Humanitarian Situation Overview in Syria (HSOS) in Idleb governorate and surrounding areas, population numbers assessed as of 31 March 2018 as part of the REACH-CCCM IDP Situation Monitoring Initiative (ISMI), as well as media, open source reports, humanitarian reports from UN agencies and other humanitarian bodies.</i>		
Population(s)	<input checked="" type="checkbox"/> IDPs in camp	<input checked="" type="checkbox"/> IDPs in informal sites	
	<input checked="" type="checkbox"/> IDPs in host communities	<input type="checkbox"/> IDPs [Other, Specify]	
	<input type="checkbox"/> Refugees in camp	<input type="checkbox"/> Refugees in informal sites	
	<input type="checkbox"/> Refugees in host communities	<input type="checkbox"/> Refugees [Other, Specify]	
	<input checked="" type="checkbox"/> Non-displaced (hosting)	<input checked="" type="checkbox"/> Non-displaced (not hosting)	
	<input checked="" type="checkbox"/> Returnees ³	<input type="checkbox"/> [Other, Specify]	
Stratification	<input checked="" type="checkbox"/> Geographical #: 30 (sub-districts) Population size per strata is known? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Group #: 2 (IDPs and residents) 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

sub-districts in north-western Hama governorate. These sub-districts have been added to the larger 'Idleb governorate and surrounding areas' region as populations in the region are typically served by the same cross-border humanitarian responses and affected by similar events.

³ The needs and conditions of 'returnees', or 'spontaneous returns to community of origin', will not be assessed separately for this assessment, but as part of the wider group of 'resident/pre-conflict' (non-displaced) households. The definition of resident/pre-conflict households used in this assessment is 'individuals or groups of people who currently reside in their communities of origin, or communities of permanent residence prior to the Syrian conflict. This includes populations that were never displaced as well as previously displaced populations that have returned to their communities of origin'.

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 # 1	<input checked="" type="checkbox"/> Purposive <input type="checkbox"/> Probability / Simple random <input type="checkbox"/> Probability / Stratified simple random <input type="checkbox"/> Probability / Cluster sampling <input type="checkbox"/> Probability / Stratified cluster sampling <input type="checkbox"/> [Other, Specify]	<input checked="" type="checkbox"/> Key informant interview (Target #): 2 to 7 key informants per community ⁴ <input type="checkbox"/> Group discussion (Target #):_____ <input type="checkbox"/> Household interview (Target #):_____ <input type="checkbox"/> Individual interview (Target #):_____ <input type="checkbox"/> Direct observations (Target #):_____ <input type="checkbox"/> [Other, Specify] (Target #):_____
Target level of precision if probability sampling	NA	NA
Data management platform(s)	<input checked="" type="checkbox"/> IMPACT	<input type="checkbox"/> UNHCR
	<input type="checkbox"/> [Other, Specify]	
Expected output type(s)	<input checked="" type="checkbox"/> Situation overview #: 1	<input type="checkbox"/> Report #: __
	<input type="checkbox"/> Presentation (Preliminary findings) #: __	<input checked="" type="checkbox"/> Presentation (Final) #: 2-4
	<input type="checkbox"/> Interactive dashboard #: _	<input type="checkbox"/> Webmap #: __
	<input type="checkbox"/> [Other, Specify] #: __	<input checked="" type="checkbox"/> Profile #: __
		<input type="checkbox"/> Factsheet #: __
		<input checked="" type="checkbox"/> Map #: 1
Access	<input checked="" type="checkbox"/> Public (available on REACH resource center and other humanitarian platforms)	
	<input type="checkbox"/> Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)	
Visibility	REACH logo	

2. Rationale

2.1. Rationale

As of early August 2018, Idlib governorate and the surrounding areas of western Aleppo and north-western Hama governorates are one of the last remaining opposition-held territories in Syria. Since the outbreak of the conflict in 2011, the predominantly rural region has seen its population swell following continuous influxes of internally displaced persons (IDPs) from across the country. More recently, from late 2017, the region has witnessed further large-scale IDP arrivals, following escalations of conflict and displacements from formerly opposition-held areas in south-eastern Idlib, Rural Damascus, Homs, Hama, Dar'a and Quneitra governorates, leading to a growing strain on resources and services in the region. While humanitarian assistance is reaching both IDP and resident populations, major gaps remain. In addition, there is a growing concern over an imminent military offensive in the region.⁵ In order to address such gaps, REACH will conduct a series of rapid needs assessments (one baseline and subsequent follow-ups) to inform humanitarian actors of IDP and resident populations' priority needs and to address critical information gaps on the humanitarian conditions of IDPs and residents living in communities in the region, beginning from August 2018.

3. Methodology

2.1. Methodology overview

⁴ Enumerators are required to interview a minimum of 2 and maximum of 7 KIs in each assessed location, to account for differences in knowledge and sector-specific expertise among KIs in different locations. In general, enumerators are encouraged to interview as many KIs as possible in each location in order to obtain the most accurate and detailed information for indicators in each sector.

⁵ IRIN News, 'Idlib briefing: "Humanitarian catastrophe" feared as Syria war reaches final rebel stronghold', 3 September 2018; France 24, 'UN fears 800,000 could be displaced in Syria's rebel-held Idlib', 29 August 2018; United Nations Secretary-General, [Statement attributable to the Spokesman for the Secretary-General on Syria](#), 29 August 2018

A key informant methodology will be employed for these needs assessments. For the baseline, data will be collected in 362 communities across 30 sub-districts between 12 and 20 August 2018. For follow-up assessments, data will be collected in a varying number of communities in sub-districts receiving high numbers of IDP arrivals, or believed to have experienced a significant deterioration in civilian living conditions as a result of recent conflict. Data will be collected at the community level, with enumerators interviewing between 2 and 7 KIs per community and with KIs selected based on their knowledge of IDP and resident populations in the community and sector-specific expertise. Communities will be assessed based on available population data, focusing on those reported to have large total populations and those receiving a high number of IDP arrivals (up to two months) prior to the start of data collection.⁶ Collected primary data will then be further triangulated through available secondary data sources.

2.2. Population of interest

The two main populations of interest for this assessment are Internally Displaced Persons (IDPs), defined as *'Individuals or groups of people who have been forced to leave their homes or places of habitual residence, in particular as a result of or in order to avoid the effects of armed conflict, situations of generalised violence, violations of human rights, or natural or man-made disasters, and who have not crossed an international border'*, and residents, defined as *'Individuals or groups of people who currently reside in their communities of origin, or communities of permanent residence prior to the Syrian conflict. This includes populations that were never displaced as well as previously displaced populations that have returned to their communities of origin'*.

2.3. Secondary data review

Available secondary data sources will be used to triangulate primary data collection and will include data collected through the Humanitarian Situation Overview in Syria (HSOS) in Idlib governorate and surrounding areas, population and displacement numbers assessed on an ongoing basis as part of the REACH-CCCM IDP Situation Monitoring Initiative (ISMI), as well as available data from UN agencies and other humanitarian bodies, and media and open source reports.

2.4. Primary Data Collection

Primary data collection will be conducted mostly face-to-face in accessible communities in Idlib governorate and surrounding areas. In some communities where face-to-face data collection is not possible due to the security situation or other constraints, data will be collected remotely. Data will be collected through a key informant methodology. REACH will utilise its wide KI network in north-west Syria to collect information as follows:

- Based on a structured questionnaire, enumerators will ask KIs a limited number of questions shelter, food and markets, livelihoods, electricity and non-food items (NFIs), water, sanitation and hygiene (WASH), health, education and protection to gather information at the community level.
- Enumerators will submit one form per assessed community, interviewing different KIs for different sections of the form, based on KIs' knowledge about the community in general and specific sectors in particular. Enumerators will try to contact at least two KIs per community and, if possible, more. If enumerators are unable to interview multiple KIs, only one KI may be interviewed in exceptional cases.
- KI types may include: civil society groups, local charities, local councils, local relief committees, NGOs, community leaders, documentation office registration focal points, camp managers, teachers, health staff or mukhtar's (community leaders).
- Communities will be selected focusing on communities with a high total population and with a high number of IDP arrivals (up to two months) prior to the assessment⁶ (based on previous data available through ISMI).

⁶ For the baseline assessment, IDP arrivals to assessed locations in the two months prior to data collection will be a factor determining community selection. For follow-up assessments, concentrated numbers of IDP arrivals over shorter timeframes will determine community selection.

- 362 communities will be assessed, covering 30 sub-districts in the region where access and direct data collection is possible.⁷

2.5. Data Processing & Analysis

All submissions will be checked for internal inconsistencies and submitted information will be cross-checked with available secondary data on assessed communities. Follow up will be conducted with enumerators and KIs for all communities where discrepancies or issues were discovered. Submitted raw data will be cleaned based on follow up responses and all changes to the data will be logged.

Data from the baseline needs assessments will be analysed and reported on at the governorate level in order to produce a situation overview that provides actors with an update on the humanitarian situation as it relates to shelter, food and markets, livelihoods, electricity and non-food items (NFIs), water, sanitation and hygiene (WASH), health, education and protection and will provide the generalised perspectives of KIs. Data will be collected directly in assessed communities through REACH enumerators from KIs living or working in the community and then aggregated to obtain findings at the governorate level. Follow-up needs assessments post-baseline will be analysed and reported on at the district or sub-district level, according to the defined coverage area and scope of the assessment:

- Continuous variables (e.g. #, %): average across all entries
- Categorical variables (select multiple, select one): most commonly reported responses on a governorate or sub-district level
- Open-ended question: free text, qualitative narrative.

3. Roles and responsibilities

Table 2: Description of roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed
<i>Research design</i>	Assessment Officer	Assessment Manager	HQ Research Design Unit GIS Officer	Regional Coordinator
<i>Supervising data collection</i>	Senior Programme Officer	Assessment Manager	HQ Data Analysis Unit	Regional Coordinator
<i>Data processing (checking, cleaning)</i>	Assessment Officer	Assessment Manager	HQ Data Analysis Unit	Regional Coordinator
<i>Data analysis</i>	Assessment Officer	Assessment Manager	HQ Data Analysis Unit GIS Officer	Regional Coordinator
<i>Output production</i>	Assessment Officer GIS Officer	Assessment Manager	HQ Reporting Unit HQ GIS Unit	Regional Coordinator
<i>Dissemination</i>	Assessment Officer	Assessment Manager	HQ Communication Unit	Regional Coordinator
<i>Monitoring & Evaluation</i>	Assessment Officer	Assessment Manager	HQ Research Design Unit	Regional Coordinator

⁷ At times of conflict or heightened movement restrictions, certain communities that are usually accessible for face-to-face interviews may be assessed remotely.

Lessons learned

Assessment Officer

Assessment
Manager

HQ Research
Design Unit

Regional
Coordinator

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 complete

Data Analysis Plan⁸

Research questions	IN #	Data collection method	Indicator / Variable	Questionnaire Question	Questionnaire Responses	Data collection level
Basic information	A.1.1.	KI Interview	Enumerator code	Enter enumerator code		KI
	A.1.2.	KI Interview	Governorate	In which governorate is the assessed community?	Admin list	KI
	A.1.3.	KI Interview	District	In which district is the assessed community?	Admin list	KI
	A.1.4.	KI Interview	Sub-district	In which sub-district is the assessed community?	Admin list	KI
	A.1.5.	KI Interview	Community	Which community are you assessing?	Admin list; Other	KI
	A1.5.1.	KI Interview	Closest p-code	What is the closest community to this community?	Admin list	KI
	A.1.6.	KI Interview	Managed camp/managed but unrecognised camp/informal settlement outside a community	Which managed camp/managed but unrecognised camp/informal settlement outside a community/other site are you assessing?	Admin list; Other	KI
	A.1.6.2.	KI Interview	Closest p-code	What is the closest community to this camp?	Admin list	KI
	A.1.7.	KI Interview	Additional information about the camp or informal settlement	Please enter any other information you have about the assessed location, camp or informal settlement (e.g. GPS coordinates):		KI
	A.1.8.	KI Interview	KI types	Who are the persons answering the following questions?	Civil Society Groups; Local Charities; Local Council Local Relief Committees; NGOs; Community Leaders (IDPs) – Elders; Community Leaders (IDPs) – Religious; Community Leaders (Host Community)	KI

⁸ Note that this is the full list of indicators used in the baseline needs assessment. Subsequent follow-up assessments will use fewer, select indicators from this list, according to priorities in information gaps determined at the time.

					– Elders; Community Leaders (Host Community) – Religious; Documentation Office Registration Focal Point; Camp Manager; Teacher; Health staff (e.g. doctor, nurse); Mukhtar; Other	
	A.1.9.	KI Interview	KI gender	What is the gender of the persons answering the following questions?	Male; Female	KI
	A.1.10.	KI Interview	Data collection method	Is the data collected face-to-face or remotely?	Face to face; Remote	KI
What is the current humanitarian situation for populations living in assessed communities in terms of shelter?	B.2.1.	KI Interview	Dwelling type	What type of dwelling do most households live in?	Managed camp; Solid/finished apartment; Solid/finished house; Collective centre; Unfinished/damaged building; Informal settlement; Non-residential/public building; Individual tents; Open areas; Other; Not sure	KI
	B.2.2.	KI Interview	Percentage of households living in shelter types	For each shelter types selected, what is your best guess at the percentage of households living in them?	0%; 1-10%; 11-20%; 21-30%; 31-40%; 41-50%; 51-60%; 61-70%; 71-80%; 81-90%; 91-100%; Not sure	KI
	B.2.3.	KI Interview	Household profiles living in vulnerable shelter types	What profiles of households are living in vulnerable shelter types (collective centres, unfinished buildings, open areas or other vulnerable shelter types)?	Married men with their family (wife, children, other immediate family); Married men without their family; Unmarried/single men; Married women with their family without husband (children, other immediate family); Unmarried/single women; Unaccompanied children; Elderly; Persons with disability; Recent IDP arrivals (in last two months), IDPs from a specific area (specify); Other (specify); Not sure	KI
	B.2.4.	KI Interview	Proportion of population living in overcrowded shelter	What proportion of the population do you estimate are living in overcrowded shelter (e.g. multiple families sharing a house, families living in a house built for a smaller family)?	0%; 10-25%; 26-50%; 51-75%; 76-100%; Not sure	KI
	B.2.5.	KI Interview	Shelter adequacy issues	Are there any adequacy issues with shelters in the community, and if so, what are the issues?	None (cannot be selected with any other option); Insufficient number of shelters for the population; Shelters are too small/not enough space for entire household; Structures are not sturdy and break/fall over easily; Many are heavily damaged/unusable; Lack of insulation from heat; Lack of insulation from cold; Leaking during rain; Limited ventilation; Lack of privacy inside shelter (no partitions, no doors); Unable to lock home securely; Lack of lighting; Lack of heating; Other (specify); Not sure	KI

What is the current humanitarian situation for populations living in assessed communities in terms of food security and markets?	C.3.1.	KI Interview	Most common sources of food	What are the most common sources of food for households in this community?	Purchasing from stores; Own production/farming; Relying entirely on food stored from previous weeks/months for emergencies; Assistance from local councils; Assistance from NGOs; Assistance from organised neighbourhood groups; Gifts from family/friends; Begging; Bartering; Borrowing; Hunting/gathering/catching; No food sources of any kind available; Other; Not sure	KI
	C.3.2.	KI Interview	Problems with functionality of food markets	Were there any problems with the functionality of food markets in the community in the last month/week? ⁹	No problems; Markets are not functioning in the community; Markets exist but do not function at certain times; Markets exist but have insufficient quantities of food; Markets exist but quality of food is poor; Markets exist and food is available but food prices are too high; Not sure (cannot be selected with any other option); Other (specify)	KI
	C.3.3.	KI Interview	Challenges accessing food markets	What challenges, if any, have there been to accessing food markets in the community in the last month/week?	Safety or security constraints restricting movements to markets; Safety or security concerns at markets; Physical constraints preventing access to markets (e.g. roads damaged); Other; Not sure; No challenges; Markets do not function at times of conflict; Lack of access/unsuitability for women; Lack of access for persons with restricted mobility; Distance to markets too far; Certain population groups unable to access markets; Blockages lack of transportation to markets (private or public)	KI
	C.3.4.	KI Interview	Availability of food items	In the last month/week, how available were the following items in the community? (Bread; Rice; Bulgur; Flour; Lentils; Pasta; Cooking oil; Fresh vegetables; Chicken; Meat; Sugar; Salt)	Almost always available; Sometimes available; Not available; Not sure	KI
	C.3.4.1	KI Interview		For each item that was available, please indicate if it was affordable or unaffordable in the community in the last month/week?		
	C.3.5.	KI Interview	Source of bread	What was the most common source of bread in the community over the last month/week?	No source of bread; Public bakeries; Private bakeries; Shops; Homemade; Local authority	KI

⁹ Recall periods will be 'in the last month' for the baseline assessment and 'in the last week' for follow-up assessments.

					distribution; Gift from friends/relatives; Other; Not sure	
	C.3.6.	KI Interview	Whether bakeries or shops were selling bread	Were bakeries or shops selling bread in the community over the last month/week?	Yes, with sufficient amounts of bread; Yes, but with insufficient amounts of bread; No; Not sure	KI
	C.3.7.	KI Interview	Why bakeries or shops were not selling bread	Why were bakeries or shops not selling bread in the community over the last month/week?	Bakeries/shops were not present even before the conflict (cannot be selected with any other option); Building/equipment damaged and unable to function; Flour unavailable; Flour too expensive/hard to access; Wheat unavailable; Wheat expensive/hard to access; Yeast unavailable; Yeast expensive/hard to access; Not enough electricity/fuel available; Electricity/fuel too expensive/hard to access; Other; Not sure	KI
	C.3.8.	KI Interview	Coping strategies	Were any of the following coping strategies used at all in the community to deal with a lack of food in the last month/week?	No coping strategies used (cannot be selected with any other option); Reducing meal size; Skipping meals; Buying food with money usually used for other things; Purchasing food on credit/borrowing money to buy food; Selling non-productive assets; Selling productive assets; Spending days without eating; Consuming bad foods (e.g. food from garbage, weeds); Not sure; Other (specify)	KI
	C.3.8.1.	KI Interview		How widespread is the use of this coping strategy?	All or almost all households use this coping strategy (76-100%); More than half of households use this coping strategy (51-75%); Around half of households use this coping strategy (50%); A few households use this coping strategy (1-49%); Not sure	KI
	D.4.1	KI Interview	Meeting basic needs	What were the most common sources of meeting basic needs in the community in the last month/week?	Food crop production; Cash crop production; Sale of livestock; Livestock products; Waged labour; Petty trading; Petty commodity production (e.g. honey, clothing); Firewood and charcoal production; Fishing, hunting and gathering wild foods; Food aid; Loans and remittances or food gifts from relatives or fields; Humanitarian assistance; Other (specify); Not sure	KI
	D.4.2.	KI Interview	Barriers to accessing livelihoods	What, if any, were the most common barriers to accessing livelihoods in the community in the last month/week?	No challenges; General lack of employment opportunities; Lack of employment opportunities that match people's skills; Low wages; Security situation in the community; Lack of access to resources needed for job (e.g. water for agriculture);	KI

					Restrictions by local authorities; Discrimination in job provision; Not sure; Other (specify)	
What is the current humanitarian situation for populations living in assessed communities in terms of non-food items (NFIs)?	E.5.1.	KI Interview	Source of electricity	What was the most common source of electricity in the community in the last month/week?	Main network (grid); Generator; Solar panels; No source of electricity; Other (specify)	KI
	E.5.2.	KI Interview	Average hours of electricity per day per household	How many hours per day do households in the community have access to electricity (on average over the last month/week)?	None; Less than 2 hours; 2-4 hours; 5-6 hours; 7-8 hours; More than 8 hours	KI
	E.5.3.	KI Interview	Barriers to accessing electricity	What are the most common barriers to accessing electricity in the community in the last month/week?	No challenges; Main network not functioning due to damage; Main network not functioning due to general disrepair; Generators not available; Electricity too expensive; Not enough fuel for generators; Fuel too expensive; Other (specify); Not sure	KI
	E.5.4.	KI Interview	Fuel used for generators	What was the most common source of fuel used for generators over the last month/week?	Gas; Kerosene; Diesel; Other (specify)	KI
	E.5.5.	KI Interview		What was the availability and affordability of the most common source of fuel used for generators over the last month/week?	Available and affordable; Available but only some could afford; Not available; Not sure	KI
	E.5.6.	KI Interview	Cooking fuel source	What was the most common source of cooking fuels used in the community over the last month/week?	Gas; Kerosene; Diesel; Wood/charcoal; Other (specify)	KI
	E.5.7.	KI Interview		What was the availability and affordability of the most common cooking fuel in the community over the last month/week?	Available and affordable; Available but only some could afford; Not available; Not sure	KI
	E.5.8.	KI Interview	Access to household and personal hygiene items in markets	Were households in the community able to access the following household and personal hygiene items in markets in the community in the last month/week? Bedding items (sheets, pillows); Mattresses/sleeping mats; Cooking utensils; Cooking fuel; Cooking stoves; Water containers; Sources of light/solar lamps; Solar panels; Clothing; Shoes; Batteries; Disposable diapers; Sanitary pads; Soap; Washing powder (for clothes); Cleaning liquid (for house); Detergent (for dishes)	Yes; No	KI
	E.5.9.	KI Interview		Please specify why the items were not accessible	Wasn't available in markets; Unaffordable in markets	KI

What is the current humanitarian situation for populations living in assessed communities in terms of WASH?	F.6.1.	KI Interview	Source of water	What was the most common source of water used for all purposes (including cooking, drinking, bathing, washing, etc.) in the community over the last month/week?	Water for all purposes is not available; Main network; Surface water (i.e. untreated water from the river surface that is distributed via the water network); Water trucking; Neighbourhood borehole for free; Neighbourhood borehole paid; Springs, river or natural source; Bottle; Not sure; Other (specify)	KI
	F.6.2.	KI Interview	Access to water	Which statement would best describe access to water in the community over the last month/week?	Everyone/nearly everyone has enough water for their needs; More than half of the population has enough water for their needs; About half of the population has enough water for their needs; Less than half of the population has enough water for their needs; Only a few/almost no one has enough water for their needs	KI
	F.6.3.	KI Interview	Challenges accessing water	Why were households in the community unable to access sufficient water in the last month/week?	Main network not functioning due to damage; Main network not functioning due to general disrepair; Boreholes not providing water due to damage; Boreholes not providing water due to disrepair; Alternative sources not available; Alternative sources too expensive; Other, please specify; Not sure	KI
	F.6.4.	KI Interview	Days per week water from main network was available	How many days per week was water from the main network available in the community over the last month/week?	0; 1-2; 3-4; 5-6; 7; Not sure	KI
	F.6.5.	KI Interview	Coping strategies	What are the most common ways households in the community have coped with lack of water over the last month/week, if any?	No coping strategies used (cannot be selected with any other option); Reduce drinking water consumption; Spend money usually spent on other things to buy water; Modify hygiene practices (bath less etc.) ; Receive water on credit/borrow water; Drink water usually used for cleaning or other purposes than drinking; Rely on drinking water stored previously; Other (specify)	KI
	F.6.6.	KI Interview	Source of drinking water	What was the most common source of drinking water in the community over the last month/week?	No drinking water was available; Main network; Surface water (i.e.: untreated water from the river surface that is distributed via the water network); Formal water trucking conducted by authorities or an NGO; Informal water trucking conducted by private citizens; Community borehole for free; Community	KI

					borehole paid; Springs, river or natural source; Bottle; Other, please specify; Not sure	
	F.6.7.	KI Interview	Drinking water problems	Were there any problems with drinking water in the community in the last month/week?	No problems, water was safe to drink (can't be selected with any other option); Water tastes bad; Water smells bad; Water is a bad colour; People got sick after drinking the water; Not sure	KI
	F.6.8.	KI Interview	Toilets/latrines	What are the most common types of toilets/latrines used in this community?	Private/inside the household; Communal/shared toilets; Outside in the open; Not sure; Other (specify)	KI
	F.6.9.	KI Interview	Showers/bathing facilities	What are the most common types of showers/bathing facilities used in this community?	Private showers inside the home; Showering in private spaces outside the home; Communal showers/bathing areas; Natural water sources (e.g. river or stream); Not sure; Other (specify)	KI
	F.6.10.	KI Interview	Sanitation issues	What are the most common sanitation issues faced by households in the community?	None; Garbage in the streets; Rats and pests contaminating food and people; Sewage flowing onto the streets; Flooding in the streets; Open defecation; Other	KI
What is the current humanitarian situation for populations living in assessed communities in terms of health?	G.7.1.	KI Interview	Health facilities	What health facilities, if any, were available to households in the community in the last month/week to address their healthcare needs?	No health facilities available; Mobile clinics / field hospitals; Informal emergency care points; Private clinics; Primary care facilities; Hospitals; Not sure; Other (specify)	KI
	G.7.2.	KI Interview	Household access to health services	Did households in the community have access to the following health services in the last month/week? Outpatient consultations; Inpatient/hospitalisation; Routine (EPI) vaccination; Surgical services; Basic emergency obstetric care; Comprehensive emergency obstetric and neonatal care; Hygiene promotion; Post-exposure prophylaxis for STI; Mental health and psychosocial support services	Yes; No; Not sure	KI
	G.7.3.	KI Interview	Barriers to healthcare access	What, if any, were the most common barriers to healthcare access in the community over the last month/week?	No challenges; Lack of facilities; Lack of medicine/medical items; Lack of medical personnel; Healthcare is being provided by unqualified members of the community; Unsafe to travel to medical facilities; Lack of female doctors; Women physically unable to access medical facilities; Healthcare is available but of low quality; Healthcare is available but unaffordable; Healthcare only available to certain groups (e.g. people with certain political affiliations); Health care available in certain areas not easily	KI

					accessible to all members of the community; Other (specify); Not sure	
What is the current humanitarian situation for populations living in assessed communities in terms of education?	H.8.1.	KI Interview	Where children (6-17) receive education	Where do children (6-17) in the community receive education?	No schools functioning in the community; Formal schools; Mosques or other buildings used as formal schools informal learning centres; At their home or someone else's home; Other (specify); Not sure	KI
	H.8.2.	KI Interview	Percentage of boys (6-11) currently attending school	Approximately what percentage of boys aged 6-11 are currently attending school in the community?	0%; 1-25%; 26-50%; 51-75%; 76-100%; Not sure	KI
	H.8.3.	KI Interview	Percentage of boys (12-17) currently attending school	Approximately what percentage of boys aged 12-17 are currently attending school in the community?	0%; 1-25%; 26-50%; 51-75%; 76-100%; Not sure	KI
	H.8.4.	KI Interview	Percentage of girls (6-11) currently attending school	Approximately what percentage of girls aged 6-11 are currently attending school in the community?	0%; 1-25%; 26-50%; 51-75%; 76-100%; Not sure	KI
	H.8.5.	KI Interview	Percentage of girls (12-17) currently attending school	Approximately what percentage of girls aged 12-17 are currently attending school in the community?	0%; 1-25%; 26-50%; 51-75%; 76-100%; Not sure	KI
	H.8.6.	KI Interview	Education facility problems	What are the most common problems with education facilities in the community in the last month/week?	No issues; Closure of schools by local authorities; Damaged facilities; Lack of recognised certification; Low quality of education; Unsuitable environment (insufficient or no: heat, electricity, toilets, furniture, ventilation, etc.); Not enough qualified teachers willing to work in schools or learning spaces; Overcrowding; Not enough teaching or learning supplies (stationary, textbooks, etc.); Not sure (cannot be selected with any other option); Other (specify)	KI
	H.8.7.	KI Interview	Challenges/barriers preventing access	What are the most common challenges/barriers preventing access to education in the community in the last month/week?	No challenges; Children unable to learn / focus due to hunger; Parents cannot afford to send children to school; Different curriculum used / parents do not approve of current curriculum; Families need girls to help them by earning income, helping at home, etc.; Families need boys to help them by earning income, helping at home, etc.; Educational facilities for girls are unavailable in the community; Travel to school buildings unsafe due to security situation; Distance to schools too far for children; Transportation to schools not available; Other (specify); Not sure	KI

What is the current humanitarian situation for populations living in assessed communities in terms of protection?	I.9.1.	KI Interview	Safety and security related situations	Have any of these safety and security related situations affected households in the community in the last month/week?	None; Inter-communal disputes; Family separation; Forced and early marriage; Forced recruitment by armed groups; Exploitation (e.g. forced or underpaid labour); Harassment; Kidnapping; Domestic violence; Sexual violence; Threat from armed groups; Movement restrictions; Threat from mines; Threat from sniper/gunfire; Threat from airstrikes; Threat from IEDs/SVBIEDS/BBIEDs; Not sure; other (specify)	KI
	I.9.2	KI Interview	Women's protection issues	What were the most common women's protection issues in the community over the last month/week?	None; Sexual violence against women; Physical harassment against women by armed groups; Physical harassment against women by civilians in the community; Non-violent/verbal harassment against women by armed groups; Non-violent/verbal harassment against women by civilians in the community; Restrictions preventing women and girls from accessing services (e.g.: health education); General movement restrictions for women and girls; Discrimination of female-headed households; Other (specify); Not sure	KI
	I.9.3.	KI Interview	Child (0-17 years) welfare issues	What were the most common child (0-17 years) welfare issues in the community over the last month/week?	No issues; Children working; Violence against children; Missing/separated children; IEDs/landmines; Targeted child recruitment by armed groups; Risks from general security situation; Psychological trauma; Child marriage; Not sure; other (specify)	KI
	I.9.4.	KI Interview	Risks faced by recent IDP arrivals (within the last month/week)	What were the most common risks that recent IDP arrivals (within the last month/week) faced during movement or upon arrival to the community?	No risks faced; Snipers / gunfire; Landmines; Shelling; Sexual harassment / violence towards women; Verbal harassment; Physical harassment; Detention; Confiscation of documents; Air strikes; Enforced conscription; Other; Not sure	KI
	I.9.5.	KI Interview	IDP acceptance	Are IDPs generally accepted within the community?	Yes, IDPs feel accepted within the community; Generally yes, but some IDPs have faced issues; No, IDPs do not feel accepted within the community; Not sure	KI
	I.9.6.	KI Interview	IDP sources of tension	If there have been any issues, what were the sources of tension?	Tensions over access to basic services (water electricity); Tensions over access to education; Tensions over access to healthcare; Tensions over access to humanitarian assistance; Tensions over perceived or actual price increases in the area;	KI

					Tensions over access to shelter; Tensions over access to income / employment opportunities; Ethnic / tribal / family tensions; Other (specify); Not sure	
What are the priority needs of IDPs and residents in the assessed community and what are the access differences between these groups to different goods and services?	J.10.1	KI Interview	Household barriers/challenges faced upon arrival	What were the most common barriers/challenges that households who arrived during the previous month faced upon their arrival to the community of origin? First; Second; Third	No challenges; Discrimination by non-displaced population; Damaged houses; Damaged assets; Lack of documentation; Lack of livelihood opportunities; Involuntary recruitment to armed groups; Barriers to freedom of movement (e.g. checkpoints, proximity to armed conflict, violence); Security screening checks; Other (specify); Not sure	KI
	J.10.2.	KI Interview	Access to basic needs and services for IDP households in the community in comparison to host community households	Was access to the following basic needs and services the same or different for IDP households in the community in comparison to host community households? Shelter; Food; Non-food items; Electricity; Water; Education; Healthcare; Livelihoods; Humanitarian assistance	Much worse; Slightly worse; The same; Slightly better; Much better; Not sure	KI
	J.10.2.1.	KI Interview		Please specify why access was worse for IDP households in the community. Shelter; Food; Non-food items; Electricity; Water; Education; Healthcare; Livelihoods; Humanitarian assistance		KI
	J.10.3.	KI Interview	Priority needs of households	What are the most important priority needs of households in the community? First; Second; Third	Safety and security; Shelter; Health; NFIs; Food; Education; Water, sanitation and hygiene; Winterisation or equivalent; Other; Not sure	KI
	J.10.3.1.	KI Interview	Specific household needs	What are the specific shelter needs of households that returned during the past month?	New/additional tents; Tarpaulins/plastic sheeting; Nails/screws; Timber; Rope; Wire; Roofing materials; Doors/doorframes; Windows/window frames; Concrete; Bricks / other stone blocks; Plaster or other material for repairing cracked walls; Basic electrical items (wiring, switches, sockets, extension cords); Basic tools (hammer, screw driver, wrenches); Other; Not sure	KI
	J.10.3.2.	KI Interview		What are the specific food needs of households that returned during the past month?	None; Bread; Rice; Bulgur; Flour; Lentils; Pasta; Cooking oil; Fresh vegetables; Chicken; Meat; Sugar; Salt; Other (specify); Not sure	KI
	J.10.3.3.	KI Interview		What are the specific NFI needs of households that returned during the past month?	None; Bedding items (sheets, pillows); Mattresses/Sleeping mats; Cooking utensils; Cooking fuel; Cooking stoves; Water containers; Sources of light/solar lamps; Solar panels; Clothing; Shoes; Batteries; Disposable diapers; Sanitary pads;	KI

					Soap; Washing powder (for clothes); Cleaning liquid (for house); Detergent (for dishes); Other (specify)	
	J.10.3.4.	KI Interview		What are the specific water, sanitation and hygiene needs of households that returned during the past month?	Drinking water; Functioning latrines; Disposable diapers; Sanitary pads; Soap; Washing powder (for clothes); Cleaning liquid (for house); Detergent (for dishes); Other (specify); Not sure	KI
	J.10.3.5	KI Interview		What are the specific healthcare needs of households that returned during the past month?	No health services needed (cannot select with any other option); First aid / emergency care (accident and injuries); Diarrhea treatment; Vaccination; Antibiotics; Surgery; Psychiatric care; Skilled care during childbirth; Treatment for chronic disease (diabetes, blood pressure, heart problems, kidney problems); Rehabilitation (i.e.: recovery programmes for those who have recently experienced injuries, especially to muscles or limbs); Assistive devices (e.g.: wheelchairs, prosthetics); Other; Not sure	KI
	J.10.3.6.	KI Interview		What are the specific educational needs of households that returned during the past month?	Additional classrooms; Qualified teachers; Teacher training; School equipment (desks, chairs, etc.); School stationary; School uniforms; Ensuring safety/security for children and teachers; Teaching and learning materials (globes, maps, teaching guides, etc.); Provision of teaching supplies/kits; Recognition and/or certification of curriculum; Appropriate WASH facilities; Counselling for psychosocial stress; Other; Not sure	KI
What humanitarian assistance has recently been provided in the assessed location and who are the main providers?	K.11.1	KI Interview	Access to humanitarian assistance	Do households in the community have access to humanitarian assistance?	Yes; No; Not sure	KI
	K.11.2	KI Interview		What humanitarian assistance do households that returned during the previous month have access to?	Food; Shelter; Healthcare; Non-food items; Education; Protection; Water, sanitation and hygiene; Other (specify)	KI
	K.11.3.1.	KI Interview	Food assistance provider	Who has provided food assistance to households in the community?	Local authorities; Local charities; Host communities; Private donors; UN agency; NGO; Other; Not sure	KI
	K.11.3.2.		Shelter assistance provider	Who has provided shelter assistance to households in the community?	Local authorities; Local charities; Host communities; Private donors; UN agency; NGO; Other; Not sure	KI
	K.11.3.3.		Health assistance provider	Who has provided health assistance to households in the community?	Local authorities; Local charities; Host communities; Private donors; UN agency; NGO; Other; Not sure	KI

	K.11.3.4.		Non-food item assistance provider	Who has provided non-food item assistance to households in the community?	Local authorities; Local charities; Host communities; Private donors; UN agency; NGO; Other; Not sure	KI
	K.11.3.5.		Education assistance provider	Who has provided education assistance to households in the community?	Local authorities; Local charities; Host communities; Private donors; UN agency; NGO; Other; Not sure	KI
	K.11.3.6.		Protection assistance provider	Who has provided protection assistance to households in the community?	Local authorities; Local charities; Host communities; Private donors; UN agency; NGO; Other; Not sure	KI
	K.11.3.7.		Water, sanitation and hygiene assistance provider	Who has provided water, sanitation and hygiene assistance to households in the community?	Local authorities; Local charities; Host communities; Private donors; UN agency; NGO; Other; Not sure	KI
	K.11.3.8		Other assistance provider	Who has provided other assistance to households in the community?	Local authorities; Local charities; Host communities; Private donors; UN agency; NGO; Other; Not sure	KI

5. Data Management Plan

Administrative Data			
Research Cycle name	Idleb Governorate and Surround Areas: Rapid Needs Assessments		
Project Code	SYR1701		
Donor	OFDA		
Project partners	-		
Research Contacts	Christoph Rother (christoph.rother@reach-initiative.org) Tristan Minihane (tristan.minihane@reach-initiative.org) Timothee Moser (timothee.moser@reach-initiative.org) Laura Thisted (laura.thisted@reach-initiative.org)		
Data Management Plan Version	Date: 06/09/2018	Version: 01	
Related Policies	Data management plan based on models and standards developed by the Digital Curation Centre (DCC), http://www.dcc.ac.uk .		
Documentation and Metadata			
What documentation and metadata will accompany the data? <i>Select all that apply</i>	<input checked="" type="checkbox"/>	Data analysis plan	<input checked="" type="checkbox"/> Data Cleaning Log, including: <input checked="" type="checkbox"/> Deletion Log <input checked="" type="checkbox"/> Value Change Log
	<input type="checkbox"/>	Code book	<input type="checkbox"/> Data Dictionary
	<input checked="" type="checkbox"/>	Metadata based on HDX Standards	<input type="checkbox"/> [Other, Specify]
Ethics and Legal Compliance			
Which ethical and legal measures will be taken?	<input checked="" type="checkbox"/>	Consent of participants to participate	<input type="checkbox"/> Consent of participants to share personal information with other agencies
	<input type="checkbox"/>	No collection of personally identifiable data will take place	<input type="checkbox"/> Gender, child protection and other protection issues are taken into account
	<input checked="" type="checkbox"/>	All participants reached age of majority	[Other, Specify]
Who will own the copyright and Intellectual Property Rights for the data that is collected?	REACH Initiative		
Storage and Backup			
Where will data be stored and backed up during the research?	<input checked="" type="checkbox"/>	IMPACT/REACH Kobo Server	<input type="checkbox"/> Other Kobo Server: <i>[specify]</i>
	<input type="checkbox"/>	IMPACT Global Physical / Cloud Server	<input type="checkbox"/> Country/Internal Server
	<input checked="" type="checkbox"/>	On devices held by REACH staff	<input type="checkbox"/> Physical location <i>[specify]</i>
	<input type="checkbox"/>	[Other, Specify]	
Which data access and security measures have been taken?	<input checked="" type="checkbox"/>	Password protection on devices/servers	<input checked="" type="checkbox"/> Data access is limited to REACH Syria Assessment Staff.
	<input type="checkbox"/>	Form and data encryption on data collection server	
	<input type="checkbox"/>	[Other, Specify]	
Preservation			
Where will data be stored for long-term preservation?	<input checked="" type="checkbox"/>	IMPACT / REACH Global Cloud / Physical Server	<input checked="" type="checkbox"/> OCHA HDX
	<input type="checkbox"/>	REACH Country Server	<input type="checkbox"/> [Other, Specify]
Data Sharing			

Will the data be shared publically?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No, only with mandating agency / body
Will all data be shared?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No, only anonymized/ cleaned/ consolidated data will be shared
	<input type="checkbox"/> No, [Other, Specify]	
Where will you share the data?	<input checked="" type="checkbox"/> REACH Resource Centre	<input checked="" type="checkbox"/> OCHA HDX
	<input type="checkbox"/> HumanitarianResponse	<input type="checkbox"/> [Other, Specify]
Responsibilities		
Data collection	Zaki Mustafa, Programmes Officer, Antakya.po3@reach-initiative.org	
Data cleaning	Timothee Moser, Assessment Officer, timothee.moser@reach-initiative.org	
Data analysis	Tristan Minihane, Assessment Officer, tristan.minihane@reach-initiative.org	
Data sharing/uploading	Tristan Minihane, Assessment Officer, tristan.minihane@reach-initiative.org Laura Thisted, Assessment Manager, laura.thisted@reach-initiative.org	