

# Research Methodology Note

Qalaat Al Madiq Area-Based Assessment

SYR2601

Syria

January 2026

Version 1.0

**REACH** Informing  
more effective  
humanitarian action

## 1. Executive Summary

<b>Country of intervention</b>	Syria				
<b>Type of Emergency</b>	<input type="checkbox"/>	Natural hazard	<input checked="" type="checkbox"/>	<b>Conflict</b>	<input type="checkbox"/> Other ( <i>specify</i> )
<b>Type of Crisis</b>	<input type="checkbox"/>	Sudden onset	<input type="checkbox"/>	Slow onset	<input checked="" type="checkbox"/> <b>Protracted</b>
<b>Mandating Body/ Agency</b>	Sida				
<b>IMPACT Project Code</b>	16BJV				
<b>Overall Research Timeframe</b>	February 2026 – June 2026				
<b>Research Timeframe</b> <i>Add planned deadlines (for first cycle if more than 1)</i>	1. Pilot/ training: February 2026		6. Preliminary presentation: March/April 2026 (of HESPER Scale results)		
	2. Start collect data: February 2026		7. Outputs sent for validation: April 2026		
	3. Data collected: March 2026		8. Outputs published: May 2026		
	4. Data analysed: March/April 2026		9. Final presentation: CRRP mid-May 2026		
	5. Data sent for validation: April 2026				
<b>Number of assessments</b>	<input checked="" type="checkbox"/>	Single assessment (one cycle)			
	<input type="checkbox"/>	Multi assessment (more than one cycle) <i>[Describe here the frequency of the cycle]</i>			
<b>Humanitarian milestones</b> <i>Specify what will the assessment inform and when</i> <i>e.g. The shelter cluster will use this data to draft its Revised Flash Appeal;</i>	<b>Milestone</b>		<b>Deadline (can be tentative)</b>		
	<input type="checkbox"/>	Donor plan/strategy	_ _ / _ _ / _ _ _ _		
	<input type="checkbox"/>	Inter-cluster plan/strategy	_ _ / _ _ / _ _ _ _		
	<input type="checkbox"/>	Cluster plan/strategy	_ _ / _ _ / _ _ _ _		
	<input checked="" type="checkbox"/>	<b>NGO platform plan/strategy :</b> Acted	June/July 2026		
	<input checked="" type="checkbox"/>	<b>Other (Specify):</b> Community Relief and Recovery Plans (CRRPs) for multi-sector, multi-sector coordination	June/July 2026		
<b>Audience type</b>		<b>Dissemination</b>			

<p><b>Audience Type &amp; Dissemination</b> Specify <i>who</i> will the assessment inform and <i>how</i> you will disseminate to inform the audience</p>	<p><b>X Strategic</b> <b>X Programmatic</b> <b>X Operational</b> <input type="checkbox"/> [Other, Specify]</p>		<p><input type="checkbox"/> General Product Mailing (e.g. mail to NGO consortium; Donors) <b>X Cluster Mailing</b> (e.g. Education, Shelter and WASH) and presentation of findings at next cluster meeting <input type="checkbox"/> Presentation of findings (e.g. at HCT meeting; Cluster meeting) <input type="checkbox"/> Website Dissemination (Relief Web &amp; REACH Resource Centre) <input type="checkbox"/> [Other, Specify]</p>	
<p><b>Stakeholder mapping</b> Has a detailed stakeholder mapping been conducted during research design to identify all actors that could <b>contribute</b> to and/or <b>benefit from</b> the research?</p>	<p>x</p>	<p>Yes, by Acted</p>	<p><input type="checkbox"/></p>	<p>No</p>
<p><b>General Objective</b></p>	<p>This Area-Based Assessment (ABA) aims to provide an evidence base that can be used to guide the strategy, planning, and implementation of localized resilience and recovery interventions by humanitarian actors (including international and local NGOs, UN agencies, civil society organisations, and local government bodies) and donors working in an area identified to be suitable for resilience programming.</p> <p>It aims to do so through gathering and analyzing information for the returnee population<sup>1</sup> of the selected area regarding:</p> <ul style="list-style-type: none"> <li>• Returnee self-perceived challenges and needs and priorities for assistance.</li> <li>• Demographics, movement intentions, and displacement patterns.</li> <li>• Access to basic services.</li> <li>• Resilience markers.</li> <li>• Local stakeholders' and community participation in recovery processes.</li> </ul> <p><i>Note: More information on the targeted stakeholders, their general information needs, and how they can leverage the findings of this ABA can be found in Section 2.2 – Intended Impact (page 7).</i></p>			
<p><b>Specific Objectives</b></p>	<p>Specifically, through the lense of durable solutions, this ABA aims at understanding local needs, gaps and capacities in Qalaat Al Madiq, one of the sub-districts with the highest percentage of returnees expected (<a href="#">see</a>). Due to the fact that the estimated population is made up almost entirely of returnees, this assessment will focus on this population group. The ABA will comprise the following:</p> <p>1) <b>Map Community Area Boundaries and Services:</b></p> <p>a) Identify critical infrastructure, access points for basic services, and service area boundaries.</p>			

<sup>1</sup> For this ABA, returnees include those who were displaced and returned to their place of origin in 2025/2026

	<p>b) Assess the extent to which populations in the assessed area(s) can access basic services.</p> <p>2) <b>Identify and understand returnees' self-perceived needs and priorities:</b></p> <p>a) Identify the self-identified needs of returnee households, including variations by gender, age, and social diversity</p> <p>b) Identify the priorities of returnees, including variations by gender, age, and social diversity.</p> <p>3) <b>Assess the fulfillment of durable solution criteria:</b></p> <p>a) Assess the access to adequate living standards, livelihoods, local integration and public participation</p> <p>4) <b>Understand Demographics and Displacement Profiles:</b></p> <p>a) Assess the population's demographic characteristics, including gender, age, and social diversity.</p> <p>b) Assess the displacement patterns, including areas of origin, and movement intentions of crisis-affected populations.</p> <p>5) <b>Identify Governance Structures and Stakeholders:</b></p> <p>a) Understand the organization of governance and service provision.</p> <p>b) Identify governance and service actors working in the assessed area.</p> <p>c) Analyze the roles and interactions between governance and service providers.</p> <p>6) <b>Explore Community Resilience and Recovery Dynamics:</b></p> <p>a) Identify shocks, stresses, and community capacities for recovery and adaptation, including variations by gender, age, and social diversity.</p> <p>b) Assess community perceptions of their role in resilience-building and recovery processes.</p>
<p><b>Research Questions</b></p>	<p>1) <b>Community Boundaries and Services:</b></p> <p>a) Where are critical infrastructure and access points for basic service within the assessed area(s)?</p> <p>b) To what extent can returnees in the assessed area(s) access basic services?</p> <p>c) What are the barriers or challenges that prevent returnees in the assessed area(s) from accessing these basic services?</p> <p>2) <b>Self-Perceived Needs and Priorities</b></p> <p>a) What are the self-perceived needs of returnee households in the assessed area?</p> <p>b) What are the top priorities of returnee households in the assessed area?</p> <p>3) <b>Basic Services Accessibility:</b></p> <p>a) What is the availability and accessibility of basic services identified as priorities by the returnee population?</p> <p>b) To what extent are returnee households satisfied with the availability and quality of the basic services?</p>

	<p>4) <b>Adequate living standards and livelihoods (these questions will be rendered by the outcome of the HESPER survey):</b></p> <p>a) What's the communities' current situation with respect to self-identified needs pertaining to various development indicators (e.g. livelihoods, energy, education, health, accountability, safety and security, etc.)</p> <p>5) <b>Demographic and Displacement Patterns:</b></p> <p>a) What are the demographic characteristics of the retzrbee population in the assessed area(s), including gender, age, and social diversity?</p> <p>b) What are the origins of displaced persons in the assessed area(s), and what are their movement intentions?</p> <p>6) <b>Governance and Service Provision:</b></p> <p>a) How is governance and service provision organized in the assessed area?</p> <p>b) Who are the key governance and service actors operating in the assessed area?</p> <p>c) How do governance actors and service providers interact and collaborate in the assessed area(s)?</p> <p>7) <b>Community Resilience and Recovery:</b></p> <p>a) What shocks and stresses impact recovery, and what capacities exist to recover from and adapt to these challenges?</p> <p>b) How do returnees perceive their role in recovery and resilience efforts?</p>					
<p><b>Geographic Coverage</b></p>	<p>The assessment will be conducted in <b>Qalaat Al Madiq sub-district (including communities Jamasa Odayat – Alshareeah, Madiq Castle, Bab Eltaqa, Tweini)</b> situated in <b>Hama Governorate</b>.</p>					
<p><b>Secondary data sources</b></p>	<p><b>Key secondary data sources include but are not limited to:</b></p> <ul style="list-style-type: none"> <li>- REACH Syria. <a href="#">Whole of Syria IDP Intentions Survey – Key Findings</a> (2025).</li> <li>- REACH Syria. <a href="#">Humanitarian Situation Overview of Syria (HSOS) – Northeast Syria Dataset</a> (November 2024).</li> <li>- REACH Syria. <a href="#">2024 Multi-Sectoral Needs Assessment (MSNA) Overview</a> (January 2025).</li> <li>- REACH Syria. <a href="#">Market Network Analysis – Northeast Syria dataset</a> (February 2022).</li> <li>- REACH Syria. NES Cash Working Group Joint Market Monitoring Initiative (JMMI) <a href="#">data for NES</a> (January 2025).</li> <li>- OCHA. Population Task Force Dataset (June 2024) (unpublished).</li> </ul>					
<p><b>Population(s)</b> <i>Select all that apply</i></p>	<input type="checkbox"/>	IDPs in camp	<input type="checkbox"/>	IDPs in informal sites		
	<input 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 type="checkbox"/>	Host communities	<input checked="" type="checkbox"/>	<b>Other: Returnees (both domestically displaced within Syria and externally displaced outside of Syria)</b>		
<p><b>Stratification</b> <i>Select type(s) and enter number of strata</i></p>	X	Geographical #1 :-Hama (For both HESPER and HH survey)	X	Group #: 2 –Data will be stratified to returnees (For HH survey)	<input type="checkbox"/>	[Other Specify] #: N/A Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No

		Population size per strata is known? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Population size per strata is known? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Data collection tool(s)</b>	<input checked="" type="checkbox"/>	<b>Structured (Quantitative)</b>		<input checked="" type="checkbox"/>	<b>Semi-structured (Qualitative)</b>
		<b>Sampling method</b>			<b>Data collection method</b>
<b>Data collection tool #1 (HESPER Survey) - structured</b>		<input type="checkbox"/> Purposive <input type="checkbox"/> Probability / Simple random <input type="checkbox"/> Probability / Stratified simple random (proportionate) <input checked="" type="checkbox"/> <b>Probability / Stratified sampling</b> <input type="checkbox"/> Probability / Stratified cluster sampling <input type="checkbox"/> [Other, Specify]			<input type="checkbox"/> Key informant interview (Target #):_ _ _ _ _ <input type="checkbox"/> Group discussion (Target #):_ _ _ _ _ <input checked="" type="checkbox"/> <b>Household interview (Target #): 110</b> <input type="checkbox"/> Individual interview (Target #):_ _ _ _ _ <input type="checkbox"/> Direct observations (Target #):_ _ _ _ _ <input type="checkbox"/> [Other, Specify] (Target #):_ _ _ _ _
<b>Data collection tool #2 (HH Survey)- structured</b>		<input type="checkbox"/> Purposive <input type="checkbox"/> Probability / Simple random <input type="checkbox"/> Probability / Stratified simple random (proportionate) <input type="checkbox"/> Probability / Cluster sampling <input checked="" type="checkbox"/> <b>Probability / Stratified sampling</b>			<input type="checkbox"/> Key informant interview (Target #):_ _ _ _ _ <input type="checkbox"/> Group discussion (Target #):_ _ _ _ _ <input checked="" type="checkbox"/> <b>Household interview (Target #): 110 across the assessed area (see Table 4 for breakdown by assessed area)</b> <input type="checkbox"/> Individual interview (Target #):_ _ _ _ _ <input type="checkbox"/> Direct observations (Target #):_ _ _ _ _ <input type="checkbox"/> [Other, Specify] (Target #):_ _ _ _ _
<b>Data collection tool #3 (KII) - structured</b>		<input checked="" type="checkbox"/> <b>Purposive</b> <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"/> <b>Key informant interview (Target #): 28 in total, which may include community leaders/service/sector expert KIIs across multiple dimensions (some combination of livelihoods, markets, agriculture, livestock, education, water, sanitation, healthcare, and electricity services, depending on findings from HESPER Scale survey)</b> <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 #):_ _ _ _ _
<b>Data collection tool #4 (CFGD) -semi-structured</b> <i>Select sampling and data collection method</i>		<input checked="" type="checkbox"/> <b>Purposive</b> <input type="checkbox"/> Snowballing <input type="checkbox"/> [Other, Specify]			<input type="checkbox"/> Key informant interview (Target #):_ _ _ _ _ <input type="checkbox"/> Individual interview (Target #):_ _ _ _ _ <input checked="" type="checkbox"/> <b>Focus group discussion (Target #): 12 CFGDs (groups to be determined based on</b>

and specify target # interviews		findings from HESPER Scale survey). Each session will include 4-8 participants. <input type="checkbox"/> [Other, Specify] (Target #):_____			
<b>Target level of precision if probability sampling</b>	95% level of confidence		10+/- % margin of error		
<b>Disaggregation by gender and age</b> <i>Are you planning to conduct sex/age disaggregated analysis?</i>	Gender		Age		
	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	Yes	
	<input type="checkbox"/>	No	<input type="checkbox"/>	No	
<b>Data management platform(s)</b>	<input checked="" type="checkbox"/>	IMPACT		<input type="checkbox"/>	UNHCR
	<input type="checkbox"/>	[Other, Specify]			
<b>Expected output type(s)</b>	<input type="checkbox"/>	Situation overview #: __	<input checked="" type="checkbox"/>	<b>Report #: 1 CRRP report</b>	<input type="checkbox"/> Profile #: __
	<input type="checkbox"/>	Presentation (Preliminary findings) #: 1	<input checked="" type="checkbox"/>	Presentation (Final) #: 1 (possibly more depending on cluster interest)	<input type="checkbox"/> Factsheet #: __
	<input type="checkbox"/>	Interactive dashboard #: _	<input type="checkbox"/>	Webmap #: __	<input checked="" type="checkbox"/> Map #: 1 set showing Community Boundaries and potentially Service mapping
	<input checked="" type="checkbox"/>	<b>Datasets #: 1 HESPER Scale, 1 HH dataset, 1 KII dataset, 1 CFGD dataset</b>			
	<input checked="" type="checkbox"/>	<b>Analysis file #: 2 R analysis outputs (html file) for HH and HESPER Scale data, 1 Data Saturation Analysis Grid for CFGD and KII data.</b>			
	<input type="checkbox"/>	Public (available on REACH resource center and other humanitarian platforms)			
<b>Access</b>	<input checked="" type="checkbox"/>	<b>Restricted</b> (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)			
<b>Visibility</b> <i>Specify which logos should be on outputs</i>	<b>REACH - IMPACT, Acted</b>				
	<b>Donor:</b> No visibility				
	<b>Coordination Framework:</b> N/A				
	<b>Partners:</b> Acted - According to Acted's low-visibility policy they have asked that nothing on the RC have Acted logos. We will therefore only include the Acted logo for versions of the CRRP report that are sent bilaterally.				

## 2. Rationale

### 2.1 Background

Syria has experienced over 14 years of conflict, resulting in significant political, economic, and social challenges. The collapse of the Assad government in December 2024 marked a shift in the country's political landscape. While this change presents an opportunity for a new phase, the recovery process remains complex and demands substantial efforts in both socio-economic and physical reconstruction. The socio-economic impact of multiple crises and shocks is expected to

continue intensifying, further straining scarce resources and hindering the population's ability to cope. Response actors in Syria recognize the need for longer-term, more sustainable interventions that focus on increasing community-level resilience to shocks and stresses, reducing dependence on emergency assistance, and addressing some of the underlying structural causes of insecurity and vulnerability.

Qalaat Al Madiq, specifically, is witnessing one of the highest returns of previously displaced people. The selected communities are almost exclusively consisting of returnees with a marginal number of IDPs and host population.

Despite the wealth of data gathered during the conflict, substantial information gaps persist, especially regarding the evolving needs of both displaced and host populations in the new political context. These gaps include the long-term impacts of displacement on social cohesion, economic opportunities, and local governance structures. This ABA aims to fill these gaps by focusing on the localized and community-driven needs of the returnee population, ensuring that interventions are informed by the realities of the affected communities, particularly in light of the recent political shifts.

## 2.2 Intended impact

This ABA aims to provide high-quality, actionable data to inform the strategic decision-making processes of Acted, REACH, local authorities, donors, and other humanitarian actors operating in Syria. By capturing detailed insights into community-defined priorities, vulnerabilities, and resilience capacities, the findings will enable the design of tailored interventions that align with the specific needs and priorities of affected populations. As part of this project, Acted and REACH will strengthen the capacity of a local NGO (LNGO) to collect data and to implement CRRPs. As such, the LNGO will receive training on, and participate in, data collection.

The CRRP workshop will also reflect stakeholder recommendations on how humanitarian interventions could better address the identified priorities and gaps. Humanitarian actors and local initiatives will benefit from the ABA results by gaining access to updated, area-specific evidence on community needs, service gaps, and resilience dynamics. These findings can support more targeted, coordinated, and responsive programming across sectors including health, food security, agriculture, and social cohesion. To maximise the ability of organizations working in / interested in working in the area to take account of affected population's perspectives, REACH will share the relevant, analysed data prior to the CRRP. This will enable the organisations to begin to secure relevant funding ahead of the CRRP. Further, it is hoped that organisations will share with REACH the evidence that they have on the topics of greatest concern to the affected population, thus reducing duplication of efforts and survey fatigue.

The findings will also allow implementing partners and actors in the broader response to refine their programmatic approaches based on a precise understanding of the area's capacities, vulnerabilities, and the views of the local population. This includes their perceptions of needs and priorities, such as concerns to security, livelihoods, health, education, protection, and infrastructure.

## 3. Methodology

This ABA includes a targeted multi-sectoral analysis of the existing service infrastructure, living conditions, demographics and broader development indicators of local households and systems. Data will be gathered through Household interviews, community and service/sectoral KIIs and FGDs.

### 3.1 Methodology overview

This assessment will utilize a mixed-methods approach to achieve a comprehensive understanding of community dynamics, needs, and resilience capacities in the selected area. Information will be collected through a combination of a HESPER Scale household survey, household (HH) survey, Community Focus Group Discussions (CFGDs), and interviews with community and service provider/sectoral key informants (KIIs). Data collection will take place sequentially, as outlined in Table 1 below, within February 2026.

The data gathered through this approach will address the specific research objectives, and the results from each method will contribute to achieving the overall research goals. See below for tables on the number of interviews to be conducted using each data collection method as well as a breakdown of how information gathered from each data collection method will contribute to achieving the overall research objectives.

The following tables summarize the data collection methods, the number to be conducted, sampling techniques, and target respondent profiles for each research objective:

**Table 1: ABA communities' distribution**

Assessed area	Total Population (individuals)*	Estimated # of Returnees (individuals)*	Estimated # of Returnee households**	Sample***
Jamasa Odayat – Alshareeah	9,124	8,728	1651	27
Madiq Castle	20,561	20,234	3704	60
Bab Eltaqa	3,775	3,775	687	11
Tweini	4,757	4,387	743	12
<b>Total</b>	<b>38,217</b>	<b>37,124</b>	<b>6,785</b>	<b>110</b>

\*According to IOM, Population Mobility and Baseline Assessment, November 2025)

\*\*Calculated based on average household sizes in respective areas

\*\*\* Sample of returnee households calculated with a 95% confidence interval, 10% margin of error and a 15% buffer

**Table 2: Data collection methods**

Data collection method	Number to be conducted
HESPER scale survey	Total: 110 (representative at 95% and 10% margin of error)
Household (HH) survey	Total: 110 (representative at 95% and 10% margin of error)
Community Focus Group Discussions (CFGDs)	Total: 12
Key Informant Interviews (KIs)	Total: 28

**Table 3: Data collection methods**

Research Objective	Data collection method	Sampling method	Respondent profiles	Information Gathered
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<b>RO 1) Map Community Area Boundaries and Services:</b>	- Key Informant Interviews (KIs): input from local authorities and community members >> Quantitative survey (KI) (KoBo)	Purposive	Local authorities, service providers, community leaders. These may include - Local Council representatives. - Community leaders - CSO/CBO leaders - Representative of returnees - Women's representatives - Youth representatives - Representatives of returnees - WASH Technical Department representative. - Head of Agricultural Union Representative - Main Sub Local Council Representatives - Municipality Representative - Etc.	- Location of critical infrastructure - Service areas and access points
	- HESPER Scale household interviews: >> Quantitative survey (KI) (KoBo)	Probability – Stratified random sampling (HESPER Scale) (95/10) with households selected in location and a 15% buffer	Returnees	- Priority needs by location - Concentration of key needs to define boundaries
<b>RO 2) Identify and understand crisis-affected populations' perceived needs and priorities.</b>	- HESPER Scale household interviews: >> Quantitative survey (KI) (KoBo)	Probability – Stratified random sampling (HESPER Scale) (95/10) with households selected in location and a 15% buffer	Returnees	- Initial perceived needs - Priority issues at community level (serious problems perceived by crisis-affected populations)
	- Household interviews: >> Quantitative survey (KoBo)		Returnees	- Detailed analysis of top needs and priorities
	- Focus Group Discussions (FGDs)>> Qualitative questioning route	Purposive	Returnees and local government actors (tbc)	- Community perspectives on priorities and adaptive capacities <sup>2</sup>
<b>RO 3) Assess the situation of durable solution criteria</b>	- Household interviews: >> Quantitative survey (KoBo)	Probability – Stratified random sampling (HESPER Scale) (95/10) with households selected in location and a 15% buffer	Returnees	- Initial perceived needs - Priority issues at community level (serious problems perceived by crisis-affected populations)
	-Community and service/sectoral KIs: >> Quantitative survey (KoBo)	Purposive	<ul style="list-style-type: none"> <li>Local Council representatives, community leaders</li> </ul> Key service providers or sectoral experts from Livelihoods, Markets, Agriculture, Livestock, WASH, Health, and Education sectors	- Shocks and stresses affecting recovery - Institutional resilience capacities

<sup>2</sup> For an example of a qualitative approach to expanding upon HESPER Scale findings, see REACH Mali, [Exploring the perception and measurement of humanitarian needs](#) (February 2025).

	- Focus Group Discussions (FGDs)>> Qualitative questioning route		Returnees and local government actors (tbc)	- Community perspectives on priorities and adaptive capacities <sup>3</sup>
<b>RO 4) Understand Demographics and Displacement Profiles:</b>	- HESPER Scale household interviews: >> Quantitative survey (KI) (KoBo)	Probability – Stratified random sampling (HESPER Scale) (95/10) with households selected in location and a 15% buffer	Returnees	- HH Demographic characteristics and key vulnerabilities (i.e. gender, age, displacement status, disability) - Displacement patterns - Areas of origin and movement intentions
	- Household interviews: >> Quantitative survey (KoBo)			- Demographic characteristics - Displacement patterns - Areas of origin and movement intentions
	- Focus Group Discussions (FGDs)>> Qualitative questioning route	Purposive	Returnees and local government actors (tbc)	- Variations in demographic profiles by sub-group (e.g., host vs. IDP)
<b>RO 5) Identify Governance Structures and Stakeholders:</b>	-Community and service/sectoral KIIs: >> Quantitative survey (KoBo)	Purposive	These may include - Local Council representatives, formal and informal community leaders Key service providers or sectoral experts from, e.g., Livelihoods, Markets, Agriculture, Livestock, WASH, Health, and Education sectors	- Governance structure and organization - Key actors and roles - Stakeholder interactions and their capacity
<b>RO 6) Explore community resilience and recovery dynamics</b>	-Community and service/sectoral KIIs: >> Quantitative survey (KoBo)	Purposive	<ul style="list-style-type: none"> <li>Local Council representatives, community leaders</li> <li>Key service providers or sectoral experts from Livelihoods, Markets, Agriculture, Livestock, WASH, Health, and Education sectors</li> </ul>	- Shocks and stresses affecting recovery - Institutional resilience capacities
	- Focus Group Discussions (FGDs)>> Qualitative questioning route		Returnees and local government actors (tbc)	- Community coping mechanisms - Perceptions of recovery roles <sup>4</sup>

## Key Definitions

**Area-Based Approach (ABA):** *The ABA is a strategic framework used by REACH and Acted that integrates humanitarian, development, and peace-building efforts in a community-driven, evidence-based manner. This approach targets specific geographic areas based on the needs, access, and community acceptance, aiming to foster resilience and recovery in affected regions.*<sup>5</sup>

<sup>3</sup> For an example of a qualitative approach to expanding upon HESPER Scale findings, see REACH Mali, [Exploring the perception and measurement of humanitarian needs](#) (February 2025).

<sup>4</sup> *Id.*

<sup>5</sup> REACH, Early Recovery- The Area-Based Approach Brief (February 2025).

**Capacity:** *The various attributes, abilities, and resources that people, households and communities need to proactively prepare for, manage and recover from shocks and stresses.*<sup>6</sup>

**Community boundary:** *The defined geographic area within which Acted will implement its area-based approach programming. This boundary is determined through a participatory process, involving input from community members, local stakeholders, and technical departments. It is based on key factors such as socio-economic conditions, cultural ties, local governance structures, and the distribution of essential services. The boundary may not align with formal administrative boundaries.*<sup>7</sup>

**Community Relief and Recovery Plan (CRRP):** *The CRRP is a community-led process that identifies and addresses key needs and priorities within a community, based on findings from the area-based assessment. The CRRP includes both short-term relief activities, mid-term recovery, and long-term resilience strategies aimed at strengthening community resilience, economic recovery, and social cohesion.*<sup>8</sup>

**Internally Displaced Persons (IDPs):** *Persons or groups of persons who have been forced or obliged to flee or 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 generalized violence, violations of human rights or natural or human-made hazards, and who have not crossed an internationally recognized border.*<sup>9</sup>

**Institutional resilience:** *The ability of an institution to anticipate, prepare for, respond and adapt to incremental change and sudden disruptions in order to survive and prosper.*<sup>10</sup>

**Host community:** *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 returnees.*<sup>11</sup>

**Resilience:** *The capacity of individuals, households, and communities to cope with, adapt to, and recover from the adverse impacts of shocks and stresses.*<sup>12</sup>

**Returnee:** *A previously displaced person who has returned to their area of origin in 2025/2026.*

**Risk:** *The probability of an outcome having a negative effect on people, systems, or assets. Risk is typically depicted as being a function of the combined effects of hazards, the assets or people exposed to hazard and the vulnerability of those exposed elements.*<sup>13</sup>

**Service area:** *A catchment area for services and/or markets. These are often, but not necessarily, linked to administrative and/or geographical boundaries.*<sup>14</sup>

**Shocks:** *Sudden onset, high-impact events which are usually of a limited duration.*<sup>15</sup>

**Social Cohesion:** *A sense of shared purpose and trust among members of a given group or locality and the willingness of those group members to engage and cooperate with each other to survive and prosper.*<sup>16</sup>

<sup>6</sup> UNDP. [Capacity Terminology](#) (2017).

<sup>7</sup> REACH, Early Recovery- The Area-Based Approach Brief, (February 2025).

<sup>8</sup> *Id.*

<sup>9</sup> United Nations. [Internally Displaced Persons \(IDPs\)](#), (June 2020).

<sup>10</sup> UN Women. [Organizational Resilience Study Paper](#), (August 2024).

<sup>11</sup> United Nations. [Host Communities](#), (June 2020).

<sup>12</sup> Food Security and Nutrition Network (FSN). [Risk and Resilience Assessments: An Overview](#), (February 2021).

<sup>13</sup> Following a definition based on hazard-and-vulnerability-based risk framework rather than protection risk analysis. See: UNDP. [Risk Terminology](#) (n.d).

<sup>14</sup> IMPACT. [Glossary of useful terms for area-based assessments](#), (June 2023).

<sup>15</sup> Food Security and Nutrition Network (FSN). [Risk and Resilience Assessments: An Overview](#), (February 2021).

<sup>16</sup> Informed Futures. [Koi Tu: Societal Resilience](#), (September 2021).

**Stresses:** *Slow-onset events or changes which can be high impact but generally occur over a longer period.*<sup>17</sup>

**Stratified Random Sampling:** *A method where the population is divided into sub-groups (strata) such as host and IDP households, and simple random sampling is applied within each stratum.*

**HESPER Scale:** *The Humanitarian Emergency Settings Perceived Needs (HESPER) Scale is a survey tool used to capture self-perceived needs and serious problems in crisis-affected populations. It focuses on a broad range of issues, including social, psychological, and physical problems, and helps to identify the most pressing needs of the population from their own perspective.*<sup>18</sup>

**Hotspot Mapping:** *A spatial analysis technique that visualizes areas of critical needs based on survey data and respondent locations.*

### 3.2 Population of interest

The assessment will target returnee populations residing within the community area boundaries defined during the area delineation and participatory prioritization phases in Hama (Northwest Syria). Findings from the data collection will be representative at the population level. Given the close proximity of the communities, the findings will not be representative at the community level. After the data collection, the findings will be disaggregated by gender, age, and people with disabilities.

### 3.3 Secondary data review

Secondary data will be leveraged to gain an in-depth understanding of the current conditions, resilience dynamics, and evolving needs in the selected locations for the area-based assessment. These data sources will also guide the design of the research methodology, including indicator development, sampling design, and data collection tools. The secondary data sources will help refine the research focus, provide context, and validate or triangulate the primary data findings. Key secondary data sources include but are not limited to:

- REACH Syria- Humanitarian Situation Overviews of Syria (HSOS) [data for NES](#) (November 2024)<sup>19</sup>
- REACH Syria- Multi-Sectoral Needs Assessment (MSNA) [data for NES](#) (January 2025)<sup>20</sup>
- REACH Syria- Market Network Analysis (MNA) data (MNA) [data for NES](#) (February 2022)<sup>21</sup>
- REACH Syria – NES Cash Working Group Joint Market Monitoring Initiative (JMMI) [data for NES](#) (January 2025)<sup>22</sup>
- Population Task Force (June 2024).
- Reports and studies conducted by non-governmental and international organisations on topic related to resilience, early recovery, livelihoods, social cohesion, and other key themes, specifically the following sources:
  - UNDP, [The Impact of the Conflict in Syria](#) (2025).
  - IOM, [Syrian Arab Republic - Community Baseline Assessment Round 1](#) (2025).
  - UN OCHA, [UN OCHA Syria Humanitarian Needs Overview](#) (2024).
  - ACAPS, [Humanitarian Impact Syria](#) (2024)
  - UNHCR, [UNHCR Syria December](#) (2024)
  - World Bank, [World Bank Syria Economic Monitor](#) (2024)
  - UNHCR, [UNHCR Global Appeal Syria](#) (2024)

<sup>17</sup> Food Security and Nutrition Network (FSN). [Risk and Resilience Assessments: An Overview](#), (February 2021).

<sup>18</sup> WHO. [The humanitarian emergency settings perceived needs scale \(HESPER\)](#), (April 2011).

<sup>19</sup> REACH, [Humanitarian Situation Overviews of Syria – Northeast Syria Dataset, Nov. 2024](#)

<sup>20</sup> REACH, [Multi-Sectoral Needs Assessment – Northeast Syria Dataset, Jan. 2025](#)

<sup>21</sup> REACH, [Market Network Analysis – Northeast Syria Dataset, Feb. 2022](#).

<sup>22</sup> REACH, [Joint Market Monitoring Initiative – Northeast Syria Dataset, Jan. 2025](#)

- FSL, [FS Cluster Syria HNO](#) (2024)
- CARE, [CARE Resilience Report](#) (2020)
- A Resilience-Based Development Response to the Syria Crisis (UNDG, 2014): [UNDG Resilience Response](#)
- Building Early Recovery and Resilience into Syria's Humanitarian Response (Action Against Hunger & Oxfam, 2021): [Action Against Hunger - Syria Oxfam - Syria](#)
- STRESS: Strategic Resilience Assessment Guidelines (Mercy Corps, 2017): [STRESS Guidelines - Mercy Corps](#)
- The Wages of War: Learning from Syrians' Livelihood Adaptations (Mercy Corps, 2018): [Mercy Corps Livelihood Adaptations](#)
- Employment and Livelihood Support in Syria (UNDP, 2019): [UNDP Employment & Livelihoods Report](#)
- WHO - The humanitarian emergency settings perceived needs scale (HESPER) (WHO 2011): [Publication Item](#)

### 3.4 Primary Data Collection

The data collection process is structured into three distinct phases: **Area Delineation**, **Participatory Prioritization**, and **Exploration and Contextualization**. Each phase builds on the findings of the previous one, ensuring that the assessment is iterative, participatory, and responsive to the specific needs of the population in the assessed area.

#### **Phase 1: Area Delineation**

The first phase focuses on defining the geographic boundaries of the assessment area in Hama (Northwest Syria) and identifying key service area through consultations with local authorities and community members. Acted field teams will sense-check the boundaries with local authorities to ensure that the geographic scope of the intervention accounts for socio-cultural, economic, and physical boundaries, locations of critical public infrastructures and associated service area, and local governance structures.

In addition, the location selection matrix will be applied to identify and prioritize target communities within the assessment areas. This matrix considers factors such as WASH, livelihoods, food security needs, market presence, security, and community acceptance, etc.. The finalized outputs of this phase will include a map of community boundaries.

**Area targeting:** The REACH and Acted teams identified and jointly selected one new location in Northwest Syria, using the jointly agreed-upon criteria below. Each criterion was scored using a standard scoring key (0 = Strong no to 4 = Strong yes) based on the updated dataset. The scores were reviewed during a joint decision gate meeting with Acted to discuss the results, validate the data, and agree on the final selection based on overall performance across the criteria.

**Table 4: Area Selection Criteria**

	Criteria	Weight
C1	1.1 Main needs are related to basic services/resilience and fall within WASH (including environmental protection) / Livelihoods sectors, and that food security needs are moderate 1.2 Implementation of activities related to these needs fall within the scope of Acted technical capacity (FSL, WASH, QIPS), and is operationally feasible to complete (i.e. access and availability of necessary resources).	20%

	Criteria	Weight
C2	<p>2.1 Presence of functional market / economic centre:</p> <ol style="list-style-type: none"> <li>1. There is at least one functioning market in the area</li> <li>2. Items are reasonably available and affordable</li> <li>3. Vendor supply challenges are limited</li> <li>4. Price &amp; inflation is not outside the ordinary for the region</li> <li>5. Multiple communities depend on market(s) in the area</li> <li>6. Diversity of market vendors (small, medium, large businesses)</li> </ol>	15%
C3	<p>3.1 Presence of marginalized households</p> <ol style="list-style-type: none"> <li>1) Percentage of the population that are IDPs</li> <li>2) Diversity of ethno-religious minority groups and/or tribes</li> <li>3) Percentage of the population who are youth (ages 15-24)</li> <li>4) Number of returnees and/or area of origin for IDPs (anticipated area of return)</li> </ol> <p>3.2 Dynamics between these groups are favourable for the implementation of social cohesion programming (necessary and feasible)</p>	10%
C4	<p>4.1 Presence and diversity of actors, across sectors, in the location.</p> <p>4.2 Presence of viable potential local implementing partners to support the sustainability and localization of interventions - i.e. past partners/strategic partners/Champions with complementary technical expertise to Acted, prioritizing protection and peacebuilding partners who are already working in, or have access to, the location.</p>	15%
C5	<p>5.1 Favourability of current security and access situation (taking into consideration access risks and challenges). The higher the score, the more favourable security situation.</p> <p>5.2 General future security outlook - taking into consideration expected stability of access and security in the location over the course of the intervention. The higher the score, the more positive security outlook.</p> <p>5.3 Presence and /or anticipated of conducive access and acceptance conditions for longer-term, participatory data collection.</p>	20%
C6	<p>Demonstrated previous coordination between local authorities and Acted or other humanitarian actors to generate needed buy-in and participation in the process.</p> <p>For example, previous ability (in the current and/or other geographic areas) to negotiate access, receive approvals, develop neutral selection and beneficiary targeting criteria, and implement activities without significant interruption. These actors include: 1) Local Council; 2) Technical Departments; 3) Humanitarian Affairs Office; and 4) most significant Local Actors (e.g. Sheikhs)</p>	15%
C7	<p>Presence of strong community acceptance and/or openness of the community toward Acted and/or other humanitarian actors to generate needed buy-in and participation of these actors to the process.</p> <p>For example, existing activities previously or currently ongoing with limited disruption. In addition to actors in C6, this might include community leaders or authorities or other significant local community groups.</p>	5%
	Overall reflection from Acted hub on general pros and cons of selecting the area	NA
	Feedback from REACH field teams on the general pros and cons of the selected area	NA

## **Phase 2: Participatory Prioritization**

**HESPER Scale survey:** Rather than pre-defining the thematic scope of the intervention, REACH will conduct a representative HESPER Scale survey (with a 95% confidence level and 10% margin of error plus a 15% buffer) to identify the population's most pressing needs as perceived by the community. The HESPER Scale covers a wide range of social,

psychological, and physical challenges but does not offer solutions or prescribe interventions. Its primary objective is to identify the key issues faced by the population, which will then be further explored and addressed in subsequent phases. Enumerators will be trained on HESPER methodology, ethical considerations, and data quality protocols, and the surveys will be administered face-to-face using the KoBoCollect platform for real-time submission and monitoring. Results will generate hotspot maps that rank the most critical needs (e.g., first, second, and third priorities) and visualize their geographic distribution. To support engagement and coordination, REACH will share a summary PowerPoint presentation of the main identified needs and priorities with humanitarian actors and partners. This will help them better understand the context of the ABA area and provide an opportunity to share feedback, particularly on whether they are currently addressing any of the identified needs. REACH will then select topics that, based on the HESPER Scale findings, are of greatest relevance to the affected populations in the assessed area.

### **Phase 3: Exploration and Contextualization**

REACH will conduct KIIs, CFGDs, a representative HH survey, and may utilize remote sensing and GIS methods, to deepen the understanding of the specific needs, causes, effects, and potential solutions to the priorities identified in the HESPER Scale. Data collection will be conducted in February 2026, with each method contributing to specific research objectives.

#### **HH survey:**

The quantitative HH survey will take place after the HESPER Scale in February 2026 and will collect information on HH demographics and displacement status, socio-economic conditions, access to and satisfaction with basic services, HH perceptions of engagement and ability to contribute towards local recovery efforts and will emphasize the critical needs identified in the HESPER Scale. This survey will be conducted across the assessed area, with the boundary corresponding to the community area and population as defined and agreed upon by the area delineation phase.

Use of stratified random sampling will achieve representative findings returnee populations to a 95% level of confidence and a 10% margin of error, with an additional 15% buffer to address non-response or data quality issues as well as potential increases of population size.

Assessed households will be selected using stratified sampling. REACH enumerators will utilise a quantitative assessment tool (created as an ODK xls form) on the KoBo Collect and KoBo Server platforms, where enumerators will access the tool and submit their survey forms directly. Data will be triangulated through follow-ups conducted between assessment staff and field teams.

#### **CFGDs:**

The CFGDs will take place with community members in February 2026 and will focus on collecting qualitative information regarding risks, resilience capacities, social cohesion, and protection challenges, as well as better understanding self-perceived needs and priorities. 8-12 CFGDs will take place in the assessed area, with groups being disaggregated by female/male and potentially local government participants to allow each group to explore these topics in relation to their specific experiences. Each CFGD will include 4-8 participants who will be identified based on their belonging to a specific population group. Participants will be purposively selected from existing REACH enumerator KI networks.

CFGD teams, consisting of a REACH Moderator and REACH Note-Taker, will use a semi-structured questioning route to guide the discussion, and will record the discussion through notes. CFGD teams will de-brief with Field Managers and the ABA Assessment Officers following each session and then transfer Arabic notes taken during the CFGD into English "Summary Documents" outlining the key points of discussion, agreement, and disagreement. As discussed above, while full transcripts would be preferable, they may not be feasible given limited field capacity. Additionally, recording the CFGDs is unlikely to be feasible, but the security situation will be reassessed closer to the date of the CFGDs. However, previous REACH Syria ABA research cycles have shown that the above is sufficient for achieving the aims of the CFGDs.

**KIIs:**

A total of 20-27 KIIs (5-7 per community) will be interviewed in the selected area, depending on the priorities identified in the HESPER Scale. Enumerators will collect and submit KII data using a single form, with the appropriate KI type answering the section relevant to their expertise. This will be created as an ODK xls form on the KoBo Collect and KoBo Server platforms, where enumerators will access the tool and submit their survey forms directly. Data will be triangulated through follow-ups conducted between assessment staff and field teams.

**3.5 Data Processing & Analysis****Quantitative data quality and analysis**

The following tools will produce quantitative data:

- HESPER Scale Household Survey
- HH survey

Trainings will be conducted with the ABA enumerators in Northwest Syria by the designated ABA Assessment Officers and Field Managers/Officers. Where possible, tools will be piloted before official data collection begins to ensure that KoBo forms are working correctly, that the indicators are able to capture the desired information, and that no final adjustments are necessary. Following each day of data collection, enumerators will upload all surveys to the designated KoBo server, where the responsible Data Officer will download the data.

In line with [IMPACT Data Cleaning Guidelines](#), submitted data will be checked regularly for inconsistencies and outliers by a Data Officer using R to ensure data quality and to send follow-ups to enumerators where needed. The datasets will then be cleaned using an R script which will also log deleted entries and value changes. Once all data is cleaned, the raw and cleaned dataset and the change log will be stored according to the Data Management Plan. Analysis will focus on identifying shocks, stresses, and recovery capacities reported by communities, with disaggregation by age, gender, and where applicable.

R will be used to analyse HH quantitative data. This R analysis will produce an html output for the area, showing descriptive statistics for each indicator (according to the Data Analysis Plan) and disaggregating, where possible and appropriate. The html analysis will be used internally for in the creation of the final REACH Area Profiles as well as to inform the drafting of CRRP by Acted and local stakeholders.

**Qualitative data quality and analysis**

As with the quantitative tools, trainings for the qualitative KII and CFGDs will also be jointly planned and implemented for ABA enumerators by the designated ABA Senior Assessment Officer and Field Managers/Officers. For the CFGDs, moderator and note-taker teams will engage in practice sessions during trainings to become well-accustomed to the questioning route, procedures, and their respective roles and responsibilities. Note-takers will be provided thorough guidance on best practices for recording the main points of discussion and documenting agreement and disagreement and will make detailed notes throughout each session.

Immediately following each session, REACH teams will de-brief with the relevant Field Manager to review the key points of the session and ensure all necessary information was obtained. With the assistance of the Field Manager, the team will then translate notes from Arabic into English and send an anonymised digitalised copy to Assessment Officers using a Word document, referred to as the English "Session Notes Document", designed for this purpose.

Assessment officers will carry out thematic coding and analysis across the CFGDs to produce summaries of key findings for the assessed area. To do so, the Assessment Officer will track and cross-compare key discussion topics across FGDs

within each area using a Data Saturation and Analysis Grid (DSAG) in Excel. English Summary Documents provided by FGD teams will serve as the base documents for analysis, with the Senior Assessment Officer consulting FGD teams on preliminary coding schemes for viability and bias checking. The main discussion points identified in the Summary Documents will be added to the grid and organized by topics while tracking the number of times each point is mentioned in each FGD.

## 4 Limitations

The assessment faces several limitations related to methodology, context, and logistics, which may influence the findings. Methodologically, reliance on self-reported needs through the HESPER Scale introduces potential biases, as respondents may prioritize immediate concerns over systemic or long-term challenges. Similarly, by engaging in a HESPER analysis through the household level, intra-household dynamics pertaining to vulnerable household members may not be properly recorded.

In terms of context, cultural sensitivities and political dynamics may inhibit open discussions, particularly during KIs and CFGDs. Stigma surrounding topics such as mental health, safety, and governance may result in underreporting or less candid responses, affecting the depth and accuracy of qualitative findings. Logistically, the assessment may face constraints due to limited time, budget, and operational resources. External factors such as deteriorating security conditions, restricted access to certain areas, or adverse weather events could delay data collection or reduce the sample size, potentially impacting the robustness of the findings.

These limitations may lead to incomplete data or introduce biases that affect the generalizability and reliability of the assessment's conclusions. To mitigate these risks, a triangulation strategy will be employed to validate findings across multiple data sources. Iterative tool testing and continuous engagement with local stakeholders will ensure that emerging challenges are promptly addressed, and alternative approaches can be implemented as needed to safeguard the assessment's integrity and relevance.

## 5 Key ethical considerations and related risks

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

<b><i>The proposed research design...</i></b>	<b>Yes/ No</b>	<b><i>Details if no (including mitigation)</i></b>
... Has been coordinated with relevant stakeholders to <b>avoid unnecessary duplication</b> of data collection efforts?	<b>Yes</b>	
... <b>Respects respondents, their rights and dignity</b> ( <i>specifically by: seeking informed consent, designing length of survey/ discussion while being considerate of participants' time, ensuring accurate reporting of information provided</i> )?	<b>Yes</b>	
... Does not <b>expose data collectors to any risks as a direct result</b> of participation in data collection?	<b>Yes</b>	
... Does not <b>expose respondents / their communities to any risks as a direct result</b> of participation in data collection?	<b>Yes</b>	
... Does not involve <b>collecting information on specific topics which may be stressful and/ or re-traumatizing</b> for research participants (both respondents and data collectors)?	<b>Yes</b>	

... Does not involve <b>data collection with minors</b> i.e. anyone less than 18 years old?	<b>Yes</b>	
... Does not involve <b>data collection with other vulnerable groups</b> e.g. persons with disabilities, victims/ survivors of protection incidents, etc.?	<b>No</b>	Respondents to this survey may have been victims/survivors of protection incidents and may constitute person with disabilities. Thus, throughout data collection, special attention will be given to assuring that respondents are aware that participation in the survey remains voluntary and that they can stop the process should they feel uncomfortable at any given moment. CFGDs are gender-segregated to allow for a safe space for people to share gender-related incidents.
... Follows IMPACT SOPs for management of <b>personally identifiable information</b> ?	<b>Yes</b>	

## 6 Roles and responsibilities

<b>Task Description</b>	<b>Responsible</b>	<b>Accountable</b>	<b>Consulted</b>	<b>Informed</b>
Research design	Senior Assessment Officer	Senior Assessment Officer	RER RM, Acted Programs teams, IMPACT HQ	REACH Country Coordinator
Supervising data collection	Field Manager	Senior Assessment Officer	RER RM, Acted Security and Area Coordinator	REACH Country Coordinator
Data processing (checking, cleaning)	Senior Assessment Officer, Senior Data Officer	Senior Assessment Officer	Field Manager, IMPACT HQ	RER RM
Data analysis	Senior Assessment Officer, Senior Data Officer	Senior Assessment Officer	RER RM, Field Manager, IMPACT HQ	REACH Country Coordinator
Output production	Senior Assessment Officer	Senior Assessment Officer	RER RM, Acted Resilience and Recovery TC, IMPACT HQ	REACH Country Coordinator
Dissemination	Senior Assessment Officer	Senior Assessment Officer	RER RM, Acted Resilience and Recovery TC	REACH Country Coordinator
Monitoring & Evaluation	Senior Assessment Officer	Senior Assessment Officer	RER RM, Acted, IMPACT HQ	REACH Country Coordinator

Lessons learned

Senior Assessment  
Officer

Senior  
Assessment  
Officer

RER RM, Field  
Manager, Acted,  
IMPACT HQ

REACH  
Country  
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 completed

## 7 Data Analysis Plan

To be submitted separately and sequentially to HQ.

## 8 Data Management Plan

Administrative Data			
Research Cycle name	Qalaat Al Madiq Area-Based Assessment		
Project Code	SYR2601		
Donor	Sida, SDC		
Project partners	Acted		
Research Contacts	Felix Wegerle (SAO) felix.wegerle@impact-initiatives.org Dion Mc Dougal (SRM) dion.mcdougal@impact-initiatives.org		
Data Management Plan Version	Date: 12 January 2026	Version: 1	
Related Policies	N/A		
Documentation and Metadata			
What documentation and metadata will accompany the data? <i>Select all that apply</i>	<input checked="" type="checkbox"/>	<b>Data analysis plan</b>	<input checked="" type="checkbox"/> <b>Data Cleaning Log, including: X Deletion Log X Value Change Log</b>
	<input type="checkbox"/>	Code book	<input type="checkbox"/> Data Dictionary
	<input type="checkbox"/>	Metadata based on HDX Standards	<input type="checkbox"/> [Other, Specify]
Ethics and Legal Compliance			
Which ethical and legal measures will be taken?	<input checked="" type="checkbox"/>	<b>Consent of participants to participate</b>	<input checked="" type="checkbox"/> <b>Consent of participants to share personal information with other agencies</b>
	<input type="checkbox"/>	No collection of personally identifiable data will take place	<input checked="" type="checkbox"/> <b>Gender, child protection and other protection issues are considered</b>
	<input checked="" type="checkbox"/>	<b>All participants reached age of majority</b>	<input type="checkbox"/> [Other, Specify]
Who will own the copyright and Intellectual Property Rights for the data that is collected?	IMPACT		
Storage and Backup			
Where will data be stored and backed up during the research?	<input type="checkbox"/>	IMPACT/REACH Kobo Server	<input checked="" type="checkbox"/> <b>Other Kobo Server:</b> SAO's personal server to enable ease of updating tools as necessary and in case last minute changes are needed
	<input type="checkbox"/>	IMPACT Global Physical / Cloud Server	<input checked="" type="checkbox"/> <b>Country/Internal Server</b>
	<input checked="" type="checkbox"/>	<b>On devices held by REACH staff</b>	<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"/>	<b>Password protection on devices/servers</b>	<input checked="" type="checkbox"/> <b>Data access is limited to REACH staff</b>
	<input type="checkbox"/>	Form and data encryption on data collection server	<input type="checkbox"/> Partners signed an MoU if accessing raw data
	<input type="checkbox"/>	[Other, Specify]	
Kobo Access Rights			
Account Name(s)	Person(s)	Type of Kobo access	
<i>Fwegerle</i>  <i>felix.wegerle@impcat-initiatives.org</i>	<i>Felix Wegerle</i>	X View X Edit	X Submit Data X Download Data

reach_syria_projects	NES Field Teams	X View <input type="checkbox"/> Edit	X Submit Data <input type="checkbox"/> Download Data
enumeratorsaccount@impact-initiatives.org			
evelyn.gakinya@impact-initiatives.org	Evelyn Gakinya	X View <input type="checkbox"/> Edit	<input type="checkbox"/> Submit Data X Download Data
responsibleanalyst@impact-initiatives.org			

**Raw Data Access Rights**

Raw Data Access	Reason	Person
Accountable	Accountable	Felix Wegerle
Access	Data cleaning and analysis	Evelyn Gakinya

**Preservation**

Where will data be stored for long-term preservation?	<input type="checkbox"/> IMPACT / REACH Global Cloud / Physical Server	<input type="checkbox"/> OCHA HDX
	<input checked="" type="checkbox"/> REACH Country Server	<input type="checkbox"/> [Other, Specify]

**Data Sharing**

Will the data be shared publicly?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No, only with Acted
Will all data be shared?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No, only anonymized/ cleaned/ data will be shared
	<input type="checkbox"/> No, [Other, Specify]	
Where will you share the data?	<input type="checkbox"/> REACH Resource Centre	<input type="checkbox"/> OCHA HDX
	<input type="checkbox"/> HumanitarianResponse	<input type="checkbox"/> [Other, Specify]

**Data protection risk assessment**

Have you completed the Indicators Risk Assessment table below?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No, no information that potentially allows identification of individuals is to be collected.
--	---	---

[Please complete the first 4 columns in the Indicators Risk Assessment table below]

Risk indicator (including direct and indirect identifiers)	Type of identification risk	Disclosure implications	Benefits	Class	Required mitigation
Respondent gender	Small risk of identification of respondent HH when these indicators are combined	Loss of privacy	Necessary for gathering demographic information at household and community level	B2	Data to be deleted after analysis takes place
Respondent age				B2	Data to be deleted after analysis takes place

Total number of HH members				B2	Data to be deleted after analysis takes place
Location				B2	Data to be deleted after analysis/ visualization takes place

Responsibilities	
Data collection	Felix Wegerle (SAO) <a href="mailto:felix.wegerle@impact-initiatives.org">felix.wegerle@impact-initiatives.org</a>
Data cleaning	Evelyn Gakinya (SDO) <a href="mailto:evelyn.gakinya@impact-initiatives.org">evelyn.gakinya@impact-initiatives.org</a>
Data analysis	Evelyn Gakinya (SDO) <a href="mailto:evelyn.gakinya@impact-initiatives.org">evelyn.gakinya@impact-initiatives.org</a> , Felix Wegerle (SAO) <a href="mailto:felix.wegerle@impact-initiatives.org">felix.wegerle@impact-initiatives.org</a>
Data sharing/uploading	Felix Wegerle (SAO) <a href="mailto:felix.wegerle@impact-initiatives.org">felix.wegerle@impact-initiatives.org</a>