

Research Terms of Reference

Humanitarian Access Severity Assessment

LBY2305

Libya

May 2023

Version Number 1.0

REACH Informing
more effective
humanitarian action

1. Executive Summary

Country of intervention	Libya				
Type of Emergency	<input type="checkbox"/>	Natural disaster	<input checked="" type="checkbox"/>	Conflict	<input type="checkbox"/> Other (specify)
Type of Crisis	<input type="checkbox"/>	Sudden onset	<input type="checkbox"/>	Slow onset	<input checked="" type="checkbox"/> Protracted
Mandating Body/ Agency	ECHO, in coordination with OCHA				
IMPACT Project Code	14AVN				
Overall Research Timeframe (from research design to final outputs / M&E)	16/03/2023 to 30/06/2023				
Research Timeframe Add planned deadlines (for first cycle if more than 1)	1. Pilot/ training: 16/05/2023		6. Preliminary presentation: NA		
	2. Start collect data: 22/05/2023		7. Outputs sent for validation: 15/06/2023		
	3. Data collected: 25/05/2023		8. Outputs published: 30/06/2023		
	4. Data analysed: 8/06/2023		9. Final presentation: TBC with OCHA		
	5. Data sent for validation: 8/06/2023				
Number of assessments	<input checked="" type="checkbox"/>	Single assessment (one cycle)			
	<input type="checkbox"/>	Multi assessment (more than one cycle)			
Humanitarian milestones Specify what will the assessment inform and when e.g. The shelter cluster will use this data to draft its Revised Flash Appeal;	Milestone		Deadline		
	<input type="checkbox"/>	Donor plan/strategy	__/__/__		
	<input type="checkbox"/>	Inter-cluster plan/strategy	__/__/__		
	<input type="checkbox"/>	Cluster plan/strategy	__/__/__		
	<input type="checkbox"/>	NGO platform plan/strategy	__/__/__		
	<input checked="" type="checkbox"/>	Other (Specify):	Libya does not have an Humanitarian Cycle ongoing anymore, the output will inform ad-hoc advocacy decisions at UN Country Team (UNCT) and area-based levels.		
	Audience type		Dissemination		

Audience Type & Dissemination <i>Specify who will the assessment inform and how you will disseminate to inform the audience</i>	<input checked="" type="checkbox"/> Strategic <input checked="" type="checkbox"/> Programmatic <input type="checkbox"/> Operational <input type="checkbox"/> [Other, Specify]		<input checked="" type="checkbox"/> General Product Mailing (e.g. mail to NGO consortium; HCT participants; Donors) <input type="checkbox"/> Cluster Mailing (Education, Shelter and WASH) and presentation of findings at next cluster meeting <input checked="" type="checkbox"/> Presentation of findings (e.g. at HCT meeting; Cluster meeting) <input type="checkbox"/> Website Dissemination (Relief Web & REACH Resource Centre)	
Detailed dissemination plan required	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
General Objective	To understand access levels of aid providing actors in the 15 baladiyas covered in the 2022 Multi-Sector Needs Assessment (MSNA) and rate the humanitarian access severity across these baladiyas to inform strategic decision-making processes and high-level programmatic decisions, and ad-hoc advocacy efforts for an enhanced access to high-need areas.			
Specific Objective(s)	Identify the access constraints faced by the humanitarian organizations operating in Libya. To understand how the access constraints vary in terms of severity across the three regions (East, South, West). Classify the 15 baladiyas based on a combination of the humanitarian actors' access severity score and the population needs' score To understand the impact of the recommendations of OCHA's 2021 Humanitarian Access Severity assessment on the effectiveness of the humanitarian response in Libya. To identify best practices and recommendations that could be implemented to enhance the access to affected populations in Libya.			
Research Questions	<ol style="list-style-type: none"> 1) What are the access constraints on the Libyan humanitarian operation, and how do they vary in terms of severity? <ul style="list-style-type: none"> • What are the factors that hinder the humanitarian operation in Libya? • How do access constraints vary in terms of severity? 2) What are the baladiyas with the highest access severity and needs? <ul style="list-style-type: none"> • What are the key indicators of humanitarian needs and access constraints in each baladiya? • How can these indicators be combined to create a classification system that reflects the severity of needs and access challenges? 3) How do access constraints differ among INGOs operating in the East, INGOs operating in the West, and INGOs operating in the South? <ul style="list-style-type: none"> • What are the specific access challenges faced by INGOs in each of these regions? • How do these challenges impact the effectiveness of humanitarian response in each region? 			

	<p>4) What impact have the recommendations from the Humanitarian Access Severity assessment conducted by OCHA in 2021 had on the effectiveness of the humanitarian response in the country?</p> <ul style="list-style-type: none"> What were the main recommendations from the 2021 Access Severity assessment? What changes have been observed in terms of access and effectiveness of the organizations' operations? <p>5) What are the best practices and recommendations to enhance the access of aid-providing actors to affected populations in Libya?</p> <ul style="list-style-type: none"> What best practices and recommendations could be implemented to address the identified barriers to aid access? How can international, national, and local humanitarian actors coordinate their efforts to improve affected populations in Libya? 																				
Geographic Coverage	<p>15 Baladiyas (municipality, administrative level 3):</p> <p>East: Albayda, Benghazi, Derna, Jalu, Tazirbu</p> <p>South: Alghrayfa, Aljufra, Ghat, Murzuq, Sebha, Ubari</p> <p>West: Abusliem, Azzahra, Bani Waleed, Rigdaleen</p>																				
Secondary data sources	<p>OCHA, Access Monitoring and Reporting Framework, December 2012</p> <p>ACAPS, ACAPS Methodology Note – Humanitarian Access, December 2021</p> <p>OCHA, Libya: Humanitarian Access Snapshot (January to March 2023), April 2023</p> <p>OCHA, Libya: Humanitarian Access Snapshot (October to December 2022), January 2023</p> <p>OCHA, Libya Humanitarian Access Severity (June 2021), July 2021</p>																				
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and specify target # interviews				
Data management platform(s)	<input checked="" type="checkbox"/>	IMPACT	<input type="checkbox"/>	UNHCR
	<input type="checkbox"/>	[Other, Specify]		
Expected output type(s)	<input type="checkbox"/>	Situation overview #: __	<input type="checkbox"/>	Report #: __
	<input type="checkbox"/>	Presentation (Preliminary findings) #: __	<input checked="" type="checkbox"/>	Presentation (Final) #: 1
	<input type="checkbox"/>	Interactive dashboard #: __	<input type="checkbox"/>	Webmap #: __
	<input type="checkbox"/>	[Other, Specify] #: __		
Access	<input type="checkbox"/>	Public (available on REACH resource center and other humanitarian platforms)		
	<input checked="" type="checkbox"/>	Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms) TBD		
Visibility Specify which logos should be on outputs	REACH [By default unless specified otherwise]			
	Donor: ECHO			
	Coordination Framework: OCHA, LIF			
	Partners: N/A			

2. Rationale

2.1 Background

Effective humanitarian action is contingent upon the access to those who require humanitarian assistance and protection. This access is fundamental to enable humanitarian organizations to provide aid, and for those in need to receive essential goods and services.

The Humanitarian Overview¹ published by OCHA in late 2022 reports that, as of 2022, approximately 300,000 individuals among the internally displaced, the returnees, and refugees, migrants, and asylum seekers population remained in need of humanitarian assistance in Libya. On one hand, the voluntary return of displaced populations calls for the restoration of basic services in the areas of returns; secondly, the purchasing power of vulnerable household was impacted by the price increase of global commodities ignited and sustained by the ongoing crisis in Ukraine; and finally persisting concerns remains over the lack of protection of the rights of migrants, refugees, and asylum seekers in the country.

According to the Humanitarian Access Snapshot² for January-March 2023, the first quarter of 2023 saw a 19% decrease in the total number of access constraints reported by humanitarian and development partners compared to the last quarter of 2022. Bureaucratic and administrative impediments continue to constitute the majority of reported constraints, after an increase in severity of those constraints observed in the end of 2022³. In late 2022, two main issues emerged that required urgent need for advocacy with authorities: the impediments for INGOs operations posed by a suspension of the validity of the registration in the country, and the expiration of visas for a considerable number of international staff which has caused multiple work disruptions. Despite the advocacy and engagement of the Deputy Special Representative of the Secretary-General / Resident Coordinator/ Humanitarian Coordinator (DSRSG/RC/HC) towards the facilitation of the registration of

¹ OCHA, [Libya Humanitarian Overview 2023 \(December 2022\)](#), January 2023

² OCHA, [Libya: Humanitarian Access Snapshot \(January to March 2023\)](#), April 2023

³ OCHA, [Libya: Humanitarian Access Snapshot \(October to December 2022\)](#), January 2023

INGOs and CSOs in Libya, there persist a clear, predictable and consistent registration process that can ensure the continuity of humanitarian and development activities.

Additionally, the financial restrictions continue to persist and hinder humanitarian activities. Humanitarian partners are facing more difficulties in making international financial transfers into Libya, opening accounts at local commercial banks, and encountering limits on cash withdrawal. These financial constraints are putting a huge strain on the agility and capacity of organizations to sustain operations, leading to delays in programs and projects and affecting the reputation and acceptance of humanitarian actors among beneficiaries.

Humanitarian partners reported numerous interferences in the implementation of humanitarian activities and in some instances violence against humanitarian staff and affected populations. Most notably, the offices of several humanitarian and development partners in Sebha were raided by a security actor on 9 March. The incident resulted in the detention of several staff for a few hours. Interference in the work of NGOs continues in all parts of the country resulting in further shrinking of operational space.

Furthermore, conflict related constraints presented risk to the safety and security of humanitarian staff, equipment, and supplies, as well as to communities themselves. Inter-group or tribal clashes, along with mines and explosive devices contamination restricted people's ability to access goods and services, while also constraining the ability of humanitarian organizations to assist those most in need of assistance.

While OCHA continues to monitor access constraints of humanitarian actors on a regular basis, there remains information gaps in terms of the extent to which the various dimensions of access constraints impact humanitarian actors' operations and delivery of assistance. Additionally, the specific constraints faced by different actors of the humanitarian community (UN Agencies, INGOs, LNGOs) might vary geographically and according to the type of actors.

The target audience for this assessment is primarily the humanitarian community as composed of the United Nations and its agencies, INGOs, local NGOs involved in the delivery of humanitarian assistance; and secondarily the political and diplomatic stakeholders, including foreign governments, donor agencies. Indirectly, the findings of this assessment might target ad-hoc advocacy activities aimed at raising awareness among decision-makers within Libyan national and local government authorities to facilitate access of international and humanitarian organization to the most vulnerable areas and populations in the country.

The assessment aligns with REACH and IMPACT in-country strategy. First, it is closely knit with the analyses of the 2021 and 2022 Libyan population Multi-Sector Needs Assessment(s) (MSNA) both in terms of i. geographical scope, and ii. reviewing the implementation of the recommendations provided in the OCHA situation report⁴ developed with REACH support, in June 2021. Secondly, it will improve the capacity of INGOs and humanitarian organizations to contribute to achieving the targets of the United Nations Sustainable Development Cooperation Framework⁵ 2023-2025 for Libya (UNSDCF) under the Strategic Objective 3: Social and Human Capital Development. Such strategic objective is as well reflected in REACH/IMPACT Strategy for Libya 2023 – 2025.

Thirdly, the matrix analysis with severity of needs percentages as per the analysis of MSNA data, might offer insights on the way ahead to streamline the analytical framework of access constraints and their impact on affected populations in a way that covers all aspects of the research, from the analysis framework to the analysis plan, and the data collection plan. In fact, the different frameworks to assess severity which have been considered in the design of the assessment provide indication on categories of incidents and severity classifications. Yet, there is little established consensus on analysis best practices and framework of analysis that can provide insight into the impact of access constraints on different sectors of operations, and different population groups according to their vulnerability level.

⁴ OCHA, [Libya | Humanitarian Access Severity \(June 2021\)](#), July 2021

⁵ United Nations, [United Nations Sustainable Development Cooperation Framework](#), November 2022

2.2 Intended impact

The intended impact of the research is that humanitarian and development actors, and key access stakeholders within the humanitarian community (OCHA, Access Working Group, and potentially the United Nations Country Team – UNCT) have improved their understanding of the current situation to inform ongoing or planned humanitarian interventions, by providing information on which areas are at high needs and high access constraints among the 2022 MSNA – assessed baladiyas. The improved understanding of the current situation will inform strategic decision-making processes and high-level programmatic decisions, and ad-hoc advocacy efforts for an enhanced access to high-need areas.

3. Methodology

3.1 Methodology overview

The proposed methodology for the assessment is the following: first, an analytical framework has been developed based on the existing body of knowledge on access dimensions and indicators, and the contextual information available for the Libyan scenario. Secondly, the resulting analytical framework grounded in secondary data has been translated in quantifiable constructs to be measured through a mixed method approach. Quantitative primary data collection will explore the severity of the access constraints in each of the dimensions to be assessed and will be further explored in depth through qualitative data collection. Thirdly, the data gathered will be analysed both systematically and overlapped with the MSNA Inter-Sectoral Analysis that estimates the overall severity of needs⁶ through the data collected within the 2022 Libyan Population MSNA⁷.

The key definitions to be applied in the assessment are aligned with OHCA's Access Monitoring and Reporting Mechanism⁸ definitions and ACAPS' Methodology Note on Humanitarian Access⁹, and are the following:

Humanitarian stakeholders: individuals, organizations, and networks that have a role or interest in responding to the needs of people affected by crises. Humanitarian stakeholders include governments, international and national NGOs, the United Nations and other multilateral organisations, donors, academic institutions, media organisations and crisis-affected communities.

Crisis-affected populations: individuals, groups, and communities that are directly or indirectly affected by a humanitarian crisis¹⁰. Crisis-affected populations are sometimes the target group for humanitarian assistance, but they are also the first responders to humanitarian crisis – this includes local citizens, municipal government workers, community-based and faith-based organisation staff, volunteers, and social entrepreneurs, et cetera. Crisis-affected people therefore often co-develop, support, carry out, and deliver humanitarian assistance themselves. The fact that many crisis-affected people have both of these roles (assisters and recipients of assistance) brings up two particular points innovators should be aware of when working with crisis-affected populations.

Humanitarian Access: Humanitarian access, mandated by the UN General Assembly resolution 46/182¹¹, refers to a two-pronged concept, comprising: 1. Humanitarian actors' ability to reach populations in need; and 2. Affected populations' access to assistance and services. It is important to note that for the objective of this assessment, only the dimensions of access of humanitarian actors to the population in need will be considered for data collection and analysis.

⁶ For more information on the methodology globally applied by REACH to calculate the overall severity of needs based on MSNA data, please consult the [MSNA Analysis Guidance document](#) available on [REACH Resource Center](#).

⁷ REACH, [2022 MSNA Bulletin](#), March 2023 and REACH, [Multi-Sector Needs Assessment \(MSNA\) Key Findings: Libyan Population](#), March 2023

⁸ OCHA, [Access Monitoring and Reporting Framework](#), December 2012

⁹ ACAPS, [ACAPS Methodology Note – Humanitarian Access](#), December 2021

¹⁰ Elrha, [Humanitarian Innovation Guide](#). Accessed on 14th May 2023

¹¹ UN General Assembly, [Resolution 46/182. Strengthening the coordination of humanitarian emergency assistance of the United Nations](#), Forty-six session

The rationale of the choice to focus only on access of humanitarian actors to affected population, is grounded acknowledgement that humanitarian access necessarily entails a bidirectional access: the access of the affected population to assistance and the access of assistance providers to affected populations. Therefore, in order to avoid measuring access in a population-blind approach, the assessment includes matrix analysis of MSNA's data on severity of needs. However, this secondary data analysis does not embed the perspective of affected population, nor accountability towards them. For this reason, the study should be complemented with future efforts to evaluate the capacity of the most vulnerable among crisis-affected groups, to reach out providers of humanitarian assistance and obtain equitable and appropriate access to aid.

The access of humanitarian actors to the affected population can be evaluated through four crucial indicators:

Impediments to enter the country: This indicator refers to the general access of international aid organizations into the affected country. It refers to registration, accreditation, and visa policies; the provision of taxes or fees on activities or goods; policies related to importation and logistics; visa or accreditation delays or denial; discretionary registration or visas by authorities; and the presence of humanitarian organizations and workers being allowed to operate in the country.

Restriction of movement within the country: This indicator refers to the in-country mobility of humanitarian workers to reach the affected population and transport relief items. It includes the presence of taxes and fines on the passage of goods and people; quotas and limitations on relief items in specific areas; seizure of assistance; agencies being put on hold despite being ready to intervene; checkpoints; and the closure of border crossings.

Interference into implementation of humanitarian activities: This indicator refers to factors such as conditions imposed on the type of aid and the modality of aid delivery. It includes operational restrictions imposed by the government and the confiscation or diversion of aid. Counterterrorism measures that might complicate the delivery of aid fall within the range of this indicator.

Violence against humanitarian personnel, facilities, and assets: This indicator accounts for security incidents involving humanitarian organizations. Incidents include attacks, abductions, executions, the kidnapping of workers, and the looting of humanitarian warehouses or humanitarian assets

The key definitions of severity of access to be used in the assessment are modeled upon ACAPS' Methodology Note and are the following:

No impact of access constraint: There are no significant impediments to humanitarian access in the area.

Minor impact of access constraints: There are time-limited interruptions to humanitarian activities or obstacles to access good and services. The obstacles are causing occasional minor delays or inefficiencies, but services and programs are delivered on time and with reasonable effectiveness.

Moderate impact of access constraints: Access conditions are regular, but the situation requires constant monitoring or specific ad hoc resources, as well as prevention and mitigation activities, to manage or overcome access issues. There are significant obstacles in the activities, resulting in delays or restriction to operate.

Severe impact of access constraints: Access conditions are irregular; the situation is volatile and requires constant monitoring or specific and dedicated resources, as well as prevention and mitigation strategies, to manage or overcome access issues. There are frequent interruptions to humanitarian activities or obstacles to access goods and services. The result is a reduction in the number of beneficiaries reached against the planned targets.

3.2 Population of interest

The main geographical area to be covered by the assessment is composed of the 15 baladiyas (administrative level 3) covered by the 2022 Libyan Population MSNA. Additionally, through the qualitative component of primary data collection, the assessment aims to cover additional baladiyas not included in the coverage of the MSNA but are relevant to the operational presence of INGOs in the Libyan territory.

The population of interest for the assessment are INGOs and UN Agencies with operational presence in Libya and focused on the delivery of humanitarian assistance. The unit of measurement for the assessment is in the case the organization, with specific additional disaggregation by baladiya that can potentially be included in the analysis stage should a substantial difference in the severity access experienced by one organization in different areas. In fact, depending on the type of organization (UN versus INGOs), the type of sector of operation (e.g., health versus protection) and types of projects (relief versus reconstruction), capacity to access, and severity of access constraints can vary significantly.

The INGOs engaged in the provision of humanitarian assistance in Libya will be considered based on their participation in the residual humanitarian coordination architecture as of January 2023, namely: the Access Working Group, and the respective Area Coordination Groups for the East, South and West of Libya.

Table 1. Geographical coverage of the assessment

Region	Baladiya
East	Albayda
	Benghazi
	Derna
	Jalu
	Tazirbu
South	Alghrayfa
	Aljufra
	Ghat
	Murzuq
	Sebha
	Ubari
West	Abusliem
	Azzahra
	Bani Waleed
	Rigdaleen

3.3 Secondary data review

The secondary data review for this assessment had two specific, separate objectives: on one side, to provide a sound methodology framework for data collection; and on the other, to gather the existing information on the access landscape and trends of access constraints in Libya.

3.3.1 Definition of methodology framework

The review of secondary data has been crucial for the definition of the methodology framework to be used in the assessment to categorise the level of severity of access constraints, and the dimensions to consider in the case of the Libyan context. In this sense, two main methodologies have been used:

The OCHA Access Monitoring & Reporting Framework (AMRF) was created in 2010 and provides a tool to collect and analyse data on the type and impact of access constraints on the humanitarian response. The AMRF proposes nine

categories of access constraints, further broken down into a total of 26 suggested indicators. Indicators are measured on a recurrent basis and monitored over time to estimate trends and patterns.

The ACAPS Global Emergency Overview Access Framework. The Global Emergency Overview access framework uses a similar approach to the one of the AMRF, but expands the variables to explicitly cover different dimensions of access, by looking at (1) access for humanitarian actors, (2) access for affected populations, and (3) physical and security related constraints. These dimensions together are further broken down into nine indicators, similarly to the AMRF's framework.

The methodology framework will follow a multi-step process:

Step 1: Definition of weights of categories of access constraints:

The ACAPS Access framework grounded the development of the framework for the assessment. First, only the indicators applicable to Libya according to ACAPS' guidance for the latest Humanitarian Access Overview¹² have been considered. Based on the two frameworks, a series of indicators and sub-indicators have been categorized for this assessment in the five categories of administrative, financial, security, logistical and political constraints. The categories help bridging the data collection among quantitative and qualitative data collection, to facilitate the discussion among the participants and to expand the analysis of constraints to elements or events not necessarily included in the global frameworks. The final selection of indicators, and the alignment with the five categories to ground data collection, are to be found in table 2.

¹² ACAPS, [Humanitarian Access Overview](#), December 2022

Table 2. Methodology framework for access severity data collection

Pillar	Indicator (ACAPS)	Subindicator (ACAPS)	Administrative constraints	Financial constraints	Security constraints	Logistical constraints	Political constraints
Access of Humanitarian Actors to Affected Populations	3. Impediments to entry into the country	S3.1 - Complex, costly, time-consuming registration process	X				
		S3.3 - Constraints on import of relief items, equipment, visas and permits for staff				X	
	4. Restriction of movement within the country	S4.1 - Country not entirely controlled by the same authority					X
		S4.2 - Administrative impediments: taxes, fines, or quotas on passage of goods or people to reach people in need	X				
		S4.3 - Presence of checkpoints towards or in the affected areas			X		
Access of Humanitarian Actors to Affected Populations Physical and Security Constraints	5. Interference with implementation of humanitarian activities	S4.4 - Closure of crossing to the affected areas					X
		S5.1 - Conditions imposed by authorities or other groups on delivery of aid					X
		S5.2 - Politics and humanitarian issues overlapping in the country					X
	6. Violence against personnel, facilities and assets	S6.1 - Killed			X		
		S6.2 - Kidnapped			X		
		S6.3 - Injured			X		
		S6.4 - Assaulted			X		
		S6.5 - Arrested			X		

		S6.6 - Lootings			X		
	7. Ongoing security	S7.3 - Ongoing violence leads to the relocation of humanitarian staff, and/or humanitarian activities are (temporarily or permanently) suspended			X		
	8. Presence of mines and explosive devices	S8.1 - Contaminated area (CHA, SHA, cluster munitions – in square kilometres (sqkm))					
		S8.2 - Other contaminated area (sqkm)					
		S8.3 - Casualties			X		
	9. Environmental constraints	S9.4 - Logistical constraints on infrastructure (remote locations in need, difficulties to travel)				X	
		S9.4 - Logistical constraints on infrastructure (remote locations in need, difficulties to travel)				X	

ACAPS Access framework and OCHA Access and Monitoring and Reporting Framework have been crucial to developing also the indicative reference that is provided to the respondents of the structured survey, to estimate the severity of the impact of access constraints on their operations and activities. However, it is important to note that the standard classification of no, minor, moderate, severe and extreme severity of constraints have been adjusted, following a round of consultations with OCHA, to exclude the extreme category as it is adopted for countries with an ongoing Humanitarian Program Cycle. Being Libya a transitional context with the Humanitarian Program Cycle closed as per December 2022, this categorization was excluded from the severity scale to be deployed in this data collection exercise. The severity scale to be employed will be explained in the data collection tool and will have the following items:

- **No impact:** the organization is able to operate without any obstacle
- **Minor impact:** the obstacles are causing occasional minor delays or inefficiencies, but services and programs are delivered on time and with reasonable effectiveness
- **Moderate impact:** significant obstacles in the activities, **resulting in delays or restriction to operate**
- **Severe impact:** access is irregular; the situation is volatile and requires constant monitoring as well as prevention and mitigation strategies in place. **The result is a reduction of the reached number of beneficiaries** against the planned targets.

The final severity scoring obtained at analysis stage will provide the **coefficient** to be multiplied to each sub-indicator of access constraints that participants will flag in the second section of the structured tool. For more details on this analytical step, please refer to the Analysis section of this Terms of Reference.

3.3.2 Secondary data on access constraints in Libya and population's needs

In terms of secondary data on access constraints in Libya and population needs, the following sources have been considered:

- OCHA, [Libya | Humanitarian Access Severity \(June 2021\)](#), July 2021, which included several recommendations to be implemented to improve access;
- OCHA, [Libya: Humanitarian Access Snapshot \(January to March 2023\) - Libya | ReliefWeb](#), which included the most up-to-date quantitative information on access severity incidents as reported by INGOs;
- REACH, [2022 MSNA Bulletin](#), March 2023 and REACH, [Multi-Sector Needs Assessment \(MSNA\) Key Findings: Libyan Population](#), March 2023. MSNA findings in terms of sectorial and multi-sectorial level of needs is of paramount importance at analysis stage because it will enable the juxtaposition, at baladiya level, of severity of impact of access constraints from humanitarian partners, and the needs of assessed households. The main figure to be used from the analysis of the MSNA data will be the proportion of households in need. Depending on the findings from the primary data collection, the inclusion of by-sector proportion of households in need could also be included.

3.4 Primary Data Collection

3.4.1 Data Collection methodologies

Primary data collection will be conducted remotely, using the **expert judgement elicitation**¹³ exercise. Expert judgement elicitation refers to a systematic process of gathering and extracting knowledge, insights, and opinions from individuals or groups who possess specialized expertise in a particular domain. It is commonly employed in situations where objective

¹³ Benini, A., P. Chataigner, N. Noumri, N. Parham, J. Sweeney and L. Tax (2017): [The Use of Expert Judgment in Humanitarian Analysis – Theory, Methods, Applications](#). [August 2017]. Geneva, Assessment Capacities Project - ACAPS.

data is limited, uncertain, or difficult to obtain. While it is true that the typical turmoil of humanitarian settings, compared to more stable research contexts, reduce the distinction between experts, decision-makers, analysts and key informants, a key distinction can be drawn looking at the dimensions of *judgement*: experts are required to take an objective decision regarding the level of severity of access constraints of humanitarian partners based not on their experience, rather their expertise in the role. Expert elicitation is more likely to be useful in situations where the availability of data is rich, yet some key parameters cannot be estimated. In the case of this assessment, there is enough data on the quality of access constraints, yet the key parameter of severity according to the shared understanding of categorical variables of severity (minor, moderate, severe), cannot be estimated through key informants that might not have a specific expertise on access and operations.

A qualitative methodology will be used to capture information through FGDs on access constraints faced by INGOs. First, an **online structured survey** will be deployed to a selected list of pre-identified participants among Subject Matter Experts (SMEs) who are already participating in coordination mechanisms under OCHA's oversight. A dedicated account on KoBo Toolbox has been created to enable the distribution of the survey to all participants through a public link and avoid the use of enumerators for the structured survey. The focus group discussions will take place online. Two REACH staff will be animating the focus group discussion; one will have a facilitation role and guide the group through the different discussion topics, while the second REACH staff will be responsible for the notetaking. The support for collecting data during the FGD will be a Microsoft Word document inclusive of questions and a set of probing sub-questions, notwithstanding the importance of probing further all interesting discussion points. any relevant discussion point beyond the limited set of probing sub-questions included in the tool.

After the survey, the same participants will be engaged through at least two **semi-structured focus groups discussions**, one in Arabic and one in English. Wherever required specifically, the participation in the FGD can be adapted to SME KII in order to preserve the full right anonymity of the respondent. Based on the number of final confirmed participants, more than one FGD per language group will be organized in order to limit the number of participants per each FGD to a maximum of 8 individuals.

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Structured survey

The structured survey, participants will be asked to provide information on the severity of the impact of different type of constraints from administrative, financial, security, political and logistical constraints. The severity of the impact will be measured through a Likert 4-items scale for which the following reference will be provided:

Information on specific localized constraints modelled on the ACAPS indicators will be asked as well, to crosscheck the perceived impact of the constraints severity with the formal indicators of access severity used by ACAPS and OCHA. This information will be collected referencing to the specific baladiyas covered by the MSNA data collection exercise.

Semi-structured focus group discussion

The same participants will be involved in the expert judgement elicitation exercise during the focus group discussion. The FGDs will be facilitated by the REACH field team. The objective of the FGD is to gain in-depth understanding on the topics assessed through the quantitative component. Participants will be tasked with discussing the factors causing the constraints and provide examples of the impact of such constraints on their operations. They will also explore the correlation between the political fragmentation of leadership in Libya and how does that affect the occurrence of access constraints, and the overall effective of the humanitarian response in the three geo-divisions (East, West, and South, administrative level:1). Finally, the participants will be asked to comment on the implementation of the recommendations provided by OCHA in the Access Severity exercise that was conducted in 2021, in terms of application of the recommendations, changes observed related to the recommendations, and successful strategies in place that have resulted in improved access to crisis-affected communities. This final section will include coordination recommendations as well to be adapted to the new coordination mechanism under the auspices of UN Country Team (UNCT).

3.4.2 Sampling strategy

As the same participants will be participating in the quantitative and qualitative data collection exercise, only one sampling strategy will be applied to both data collection methodologies. The sampling strategy that will be employed is a two-step process. First, **purposive sampling** has identified the main points of contact for nominations of participants. The population frame of reference for the assessment was selected purposively, and consists of the participant list of the following coordination fora:

1. Access Working Group, chaired by OCHA
2. Area Coordination Groups (ACGs) for East, West, and South (3 ACGs in total).

It is worth noticing that most of these coordination fora include UN Agencies and INGOs, as well as local NGOs representatives. However, to ensure an enabling environment for sharing concerns of INGOs staff, the selection of the participants have been unilaterally limited by REACH to INGOs and UN agencies staff, while acknowledging the crucial role of local NGOs in the delivery of assistance and ensure a certain degree of accessibility in hard-to-reach areas.

Secondly, the members of the two coordination mechanisms will nominate through **convenience / snowball sampling** the final respondents to the survey and participants to the FGDs. Approximately 22 subject matter experts are expected to participate as respondents to both the quantitative and qualitative data collection exercises.

3.4.3 Data collection process

Ahead of the kick-off of data collection, REACH field team will be briefed through a training that will cover a presentation of the assessment and the process for collecting data. An ad-hoc section and special attention will be devoted and how to approach sensitivity issues that could potentially emerge during the focus group discussions, and techniques to de-escalate or deflect potential sensitive arguments among participants. Enumerator's feedback and debriefing will be collected through the debriefing forms included at the end of the FGD tool.

Incoming data will be monitored through an ad-hoc internal tracker and the dashboards embedded in the KOBO platform for the quantitative component of primary data collection; while the storage of FGD notes will suffice for the qualitative component, due to the limited number of FGDs to conduct. Enumerator's feedback and debriefing will be collected through the debriefing forms included at the end of the FGD tool. Triangulation will be ensured by comparing the information shared by participant through the structured survey, the notes collected by the note-taker in the Arabic FGD, and the English FGD. Finally, the emerging data will be triangulated with the most updated access information available through OCHA's situation monitoring exercises.

3.5 Data Processing & Analysis

3.5.1 Step 1: Data cleaning and validation

Once the structured KIIs collection is closed, the resulting extract from the Kobo platform will be downloaded with xlm values and headings, and cleaning will take place based on minimum logical checks and removal of outliers information. Following this step, the “other” options will be appropriately recoded. Data cleaning documentation will be produced in accordance with IMPACT guidelines on data cleaning. The resulting clean dataset will be subject to IMPACT HQ’s validation and subsequent analysis.

3.5.2 Step 2: Survey data analysis

Step 1. The questions of the structured tool pertaining to the section of the DAP A.2 (questions A.2.1 to A.2.5) will be assigned with a **severity score**. The numerical value of the severity score will be attributed as per the following codebook:

Table 3. Codebook for severity of impact of access constraints

Questionnaire value	Definition (as defined in the Likert scale and included in the questionnaire)	Severity score value
Prefer not to answer		No value assigned (NA)
No impact	the organization is able to operate without any obstacle	0
Minor impact	the obstacles are causing occasional minor delays or inefficiencies, but services and programs are delivered on time and with reasonable effectiveness	1
Moderate impact	significant obstacles in the activities, resulting in delays or restriction to operate	2
Severe impact	access is irregular; the situation is volatile and requires constant monitoring as well as prevention and mitigation strategies in place. The result is a reduction of the reached number of beneficiaries against the planned targets.	3

Step 2. Average of the severity score value per each category of access constraints will provide the **weight coefficient (w)** for each sub-indicator to be assessed at baladiya level. Each sub-indicator will be assigned with a value of 1, if flagged by the respondent, or 0 if not flagged by the respondent due to absence or inapplicability. The aggregation of each sub-indicators per all INGOs respondents in each baladiya will be calculated through weighted averages, resulting in an **access severity index (ASI) score per baladiya** through the following formula:

$$ASI = \frac{\sum_{i=1}^{sub} w \cdot sub}{\sum w}$$

Where sub= sub-indicator value (yes =1, no=0, NA=0); and w = weight coefficient.

The use of the Expert Judgement Elicitation method will make the data collected with the NGOs’ staff (who are considered the experts on the matter) useful to attribute a score to each assessed baladiya based on their responses. The Expert Judgement Elicitation method will be analyzed following the same approach as KIIs using the data saturation grid.

Step 3. The access severity index value will be paired with the MSNI percentages of population in need per baladiya. As the MSNI percentage of population in need to be normalized for the 4-items scale (0-3) of the Access Severity score index. In the MSNI scores, the total MSNI percentage of the household in need per each baladiya will be considered, which is the sum of the percentage of households categorized as “severe” and the percentage of households categorized as “emergency”. A rule-of-thumb scoring system will be applied:

- Value between 0%-25% = 0
- Value between 25.01%-50% = 1
- Value between 50.01%-75% = 2
- Value between 75.01%-100% = 3

Step 4. The combination of the two manipulations will then provide two scoring for each baladiya. On one side, the access severity index score, and secondly the severity of the needs. The two variables will be plotted in a matrix, as per the template below:

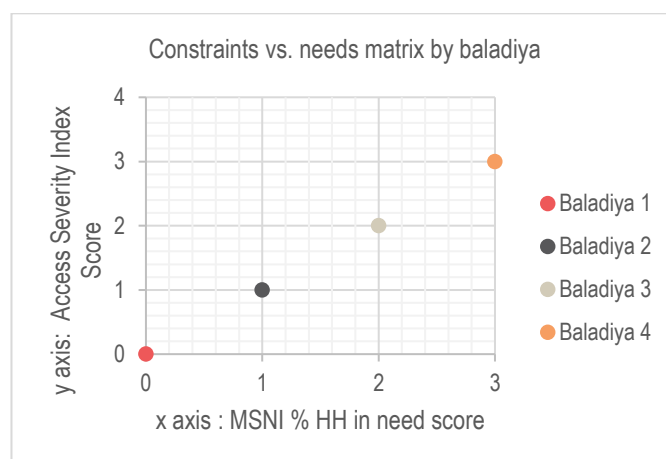


Figure 1. Mock-up chart for the constraints vs. needs matrix

Table 4. Mock-up constraints vs needs value table

Baladiya	x axis : MSNI % HH in need score	y axis: Access Severity Index Score
Baladiya 1	0	0
Baladiya 2	1	1
Baladiya 3	2	2
Baladiya 4	3	3

3.5.3 Step 3: FGD data analysis

To contextualize qualitative data collection and verify submitted data, REACH field team will be asked to fill in and submit a debriefing form after conducting qualitative focus group discussion (FGDs). The debriefing will also facilitate follow-ups during data cleaning. Concerning the analysis of FGD data, the notes will be validated after an initial screening, that will entail a translation from Arabic for the FGD conducted in Arabic. Final documentation will be then analysed through inductive coding, and in alignment with the codebook defined for the quantitative categorical access severity section of the Kobo, in order to maintain consistency between assigning numerical values to categorical data, and the inductive coding done on qualitative data. During the coding phase, coding structures will be elaborated and modified as necessary, the final codes used for analysis may differ from those in the preliminary codebook. The resulting coding will be inserted into a Data Saturation Grid. The saturation grid offers an important summarization tool. It is used to give an overview of the discussion points and to better understand how the range of conducted interviews or discussions interact with each other. This grid makes it possible to identify the different discussion topics and points, or codes, that emerge during interviews/discussions. Each row consists of a discussion topic mentioned by the Key Informants, and they are organized as per discussion points and questions included in the tool used for data collection. The total tally of references per discussion topic is noted in the final columns of the grid, to see which discussion points are most commonly coming up through the data.

The completed data saturation and analysis grid provides a summary of the data, serving as a quick-check sheet. The grid enables easy reference to key themes and relevant findings and where were mentioned; the grid thus forms the basis for identifying preliminary findings.

An additional column is be added in which a written summary per discussion topic or sector draws out key findings based on the saturation analysis, providing narrative findings by pulling together the saturation plotting.

A recap of the method used for the analysis is included in the Method Report. This report should include a brief recap of the data collection and analysis methods used, the choices that were made throughout the analysis process, including their justifications, strengths and limitations, as well as a publication plan for the qualitative analysis. The idea behind this Method Report is that in theory, anyone should be able to view the Method Report, take the input transcripts, analyse by following the same process and ultimately reach the same or similar conclusions as the researcher has reached, vastly improving transparency.

4. Key ethical considerations and related risks

The proposed research design meets the following criteria:

<i>The proposed research design...</i>	<i>Yes/ No</i>	<i>Details if no (including mitigation)</i>
... Has been coordinated with relevant stakeholders to avoid unnecessary duplication of data collection efforts?	Yes	
... Respects respondents, their rights and dignity (<i>specifically by: seeking informed consent, designing length of survey/ discussion while being considerate of participants' time, ensuring accurate reporting of information provided</i>)?	Yes	
... Does not expose data collectors to any risks as a direct result of participation in data collection?	Yes	
... Does not expose respondents / their communities to any risks as a direct result of participation in data collection?	Yes	
... Does not involve collecting information on specific topics which may be stressful and/ or re-traumatising for research participants (both respondents and data collectors)?	Yes	
... Does not involve data collection with minors i.e., anyone less than 18 years old?	Yes	
... Does not involve data collection with other vulnerable groups e.g., persons with disabilities, victims/ survivors of protection incidents, etc.?	Yes	
... Follows IMPACT SOPs for management of personally identifiable information ?	Yes	

5. Roles and responsibilities

Table 5. Description of roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed
Research design	AO	AO SAO	OPS Manager CC OCHA	OCHA
Supervising data collection	AO OPS Manager	AO OPS Manager SAO	SAO	CC
Data processing (checking, cleaning)	AO	AO	SAO HQ	SAO CC
Data analysis	AO	SAO HQ	SAO HQ	SAO CC
Output production	AO	SAO	SAO HQ	SAO CC
Dissemination	AO	SAO	SAO HQ OCHA	SAO CC
Monitoring & Evaluation	AO	SAO	SAO	HQ
Lessons learned	AO	AO	SAO	HQ

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

NB: Only one person can be Accountable; the only scenario when the same person is listed twice for a task is when the same person is both Responsible and Accountable.

5. Data Analysis Plan

DATA COLLECTION TOOL 1: STRUCTURED SURVEY

Research questions	IN #	Data collection method	Indicator group / sector	Indicator / Variable	Questionnaire Question	Instructions	Questionnaire Responses	Data collection level	Sampling	Disaggregation variable(s)
Informed consent		Online survey	Meta data	Consent	Hello, my name is __. I am working with REACH, an international organization working in Libya. We are conducting a survey on humanitarian actors' access to affected populations in Libya. This survey takes approximately 15 minutes. Your answers will remain anonymous and no personally identifiable information about you will be shared. Your participation is voluntary and you are free to withdraw at any moment during the survey. Are you willing to participate?	Select one	Yes No (End of survey)	Organization	NA	
	1,1	Online survey	Meta data	Name of the organization	Please write the name of your organization	Text	Text	Organization	NA	
	1,2	Online survey	Meta data	Type of organization	Please select the type of your organization	Select one	UN Agency INGO	Organization	NA	
	1,3	Online survey	Meta data	Geographical area of operation	Please select the baladiyas where your organization operates	Select multiple	Albayda Benghazi Derna Jalu Tazirbu Alghrayfa Aljufra Ghat Murzuq Sebha Ubari Abusliem Azzahra Bani Waleed Rigdaleen Other (Organization	NA	
	1,4	Online survey	Meta data	Primary sector of intervention	What is your organization's primary sectors of intervention (e.g. health, protection, education, etc...)?	Select multiple	Health Education Protection Livelihoods	Organization	NA	

							WASH Food security Governance Migration Youth empowerment Other (specify)			
		Online survey	Meta data	Primary sector of intervention	If other, please specify	Text	Text	Organization	NA	
1) What are the access constraints on the Libyan humanitarian operation, and how do they vary in terms of severity?	A.1.1.	Online survey	Access constraints	Type of access constraints	Humanitarian access refers to 1) affected populations' access to assistance and services, and 2) humanitarian actors' ability to reach populations in need. In the assessment, we will focus on the second component which is humanitarian actors' access to affected populations. In this regard, what are the specific access constraints that are posing a challenge to the effectiveness of your organization's operations?	Select multiple	Administrative constraints Financial and banking constraints Security constraints Logistical constraints Political constraints Prefer not to answer Other (specify)	Organization	NA	1) Region 2) Baladiya
		Online survey	Access constraints	Type of access constraints	If other, please specify	Text	Text	Organization	NA	1) Region 2) Baladiya
	A.2.1.	Online survey	Access constraints	Degree of severity of administrative constraints to access	What is the impact of administrative constraints on the delivery and effectiveness of your organization's operations?	Select one	No impact: Our organization is able to operate without any administrative obstacles Minor impact: We occasionally face minor administrative obstacles that cause minor delays or inefficiencies, but we are still able to deliver our services and programs on time and with reasonable effectiveness. Moderate impact: Significant obstacles to our activities like time-consuming registration process, resulting in delays or restrictions to operate. We face substantial challenges in accessing certain areas or populations, resulting in delays or restrictions in the delivery of our activities. Severe impact: Access conditions are irregular; the situation is volatile and requires constant monitoring as well as prevention	Organization	NA	1) Region 2) Baladiya

							and mitigation strategies like revising our indicators, such as reducing the number of beneficiaries or changing the criteria for selection excluding certain groups, due to the inability to reach certain populations. Prefer not to answer			
	A.2.2.	Online survey	Access constraints	Degree of severity of financial and banking constraints to access	What is the impact of financial and banking constraints on the delivery and effectiveness of your organization's operations?	Select one	<p>No impact: Our organization is able to operate without any financial obstacles</p> <p>Minor impact: We occasionally face minor financial obstacles that cause minor delays or inefficiencies, but we are still able to deliver our services and programs on time and with reasonable effectiveness.</p> <p>Moderate impact: Significant obstacles to our activities, resulting in delays or restrictions to operate. We face substantial challenges in accessing funds and carrying out financial operations (including Cash and Voucher Assistance activities), resulting in delays or restrictions in the delivery of our activities.</p> <p>Severe impact: Access to cash are irregular; the situation is volatile and requires constant monitoring as well as prevention and mitigation strategies like contingency funds and interrupting Cash and Voucher Activities and cash-based procurement, resulting in reducing the number of beneficiaries we can reach</p> <p>Prefer not to answer</p>	Organization	NA	1) Region 2) Baladiya
	A.2.3.	Online survey	Access constraints	Degree of severity of security constraints to access	What is the impact of security constraints on the delivery and effectiveness of your organization's operations?	Select one	<p>No impact: Our organization is able to operate without any security obstacles</p> <p>Minor impact: We occasionally face minor security obstacles that</p>	Organization	NA	1) Region 2) Baladiya

							<p>cause minor delays or inefficiencies, but we are still able to deliver our services and programs on time and with reasonable effectiveness.</p> <p>Moderate impact: Significant obstacles to our activities, resulting in delays or restrictions to operate. We face substantial challenges in accessing certain areas or populations, resulting in delays or restrictions in the delivery of our activities.</p> <p>Severe impact: Security conditions are irregular like movement restrictions on our staff, staff getting arrested, the situation is volatile (violence or armed clashes) and requires constant monitoring as well as prevention and mitigation strategies that lead to the relocation of our staff, and/or some of our activities are permanently suspended.</p> <p>Prefer not to answer</p>			
	A.2.4.	Online survey	Access constraints	Degree of severity of logistical constraints to access	What is the impact of logistical constraints on the delivery and effectiveness of your organization's operations?	Select one	<p>No impact: Our organization is able to operate without any logistical obstacles</p> <p>Minor impact: We occasionally face minor logistical obstacles such as delays in obtaining permits or clearances to access certain areas or communities that cause minor delays or inefficiencies, but we are still able to deliver our services and programs on time and with reasonable effectiveness.</p> <p>Moderate impact: Significant logistical obstacles to our activities (lack of secure storage facilities, poor road conditions, etc...) resulting in delays or restrictions to operate. We face substantial challenges in accessing certain</p>	Organization	NA	<p>1) Region</p> <p>2) Baladiya</p>

							<p>areas or populations, resulting in increased costs and/or reduced efficiency in the delivery of aid.</p> <p>Severe impact: Logistical conditions are irregular (destroyed infrastructure, roadblocks, etc...); the situation is volatile and requires constant monitoring as well as prevention and mitigation strategies like halting or canceling our activities, due to the inability to reach certain populations.</p> <p>Prefer not to answer</p>			
	A.2.5.	Online survey	Access constraints	Degree of severity of political constraints to access	What is the impact of political constraints on the delivery and effectiveness of your organization's operations?	Select one	<p>No impact: Our organization is able to operate without any political obstacles</p> <p>Minor impact: We occasionally face minor political obstacles such as having to obtain multiple permits or licenses for the same activity which cause minor inefficiencies but we are still able to deliver our services and programs on time and with reasonable effectiveness.</p> <p>Moderate impact: Significant political obstacles to our activities like different authorities controlling the territory - differences in regulations and laws - can result in moderate impact on the implementation, resulting in delays or restrictions to operate.</p> <p>Severe impact: Access conditions are irregular; the situation is volatile and requires constant monitoring as well as prevention and mitigation strategies, otherwise we face the risk of suspension or termination of our operations.</p> <p>Prefer not to answer</p>	Organization	NA	1) Region 2) Baladiya

3) How do access constraints differ among INGOs operating in the East, INGOs operating in the West, and INGOs operating in the South?	A.3.1.	Online survey		Administrative access constraints	Out of these administrative constraints, please select the ones your organization faced in the last 12 months	Select multiple	Complex, costly and time-consuming registration process Administrative impediments to the passage of the organization staff Administrative impediments to the passage of goods for assistance Prefer not to answer Other (specify)	Organization	NA	1) Region 2) Baladiya
		Online survey		Administrative access constraints	If other, please specify	Text	Text	Organization	NA	1) Region 2) Baladiya
	A.3.2.	Online survey		Variation in the severity of administrative constraints - baladiya	Out of these 15 baladiyas, please select where your organization faced the administrative constraints you selected	Select multiple	Albayda Benghazi Derna Jalu Tazirbu Alghrayfa Aljufra Ghat Murzuq Sebha Ubari Abusliem Azzahra Bani Waleed Rigdaleen Prefer not to answer	Organization	NA	1) Region 2) Baladiya
	A.4.1.	Online survey		Financial and banking access constraints	Out of these financial and banking constraints, please select the ones your organization faced in the last 12 months	Select multiple	Insufficient funding for humanitarian response Delays in receiving funding Restrictions on the use of funds Foreign currency exchange challenges Prefer not to answer Other (specify)	Organization	NA	1) Region 2) Baladiya
		Online survey		Financial and banking access constraints	If other, please specify	Text	Text	Organization	NA	1) Region 2) Baladiya
	A.4.2.	Online survey		Variation in the severity of financial and banking constraints - baladiya	Out of these 15 baladiyas, please select where your organization faced the financial and banking constraints you selected	Select multiple	Albayda Benghazi Derna Jalu Tazirbu Alghrayfa	Organization	NA	1) Region 2) Baladiya

							Aljufra Ghat Murzuq Sebha Ubari Abusliem Azzahra Bani Waleed Rigdaleen Prefer not to answer			
	A.5.1.	Online survey		Security access constraints	Out of these security constraints, please select the ones your organization faced in the last 12 months	Select multiple	Insecurity leading to the relocation of staff Insecurity suspending activities Violence against personnel, facilities, and assets Prefer not to answer Other (sepcify)	Organization	NA	1) Region 2) Baladiya
		Online survey		Security access constraints	If other, please specify	Text	Text	Organization	NA	1) Region 2) Baladiya
	A.5.2.	Online survey		Variation in the severity of security constraints - baladiya	Out of these 15 baladiyas, please select where your organization faced the security constraints you selected	Select multiple	Albayda Benghazi Derna Jalu Tazirbu Alghrayfa Aljufra Ghat Murzuq Sebha Ubari Abusliem Azzahra Bani Waleed Rigdaleen Prefer not to answer	Organization	NA	1) Region 2) Baladiya
	A.6.1.	Online survey		Logistical access constraints	Out of these logistical constraints, please select the ones your organization faced in the last 12 months	Select multiple	Transportation infrastructure (e.g., roads, bridges) Availability and accessibility of reliable communication networks Availability of electricity Remote locations and physical impediments to traveling to affected locations	Organization	NA	1) Region 2) Baladiya

							Prefer not to answer Other (specify)			
		Online survey		Logistical access constraints	If other, please specify	Text	Text	Organization	NA	1) Region 2) Baladiya
	A.6.2.	Online survey		Variation in the severity of logistical constraints - baladiya	Out of these 15 baladiyas, please select where your organization faced the logistical constraints you selected	Select multiple	Albayda Benghazi Derna Jalu Tazirbu Alghrayfa Aljufra Ghat Murzuq Sebha Ubari Abusliem Azzahra Bani Waleed Rigdaleen Prefer not to answer	Organization	NA	1) Region 2) Baladiya
	A.7.1.	Online survey		Political access constraints	Out of these political constraints, please select the ones your organization faced in the last 12 months	Select multiple	Country not entirely controlled by the same authority Political interference in the organization's operations Discrimination against certain populations in the provision of aid Claims of assistance interfering in country matters Prefer not to answer Other (specify)	Organization	NA	1) Region 2) Baladiya
		Online survey		Political access constraints	If other, please specify	Text	Text	Organization	NA	1) Region 2) Baladiya
	A.7.2.	Online survey		Variation in the severity of political constraints - baladiya	Out of these 15 baladiyas, please select where your organization faced the political constraints you selected	Select multiple	Albayda Benghazi Derna Jalu Tazirbu Alghrayfa Aljufra Ghat Murzuq Sebha Ubari Abusliem	Organization	NA	1) Region 2) Baladiya

							Azzahra Bani Waleed Rigdaleen Prefer not to answer			
	A.8.1.	Online survey		Other access constraints	If you mentioned other access constraints, please list example(s) that your organization faced in the last 12 months	Text		Organization	NA	1) Region 2) Baladiya
	A.3.2.	Online survey		Variation in the severity of other constraints - baladiya	Out of these 15 baladiyas, please select where your organization faced these constraints	Select multiple	Albayda Benghazi Derna Jalu Tazirbu Alghrayfa Aljufra Ghat Murzuq Sebha Ubari Abusliem Azzahra Bani Waleed Rigdaleen Prefer not to answer	Organization	NA	1) Region 2) Baladiya

EXAMPLE 2: SEMI STRUCTURED FOCUS GROUP DISCUSSION QUESTIONS

Research Questions	SUBQ#	Data collection method	Sub-research question group	Sub-research Question	Questionnaire QUESTION	Probes	Key disaggregations
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Informed consent

Who you are: Hello, my name is [NAME OF REACH STAFF COLLECTING DATA].

Why are we doing the FGD: I am working with REACH to assess humanitarian actors' ability to reach populations in need. As you are aware, access constraints are a common challenge faced by international organizations working in Libya, making it difficult to reach populations in need and deliver assistance in a timely manner.

What will we ask: The purpose of this discussion is to gather your opinions, feedback, and experiences on the access constraints you have faced in delivering assistance to affected populations. We are particularly interested in understanding the impact of these constraints on your organization's ability to deliver aid at baladiya level, as well as the strategies you have employed to overcome these challenges. Your input is invaluable to us as we seek to improve our understanding of the access challenges in Libya and identify potential solutions to enhance the delivery of humanitarian assistance to those in need. We encourage you to share your experiences openly and honestly, as this will help to enrich the discussion and generate useful insights.

Respondent rights: Participation in this study is voluntary. You do not have to participate, and you can end your involvement any time if you do not want to continue. Also, if you are unsure about the answer to any of the questions we ask, please just say so, and we can move on. I want you to understand that you can skip any question you prefer not to answer, and we can interrupt the discussion if you want to take your time before resuming it.

What we will do with the information: everything you tell us will be kept anonymous and confidential. Names will not be recorded, and your comments will be anonymised. No identifiable information will be shared. Members of the research teams will be the only ones to view the full transcripts of your answers. The information you will provide during this FGD will be used to write a report on humanitarian actors' ability to access populations in need in the locations covered by this assessment, which will be shared with OCHA.

Duration of information gathering process: as there are only a limited number of questions, we hope that we will not take more than an hour to collect the information.

Contact information: If you have any questions or concerns about this research, you need to report a problem that happened during this discussion or feel distressed due to the topics addressed during this discussion, please contact our focal point: giulia.bruschi@reach-initiative.org

Do you consent to this interview? Yes/No

Do you consent to being contacted in the future to be asked some additional questions? Yes/No

Do you have any questions before we begin? Yes/No

Thank you for your participation, and we look forward to a fruitful and engaging discussion.

1) What are the access constraints on the Libyan humanitarian operation, and how do they vary in terms of severity?	A.1.1.	FGD	INGOs	What are the factors that hinder the humanitarian operation in Libya?	What are the most frequent and severe access constraints your organization faces in Libya, based on the categories from the survey (political, security, logistical, administrative, and financial constraints)?	Security constraints Financial/banking constraints Administrative constraints Logistical constraints Political constraints	1) Region 2) Baladiya
	A.1.2.	FGD	INGOs		What factors contribute to these constraints?	Are these constraints applicable to all regions across Libya? Or are they more prevalent in certain baladiya?	1) Region 2) Baladiya
	A.2.1.	FGD	INGOs	How do access constraints vary in terms of severity?	Can you explain how these constraints impact your organizations' operations in Libya?	Can you provide some examples of how these access constraints have affected your organization's operations in Libya?	1) Region 2) Baladiya

3) How do access constraints differ among INGOs operating in the East, INGOs operating in the West, and INGOs operating in the South?	A.3.1.	FGD	INGOs	What are the specific access challenges faced by organizations in each regions?	Among the 15 baladiya that we are assessing (Albayda, Benghazi, Derna, Jalu, Tazirbu, Alghrayfa, Aljufra, Ghat, Murzuq, Sebha, Ubari, Abusliem, Azzahra, Bani Waleed, Rigdaleen), which ones were your organization not able to access to operate?	Why?	1) Region 2) Baladiya
					Based on your experience, how do the access-related challenges differ across different regions of Libya?	Have you noticed any patterns or trends in the types of access-related challenges that are more prevalent in certain regions of Libya? What about baladiya?	1) Region 2) Baladiya
	A.3.2.	FGD	INGOs	How do these challenges impact the effectiveness of humanitarian response in each region?	How have these challenges impacted the effectiveness of the humanitarian response in each region?	Can you provide any examples of how organizations have had to adapt to different access-related challenges in different regions of Libya?	1) Region 2) Baladiya
4) What impact have the recommendations from the Humanitarian Access Severity assessment conducted by OCHA in 2021 had on the effectiveness of the humanitarian response in Libya?	A.4.1.	FGD	INGOs	What were the main recommendations from the 2021 Access Severity assessment?	In 2021, an Access Severity Assessment was conducted and the key recommendations were: 1) Allow scale up of humanitarian programs, most prominently through empowering national civil society organizations 2) Enhance the operational footprint 3) The necessity for humanitarian resources to be allocated according to severity of need based on up-to-date evidence-based information gathered from the people in need Are you familiar with these recommendations? Are you aware of any efforts in this direction that had taken place] in the baladiyas where you operate in the past 12 months?	Are there any differences in the implementation of these recommendations across the East, West and South?	1) Region 2) Baladiya

5) What are the best practices and recommendations to enhance the access of aid-providing actors to affected populations in Libya?	A.5.1.	FGD	INGOs	What changes have been observed in terms of access and effectiveness of the organizations' operations?	What changes have been observed in terms of access of your organization since the publication of the Access Severity assessment in 2021?	What are the factors that contributed to these changes? Can this be attributed to the recommendations derived from the assessment? Why/why not? If no changes were reported, why?	1) Region 2) Baladiya
	A.6.1.	FGD	INGOs	What best practices and recommendations could be implemented to address the identified barriers to aid access?	Can you share any best practices or successful strategies your organization has implemented to improve access to affected populations in Libya?	Have there been any adaptations in your organization's approach to overcome certain access constraints?	1) Region 2) Baladiya
	A.7.1.	FGD	INGOs	How can international, national, and local humanitarian actors coordinate their efforts to improve affected populations in Libya??	How can your organization collaborate more effectively with other actors to address access constraints in the country?	Can you provide relevant examples?	1) Region 2) Baladiya

7. Monitoring & Evaluation Plan

- Please complete the M&E Plan column in the table and use the corresponding Tools in the Monitoring & Evaluation matrix to implement the plan during the research cycle.

IMPACT Objective	External M&E Indicator	Internal M&E Indicator	Focal point	Tool	Will indicator be tracked?
Humanitarian stakeholders are accessing IMPACT products	Number of humanitarian organisations accessing IMPACT services/products Number of individuals accessing IMPACT services/products	# of downloads of x product from Resource Center	Country request to HQ	User_log	<input type="checkbox"/> Yes
		# of downloads of x product from Relief Web	Country request to HQ		<input type="checkbox"/> Yes
		# of downloads of x product from Country level platforms	Country team		<input type="checkbox"/> Yes
		# of page clicks on x product from REACH global newsletter	Country request to HQ		<input type="checkbox"/> Yes
		# of page clicks on x product from country newsletter, sendingBlue, bit.ly	Country team		<input type="checkbox"/> Yes
		# of visits to x webmap/x dashboard	Country request to HQ		<input type="checkbox"/> Yes
IMPACT activities contribute to better program implementation and coordination of the humanitarian response	Number of humanitarian organisations utilizing IMPACT services/products	# references in HPC documents (HNO, SRP, Flash appeals, Cluster/sector strategies)	Country team	Reference_log	[List here relevant HPC-documents to be monitored: E.g. Iraq HNO 2018, Iraq Flash Appeal Mosul, Shelter Cluster strategy]
		# references in single agency documents			[List here relevant agency-documents to be monitored: E.g. UNHCR Country Strategy, UNICEF WASH Response Strategy]
Humanitarian stakeholders are	Humanitarian actors use IMPACT evidence/products as a basis for decision	Perceived relevance of IMPACT country-programs	Country team	Usage_Feed back and	[Outline here the usage survey to be implemented for this research cycle]

using IMPACT products	making, aid planning and delivery	Perceived usefulness and influence of IMPACT outputs		Usage_Survey template	<i>E.g. Usage survey to be conducted in November 2017, following the release of x outputs, targeting at least 10 partners</i> <i>E.g. Usage survey to be conducted at the end of the research cycle related to all outputs, targeting at least 20 partners]</i>
	Number of humanitarian documents (HNO, HRP, cluster/agency strategic plans, etc.) directly informed by IMPACT products	Recommendations to strengthen IMPACT programs			
		Perceived capacity of IMPACT staff			
		Perceived quality of outputs/programs			
		Recommendations to strengthen IMPACT programs			
Humanitarian stakeholders are engaged in IMPACT programs throughout the research cycle	Number and/or percentage of humanitarian organizations directly contributing to IMPACT programs (<i>providing resources, participating to presentations, etc.</i>)	# of organisations providing resources (i.e.staff, vehicles, meeting space, budget, etc.) for activity implementation	Country team	Engagement_log	<input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes
		# of organisations/clusters inputting in research design and joint analysis			
		# of organisations/clusters attending briefings on findings;			

ANNEX 1: METHODOLOGY NOTES (IF RELEVANT)

ANNEX 2: [OTHER SPECIFY]