

# Research Terms of Reference

Intentions assessment in Western Aleppo

SYR2002a

Syrian Arab Republic

28/01/2020

Version 1

**REACH** Informing  
more effective  
humanitarian action

## 1. Executive Summary

<b>Country of intervention</b>	Syrian Arab Republic					
<b>Type of Emergency</b>	<input type="checkbox"/>	Natural disaster	<input checked="" type="checkbox"/>	Conflict		
<b>Type of Crisis</b>	<input type="checkbox"/>	Sudden onset	<input type="checkbox"/>	Slow onset	<input checked="" type="checkbox"/>	Protracted
<b>Mandating Body/ Agency</b>	USAID Office of U.S. Foreign Disaster Assistance (OFDA)					
<b>Project Code</b>	ECHO					
<b>Research Timeframe</b> <i>Add planned deadlines (for first cycle if more than 1)</i>	1. Start collect data: 29/01/2020			5. Preliminary presentation: __/__/____		
	2. Data collected: 31/01/2020			6. Outputs sent for validation: 03/02/2020		
	3. Data analysed: 02/02/2020			7. Outputs published: 04/02/2020		
	4. Data sent for validation: 02/02/2020			8. Final presentation: __/__/____		
<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</b>			
	<input type="checkbox"/>	Donor plan/strategy	__/__/____			
	<input type="checkbox"/>	Inter-cluster plan/strategy	__/__/____			
	<input checked="" type="checkbox"/>	Cluster plan/strategy – inform the CCCM cluster of the intentions of residents and IDPs who are leaving communities due to conflict escalation	04/02/2020			
	<input type="checkbox"/>	NGO platform plan/strategy	__/__/____			
	<input type="checkbox"/>	Other (Specify):	__/__/____			
<b>Audience Type &amp; Dissemination</b> <i>Specify who will the assessment inform and how you will disseminate to inform the audience</i>	<b>Audience type</b>			<b>Dissemination</b>		
	<input checked="" type="checkbox"/> Strategic			<input checked="" type="checkbox"/> General Product Mailing (e.g. mail to NGO consortium; HCT participants; Donors)		
	<input checked="" type="checkbox"/> Programmatic			<input type="checkbox"/> Cluster Mailing (Education, Shelter and WASH) and presentation of findings at next cluster meeting		
	<input checked="" type="checkbox"/> Operational			<input type="checkbox"/> Presentation of findings (e.g. at North East Syria Forum (NES Forum) meetings)		
	<input type="checkbox"/> [Other, Specify]			<input checked="" type="checkbox"/> Website Dissemination (Relief Web & REACH Resource Centre)		
				<input checked="" type="checkbox"/> REACH Syria General Product Mailing		
<b>Detailed dissemination plan required</b>	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No		

<b>General Objective</b>	To inform humanitarian partners of the potential number of IDP and resident departures in the coming week and understand where people intend to go to support contingency planning for a potential rapid onset displacement crisis.			
<b>Specific Objective(s)</b>	<ol style="list-style-type: none"> <li>1. Understand the percentage of the population in assessed communities in Western Aleppo who are planning to leave communities due to potential conflict escalation.</li> <li>2. Identify which sub-districts IDP and resident departures are planning to go to.</li> <li>3. Understand whether IDPs and residents are intending to go to camps and sites or host communities.</li> </ol>			
<b>Research Questions</b>	<ul style="list-style-type: none"> <li>• <b>Research Question 1:</b> Given the current situation and potential conflict escalation, approximately what percentage of the population can be expected to leave assessed communities in Western Aleppo next week?</li> <li>• <b>Research Question 2:</b> Where do potential IDP and resident departures intend to go to?</li> <li>• <b>Research Question 3:</b> What proportion of departures intend to go to IDP camps and what proportion intend to go to host communities?</li> </ul>			
<b>Geographic Coverage</b>	Opposition-held accessible communities in five sub-districts in western Aleppo			
<b>Secondary data sources</b>	Main sources include: HNAP population data			
<b>Population(s)</b> <i>Select all that apply</i>	<input type="checkbox"/>	IDPs in camp	<input type="checkbox"/>	IDPs in informal sites
	<input checked="" type="checkbox"/>	IDPs in host communities	<input type="checkbox"/>	IDPs [Other, Specify]
	<input type="checkbox"/>	Refugees in camp	<input type="checkbox"/>	Refugees in informal sites
	<input type="checkbox"/>	Refugees in host communities	<input type="checkbox"/>	Refugees [Other, Specify]
	<input checked="" type="checkbox"/>	Resident/pre conflict populations	<input checked="" type="checkbox"/>	Spontaneous Returns <sup>1</sup> (SRs)
<b>Stratification</b> <i>Select type(s) and enter number of strata</i>	<input checked="" type="checkbox"/>	Geographical #: Five sub-districts in western Aleppo Population size per strata is known? x Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/>	Group #: 3 (IDPs, residents and spontaneous returns) Population size per strata is known? <input type="checkbox"/> Yes x No
	<input type="checkbox"/>		<input type="checkbox"/>	[Other Specify] #: __ Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Data collection tool(s)</b>	<input checked="" type="checkbox"/>	Structured (Quantitative)	<input type="checkbox"/>	Semi-structured (Qualitative)
	<b>Sampling method</b>		<b>Data collection method</b>	
<b>Structured data collection tool # 1</b> <i>Select sampling and data collection method and specify target # interviews</i>	<input checked="" type="checkbox"/> Purposive <input type="checkbox"/> Probability / Simple random <input type="checkbox"/> Probability / Stratified simple random <input type="checkbox"/> Probability / Cluster sampling <input type="checkbox"/> Probability / Stratified cluster sampling <input type="checkbox"/> [Other, Specify]		<input checked="" type="checkbox"/> Key informant interview (Target #): 2 key informants per camp, site or community <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 management platform(s)</b>	<input checked="" type="checkbox"/>	IMPACT		
	<input type="checkbox"/>	[Other, Specify]		

<sup>1</sup> SRs are defined under this research cycle as: 'IDPs or refugees who return to their community of origin that they left due to conflict, but not necessarily to their places of habitual residence (their former homes), and who do not necessarily enjoy the full spectrum of rights afforded to them prior to their displacement.' For a full list of definitions, including population categories, see Annex 1.

<b>Expected output type(s)</b>	<input type="checkbox"/>	Situation overview #: 1	<input type="checkbox"/>	Report #: __	<input type="checkbox"/>	Profile #: __
	<input type="checkbox"/>	Presentation (Preliminary findings) #: __	<input type="checkbox"/>	Presentation (Final) #: __	x	Factsheet #: 1
	<input type="checkbox"/>	Interactive dashboard #: __	<input type="checkbox"/>	Webmap #: __	x	Map #: __
	<input type="checkbox"/>	[Other, Specify] #:				
<b>Access</b>	<b>X</b>	Factsheet - Public (available on REACH resource center and other humanitarian platforms)				
	<b>X</b>	Dataset - Restricted				
<b>Visibility</b>	REACH					

## 2. Rationale

### 2.1. Rationale

Communities in northwest Syria have witnessed an escalation in violence in recent weeks which has led to large-scale displacement across the region. The sheer number of IDP departures and unpredictability of displacement trends has led to complex humanitarian challenges in communities witnessing high numbers of IDP arrivals and has exacerbated already dire humanitarian conditions.<sup>2</sup> Following reports of conflict escalation in communities in western Aleppo, REACH has recognised a need for data on the number of people planning to depart communities and information on where these resident and IDP departures intend to go.<sup>3</sup> Such information will be integral to humanitarian partners in planning an emergency response and pre-emptively responding to a potential rapid onset displacement crisis.

## 3. Methodology

### 3.1. Methodology overview

Primary data collection will be conducted by REACH enumerators, visiting sites and remotely contacting Key Informants (KIs) in hard-to-reach locations. Data will be collected using structured KI interviews requesting information at community level.

For data collection, one community KI who is knowledgeable about resident and IDP populations will provide information to enumerators regarding the percentage of the whole population inclusive of both IDPs and SRs who intend to depart the community in the coming week and which community is the most common intended destination.

### 3.2 Population of interest

This assessment will focus on the whole population of assessed communities in western Aleppo comprising IDPs and residents.

### 3.3 Primary Data Collection

Primary data collection will be conducted face-to-face in accessible locations and remotely in inaccessible locations in western Aleppo. Data will be collected through a KI methodology. REACH will utilise its wide KI network in north-east Syria to collect information as follows:

- KI types may include: civil society groups, local charities, local council members, local relief committees, NGOs, community leaders, documentation office/registration focal points, camp/collective centre managers and teachers.
- Communities in Haritan, Daret Azza, Atareb, Zarbah and Jebel Saman sub-districts in western Aleppo where either direct access or remote data collection are possible, will be assessed.
- Primary data collection will be carried out through remote key informant interviews (KIIs) conducted by REACH enumerators where direct access is not possible. Data will be collected at the community level (i.e. OCHA Syrian p-code administrative level 4).

### 3.4 Data Processing & Analysis

Answers for this assessment will be entered digitally using the KoBo Collect App on smartphones or Enketo web platform and subsequently uploaded to the IMPACT KoBo server. The assessment team will download and check submissions to

<sup>2</sup> OCHA, '[Humanitarian Update Syrian Arab Republic - Issue 08 | 28 January 2020](#),' 28 January 2020

<sup>3</sup> The New York Times, '[Syrian Troops Enter Key Rebel-Held Town Amid Airstrikes](#),' 28 January 2020

have been submitted for each location, before checking for any internal inconsistencies, outliers, data entry errors, or discrepancies in line with IMPACT's data cleaning minimum standards checklist. Automated checks are used where possible to ensure consistency and timely data processing. Any issues are followed up with enumerators and, where possible, KIs. Corrections based on responses from enumerators are cleaned by REACH assessment officers, with follow-up and cleaning logs maintained in password-protected files alongside all raw data and cleaning sheets. Once all steps have been completed for data cleaning and checking, with no follow-up remaining, the REACH assessment and project teams will check through cleaning sheets and final data sets for any inconsistencies.

Once the cleaning process has been finalised, the REACH Assessment Manager and IMPACT Data Unit in Geneva will review data sets internally before these are shared. Analysis will comprise of pivot tables displaying the most common intended destinations as cited by KIs. This analysis will then be presented in a dataset as well as a factsheet that may also contain geographic representations of the data made using ArcPro. Lastly, the collected data will be anonymized to create a dataset that can be easily used by other partners.

### 3. Roles and responsibilities

Table 2: Description of roles and responsibilities

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

**Responsible:** the person(s) who executes the task

**Accountable:** the person who validates the completion of the task and is accountable of the final output or milestone

**Consulted:** the person(s) who must be consulted when the task is implemented

**Informed:** the person(s) who need to be informed when the task is completed

## 4. Data Analysis Plan

Research questions	IN #	Data collection method	Indicator / Variable	Questionnaire Question	Questionnaire Responses	Data collection level
N/A	A.1.1.	KI Interview	Basic information	Enumerator code	Enter number	KI
	A.1.3.	KI Interview	Basic information	Who is the person answering the following questions?	CCCM Member Staff; Document Office/Registration Focal Point; civil Society Groups; Local Charities; Local Relief Committees; NGOs; IDP Community Leaders (elders); IDP Community Leaders (religious); Resident/Pre-conflict population community leaders (Mukhtar); Teacher; Local Council; Other	KI
	A.1.3.	KI Interview	Basic information	Select date	Selection	KI
	A.1.4.	KI Interview	Basic information	Select governorate	Selection	KI
	A.1.5.	KI Interview	Basic information	Select district	Selection	KI
	A.1.6.	KI Interview	Basic information	Select sub-district	Selection	KI
	A.1.7	KI Interview	Basic information	Select community	Selection	KI
Given the current situation and potential conflict escalation, approximately what percentage of the population can be expected to leave communities in Western Aleppo next week?	B.1.1	KI Interview	Percentage of population planning to depart	Given the current situation, approximately what percentage of the population do you expect to leave within the next week?	% population	KI
Where do potential IDP and resident departures intend to go to?	C.1.2	KI Interview	Intended destination	In case they intend to go to, what is the most commonly preferred sub-district of destination?	Selection	KI

What proportion of departures intend to go to IDP camps and what proportion intend to go to host communities?	<b>D.1.3</b>	KI Interview	Select whether departures are intending to go to camps, communities or not sure	What is the proportion of departures who are intending to go to IDP camps and what proportion intend to go to host communities?	Selection	KI
What proportion of departures intend to go to IDP camps and what proportion intend to go to host communities?	<b>D.1.3</b>	KI Interview	Insert the percentage of the population going to camps and communities.	What is the proportion of departures who are intending to go to IDP camps and what proportion intend to go to host communities?	% of population going to camps	KI