Research Terms of Reference

BGD1703: UNHCR Rohingya Refugees Site Profile
Bangladesh

December, 2017
Version 1

REACH Informing more effective humanitarian action

1. Summary

Country of intervention	*Bangladesh*				
Type of Emergency		Natural disaster	X	Conflict	Emergency
Type of Crisis	X	Sudden onset		Slow onset	Protracted
Mandating Body/ Agency	*UNHCR*				
Project Code	-				
REACH Pillar	X	Planning in Emergencies	X	Displacement	Building Community Resilience
Research Timeframe	October-December 2017				
General Objective	To support evidence-based and targeted planning through providing detailed information on selected sites, as well as on the demographic characteristics, intentions, needs and vulnerabilities of Rohingya refugee families living in these sites.				
Specific Objective(s)	1. To identify cross-sectoral needs and vulnerabilities of Rohingya refugees at family-level and the progress towards the attainment of minimum humanitarian standards over time. 2. To provide up-to-date information on service provision in all sites. 3. To map key characteristics of sites				
Research Questions	1. What are the (priority) needs and vulnerabilities of Rohingya refugee families with regards to Education, Food Security, Health, Nutrition, Shelter/NFI, WASH and Security and how do these change over time? 2. To what extent are minimum humanitarian standards met? 3. To which services do Rohingya refugee families have access and which service gaps do exist? 4. What are the key characteristics (e.g. size, number of shelters, roads and facilities) of the sites?				
Research Type	X	Quantitative		Qualitative	Mixed methods
Geographic Coverage	The following sites in Ukhia region (Cox's Bazar District) will be covered in rounds 1 and 2: 1. Kutupalong RC 2. Kutupalong MS 3. Zones AA, BB, CC, DD, EE, FF,GG, JJ, NN, OO, PP, TT 4. Nayapara 5. Balukhali MS 6. Thangkhali 7. Jamtoli 8. Unchiprang 9. Chakmarkul				

	In subsequent rounds, coverage will be expanded with the goal of covering all sites using ISCG boundaries.
Target Population(s)	Rohingya families living in the selected sites, and selected based on family counting data Sites have been selected for assessment by the UNHCR in consultation with REACH.
Data Sources	**Secondary Data** • UNHCR Family Count dataset • IOM Needs and Population Monitoring (NPM) data • REACH Shelter and Infrastructure Mapping data **Primary Data** • Family-level survey
Expected Outputs	The Rapid Site Profiling assessment will consist of 2 rounds of data-collection. For each round the following outputs will be produced: • 1 dataset per covered site • 1 compiled, anonymized dataset (public) • 1 site profile factsheets per covered site, consolidated with the NPM report
Key Resources	1 Country Focal Point 1 Assessment Officer / Field Coordinator 1 GIS Officer 3 Enumerator Team Leaders

Humanitarian Milestones	**Milestone**		**Timeframe**
	x	Sector plan/strategy	
	x	Inter-sector plan/strategy	
	x	Donor plan/strategy	
	x	NGO plan/strategy	
		Other	

Audience			
	Audience type		**Specific actors**
	x	Operational	*ISCG, Site Management Sector, WASH Sector, Shelter Sector, Protection Sector, UNHCR*
	x	Programmatic	*ISCG, Site Management Sector, WASH Sector, Shelter Sector, Protection Sector, UNHCR*
		Strategic	
		Other	

Access		

	x	Public (available on REACH research centre and other humanitarian platforms)
		Applies to:
		   - Factsheets
		   - Dataset of analysed indicators

		Restricted (Shared with UNHCR. Bilateral dissemination only if access granted by UNHCR and REACH. No sharing on REACH Resource Centre or other platforms) Applies to - Household-level survey data
		Other (please specify)

Visibility	Both UNHCR and REACH logos should be included in the produced site profile factsheets. The site profile factsheets will be produced In coordination with NPM, UNHCR and REACH .
Dissemination	For all the Site Profiling outputs:

- Direct circulation through site managers, as well as online dissemination through Site Management existing dissemination channels
- Direct circulation to NGO, INGO, UN, donor and stakeholder partners through the REACH Bangladesh mailing list
- Uploaded on HRP and ReliefWeb websites and REACH/IMPACT websites and social media accounts.
- Hard copies shared at working group and cluster meetings
- Through sector-level presentations of final products, as well as email dissemination to Site Management and further Sector focal points

2. Background & Rationale

As of 22 November 2017, an estimated 622,000 Rohingya refugees fled from Myanmar into Cox's Bazar, Bangladesh, increasing the total number of Rohingya refugees to 835,000. The current influx started on 25 August 2017 and was triggered by security operations from the Myanmar Army in northern Rakhine state. The newly arrived refugees are primarily living in spontaneous settlements and are depending on humanitarian assistance, including shelter, food, clean water and sanitation. Due to the massive influx, which occurred over a short period of time, existing basic services are overstretched. Hence, the humanitarian community and the Bangladesh government are scaling up operations in order to respond to the growing needs of the Rohingya refugees.

In order to effectively and efficiently respond to the Rohingya refugee crisis, the humanitarian community and Bangladesh government require detailed and up-to-date information about the needs and vulnerabilities of Rohingya refugees. However, due to the quickly-emerging influx of refugees and the high fluidity of population movements, this information is only scarcely available. UNHCR in partnership with REACH is initiating a rapid Site Profiling assessment, in order to identify needs and vulnerabilities of Rohingya families living in selected sites, as well as to map key infrastructure and service provision within these sites. The assessment will make use and build upon information-gathering activities that have already been conducted, such as the UNHCR family count exercise, and will consist of two rounds of data collection in order to monitor changes in conditions over time. REACH has extensive experience in facilitating and conducting rapid assessments and mapping activities in refugee environments. It furthermore has in-country capacity and is therefore perfectly placed to conduct this assessment.

3. Research Objectives

General objective: To support evidence-based and targeted planning through providing detailed information on sites that are being managed by UNHCR, as well as on the characteristics, intentions, needs and vulnerabilities of Rohingya refugees living in these sites.

Specific objectives:

- To identify cross-sectoral needs and vulnerabilities of Rohingya refugees at family-level and the progress towards the attainment of minimum humanitarian standards over time;
- To provide up-to-date information on service provision in sites managed by UNHCR;
- To map key characteristics of sites that are managed by UNHCR.

4. Research Questions

- What are the (priority) needs and vulnerabilities of Rohingya refugees with regards to Education, Food Security, Health, Nutrition, Shelter/NFI, WASH, Safety and Security and how do these change over time?
- To what extent are minimum humanitarian standards met?
- To which services do Rohingya refugees have access and which service gaps do exist?
- What are the key characteristics (e.g. size, number of shelters, roads and facilities) of the sites?

5. Methodology

5.1. Methodology overview

In order to answer the above-mentioned research questions REACH will collect primary data about Rohingya families, complemented by a secondary data review. Two rounds of family-level surveys will be conducted to collect information on refugee needs, vulnerabilities, demographics, movement intentions and service provision which is representative at site-level. The questionnaire for this survey was developed in collaboration with key humanitarian actors (ISCG, IOM, UNHCR and the Site Management, WASH, Protection and Shelter sectors). The simple random sampling for this survey is informed by the UNHCR Family Count dataset. In addition, this research will make use of secondary data in order obtain information about site characteristics needed for the profiling, as well as to triangulate the collected data on families within UNHCR-administered sites.

5.2. Population of interest

Rohingya families living in selected refugee sites, which are zones AA to GG, zone JJ, zone NN, zone OO, zone PP, zone TT, Nayapara, Balukhali MS, Thangkhali, Jamtoli, Unchiprang, Chakmarkul, Kutupalong MS, Kutupalong RC (Ukhia Region, Cox's Bayar District, Bangladesh).

5.3. Secondary data review

Available secondary data, such as the recent census family counting exercise conducted by UNHCR will be used to inform the research design and sampling of households assessed during the survey. Information about specific site characteristics will be acquired through existing datasets, such as REACH Infrastructure and Shelter Mapping and IOM Needs and Population Monitoring (NPM) datasets.

In addition to this, prior to, throughout and after data collection, assessment teams will continue to monitor secondary data to inform the design and content of the questionnaires; inform the sampling; and to ensure contextualization and triangulation of findings for the final outputs.

5.4. Primary Data Collection

Method
In this assessment quantitative data on selected sites will be collected through a family-level survey. Three teams (consisting of nine enumerators and one team leader) will conduct two rounds of data collection in November and December 2017 in order to identify changes over time. During each day of data collection, the enumerator teams will cover one site. Data will be collected by making use of questionnaires on Open Data Kit (Kobo Toolbox), which will be merged, cleaned and uploaded to the UNHCR server on a daily basis.

Sampling
This assessment will use simple random sampling for each of the sites. The sampling frame consists of the census family count which was conducted in October 2017 by UNHCR.[1] The sample will be representative at site-level and will be generated with 95% confidence level and 10% margin of error. In order to assure that the minimum target number of samples is being met for the desired level of precision, a 20% buffer was added to the target sample size.

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[1] UNHCR defined 'family' as the nuclear family.

Table 1: UNHCR/REACH Family Assessment Sample Strategy[2]

Site	Pop size[3]	Required sample (N)	20% buffer to N	Total sample collection size
GG	2985	93	19	112
FF	5431	94	19	113
BB	4748	94	19	113
CC	6275	95	19	114
DD	6502	95	19	114
EE	6599	95	19	114
OO	1996	92	18	110
PP	1782	91	18	109
Nayapara	1803	91	18	109
AA	1274	89	18	107
JJ	5414	94	19	113
Balukhali MS	4221	94	19	113
Thangkhali	8002	95	19	114
Jamtoli	9483	95	19	114
TT	4073	94	19	113
NN	7049	95	19	114
Unchiprang	4259	94	19	113
Chakmarkul	2094	92	18	110
Kutupalong MS	13515	95	19	114
Total	**97505**	**1777**	**356**	**2133**

The UNHCR family count dataset contains GPS points and unique family codes for each family. Using a random number generator, family GPS points were randomly selected for a minimum of 107-114 families per site (number depending on the population size of the site, see Table 1). Enumerators will locate these randomly selected family GPS points, which can be identified through their unique family code. When enumerators cannot identify the randomly assigned family they are supposed to assess, or are not given permission to assess this family, they are required to assess an alternative family. The enumerators are provided with a number of alternative families within a 20-meter radius of the original family, limited by Thiessen polygons and instructed to assess the nearest alternative family. Each enumerator aims to cover a target number of families (usually 4-5) each day, using a smartphone with original and alternative sample family GPS-points. The enumerators can navigate to these GPS-points by making use of the Maps.me application.

Tools

For this assessment a questionnaire was developed in collaboration with key humanitarian actors (ISCG, NPM, Site Management and other sector leads). The final questionnaire was validated and agreed by UNHCR. The questionnaire and the indicators connected to the questions can be found in Annex C.

Debriefing of enumerator process

After each day of data collection, data is cleaned during the evening in order to see if the enumerators made any mistakes. When mistakes are being made, enumerators are informed the next morning and instructed on how to avoid making this mistake in the future in order to achieve the highest quality in data collection.

5.5. Data Analysis Plan

Every day, at the end of data collection, the surveys are uploaded on the UNHCR Kobo-server and downloaded in .xls format as one dataset for a specific site. This dataset is cleaned during the evening, logging deleted entries and observations, and shared with UNHCR after completion. At the end of each data collection round, household-level data shared only with UNHCR.

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[2] Based on UNHCR Family Count Masterlist dataset (137 out of 113,246 surveys for which GPS longitude/latitude was blank have been deleted, further, 61 surveys for which Family Code was blank deleted).

[3] Pop size = total # of families in site/zone

The data is analysed both on a rolling basis during data collection and at the conclusion of each round of the assessment. The findings are compared to relevant secondary data and to field observations in order to ensure the validity of both the tool and analysis. The final analysed dataset is reviewed by REACH HQ before being shared or used in any published products. The detailed data analysis plan can be found in Annex A.

6. Product Typology

Table 2: Type and number of products required

Type of Product	Number of Product(s)	Additional information
Datasets	20	One aggregated dataset per zone per round + one combined and cleaned masterlist of all zones
Site Profile Factsheet	18	One factsheet per zone per round

7. Management arrangements and work plan

7.1. Roles and Responsibilities, Organogram

Table 3: Description of roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed
Identifying Sampling Framework	Assessment Officer	Country Focal Point	GIS Officer	Cluster Coordinator/UNHCR Focal point
Supervising enumerators in the field	REACH Team leader	Country Focal Point	GIS Officer	Assessment Manager/UNHCR Focal point
Daily cleaning and Delivery of Dataset	Assessment Officer	Country Focal Point	GIS Officer	Cluster Coordinator/UNHCR Focal point
Finalising the outputs	Assessment Officer	Country Focal Point	GIS Officer	Assessment Manager/UNHCR Focal point
Outputs Dissemination	Assessment Officer	Country Focal Point	GIS Officer	Cluster Coordinator/UNHCR Focal point

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

Accountable: *the person who validate 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*

7.2. Resources: HR, Logistic and Financial

In terms of resources mobilisation:

- Enumerators will be hired on temporary weekly contracts, fitting with data collection timelines
- Data collection tools, such as smartphones, have already been purchased

7.3. Work plan

The general assessment cycle is 9 weeks long and runs on approximately the following schedule:

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9
ToR validation	█								
Tool development	█	█							
Data Collection Training		█							
Pilot		█							
Data collection round 1			█	█					
Data merging / analysis round 1				█	█				
Product Development round 1					█				
Dissemination round 1					█				
Data collection round 2						█	█		
Data merging / analysis round 2								█	
Product Development round 2								█	█
Dissemination round 2									█
Evaluation									█

8. Risks & Assumptions

Table 4: List of risks and mitigating action

Risk	*Mitigation Measure*
Disclosure of sensitive personal information of respondents	Share household-level data only with UNHCR
Breaching of participants' rights	Training of enumerators concerning the respect of protection needs
Enumerators are not able to assess randomly assigned family (because interviewees are not willing to participate or cannot be located)	Provide alternative families in close proximity to original randomly selected family

9. Monitoring and Evaluation

IMPACT Objective	External M&E Indicator	Internal M&E Indicator	Methodology	Focal point	Tool	Research-specific information
Humanitarian stakeholders are accessing IMPACT products	Number of humanitarian organizations accessing IMPACT services/products Number of individuals accessing IMPACT services/products	# of downloads of x product from Resource Center	User monitoring	Country request to HQ	User_log	Y
		# of downloads of x product from Relief Web		Country request to HQ		Y
		# of downloads of x product from Country level platforms		Country team		Y
		# of page clicks on x product from REACH global newsletter		Country request to HQ		Y
		# of page clicks on x product from country newsletter, SendinBlue, bit.ly		Country team		Y
		# of visits to x webmap/x dashboard		Country request to HQ		N/A
IMPACT activities contribute to better program implementation and coordination of the humanitarian response	Number of humanitarian organizations utilizing IMPACT services/products	# references in HPC documents (HNO, SRP, Flash appeals, Cluster/sector strategies)	Reference monitoring	Country team	Reference_log	
		# references in single agency documents				
Humanitarian stakeholders are using IMPACT products	Humanitarian actors use IMPACT evidence/products as a basis for decision making, aid planning and delivery Number of humanitarian documents (HNO, HRP, cluster/agency strategic plans, etc.) directly informed by IMPACT products	Perceived relevance of IMPACT country-programs	Usage M&E	Country team	Usage_Feedback *and* Usage_Survey templaye	
		Perceived usefulness and influence of IMPACT outputs				
		Recommendations to strengthen IMPACT programs				
		Perceived capacity of IMPACT staff				
		Perceived quality of outputs/programs				
		Recommendations to strengthen IMPACT programs				
Humanitarian stakeholders are engaged in IMPACT programs throughout the research cycle	Number and/or percentage of humanitarian organizations directly contributing to IMPACT programs *(providing resources, participating to presentations, etc.)*	# of organizations providing resources (i.e. staff, vehicles, meeting space, budget, etc.) for activity implementation	Engagement Monitoring	Country team	Engagement_log	
		# of organizations/clusters inputting in research design and joint analysis				
		# of organizations/clusters attending briefings on findings;				

10. Documentation Plan

Documents that should be archived at the end of the research:

- Raw and clean data, data cleaning log, sampling overview
- Questionnaire Tool
- Indicator List
- Terms of Reference
- Site Profile Factsheets

11. Annexes

A. Data Analysis Plan
B. Data Management Plan
C. Questionnaire(s) / Tool(s)

Annex A: Data Analysis Framework

Data cleaning

Data will be downloaded from the UNHCR Kobo server and cleaned by the REACH Assessment team on a daily basis. The raw data, cleaned data and cleaning logs will be shared with UNHCR immediately.

During data cleaning, assessment officers will look for outliers, abnormalities and logical inconsistencies, including:

- Mismatch between scanned and entered barcodes in cases where a scanned barcode was available.
- Number of children being higher than or equal to the number of individuals in the household.
- Logical mismatch between gender of respondent and relation to head of household (for example, if the respondent is male he cannot be the sister of the head of household).
- Other logical mismatches, such as a private household latrine being overcrowded.

Based on data cleaning, the assessment team will carry out continuous training of enumerators during daily team briefings and ad-hoc training sessions.

Analysis tools

Analysis of indicators will be carried out using statistical software such as NumPy and Microsoft Excel.

Indicators

The following indicators will be analysed based on data collected in this assessment:

Topic	Section	Question #	Indicator/info
Population Characteristics	Demographics	1.1	% of families by gender of head of household
		1.2	% of families with infant less than 6 month old
	Displacement Patterns	2.1	Date of arrival in Bangladesh
		2.2	Time of arrival at the shelter after arrival in Bangladesh
	Intentions	2.3	% of families by intention to stay in current shelter in months
		2.4	% of families per reason for movement from current location
Sector indicators	WASH	3.1	% of families by main source of water for the family (incl. % families collecting water from protected/treated sources)
		3.2	Top 3 use of water in household
		3.3 / 3.4	Average # of litres of water available per person per day
		3.5	% families treating drinking water before use
		3.6	% families by used method of household water treatment
		3.7	% families by usual defecation method
		3.8	Problems identified with latrines
		3.9	% households with access to soap
		4	% households with designated bathing facility
Site Characteristics	Shelter	4.1	% families by type of shelter wall material
		4.2	% families by type of shelter roofing material
Sector indicators	NFI	4.3	% of families paying rent
		4.4	% of families received NFI kits
		4.5	% of families per main source of fuel
		4.6	% of families per cooking method (communal, in house, outside etc.)
Priority Needs	Shelter/NFI	4.7	Three shelter/NFI interventions most urgently required
Sector indicators	Shelter/Protection	5.1	% of families with a shelter lockable from the inside

		5.2	% of families sharing their shelter with another household
Primary Safety and Security Concerns	Protection	5.3	% of families per type of documentation from Myanmar carried
		5.4	Top 3 safety and security concerns
Priority Needs		5.5	Three interventions most urgently required to improve sense of safety and security
Sector indicators	Food	61./6.2	% of families accessed food assistance in the past month, by provider
	Nutrition	6.3	% families who received BMS/infant formula/baby bottles
		6.5	% of children under 5 years old (6 – 59 months) who have received the Blanket supplementary food ration in the last month (show the super cereal++ bag).
	Education	7	% of boys / girls aged 6-14 attending primary learning centre (3-6 days/week) per type of centre
	CWC	8.1	Level of understanding of Burmese
		8.2	% of families which use mobile phones, by country of SIM
		8.3	% of families owning functioning cell phones, including number of cell phones
	Multi-sector	9.1	Top 3 expenditure priorities (if you would receive some money, how would you spend it?)
Priority Needs		9.2-9.4	Top 3 priority needs
	Food	9.5	% of families with food access as first priority need, by most common coping strategy
	Livelihoods	9.6	% of families with income access as first priority need, by most common coping strategy
	Health	9.7	% of families with health access as first priority need, by most common coping strategy
Meta-Data	Meta-Data	N/A	Data collection date

Annex B: Data Management Plan

Administrative Data	
Project Name	UNHCR Rohingya Refugees Site Profile
Project Code	70iAFP 2H1
Donor	UNHCR
Project partners	UNHCR
Project Description	This project aims to support evidence-based and targeted planning through providing detailed information on sites, as well as on the demographic characteristics, intentions, needs and vulnerabilities of Rohingya refugee families living in these sites. It will achieve this aim through analysing the data that was obtained in a family-level survey in sites, supplemented with secondary data which is already available.
Project Data Contacts	Thomas Stork (thomas.stork@reach-initiative.org)
DMP Version	1.0
Related Policies	n/a
Data Collection	
What data will you collect or create?	This research contains two stages of data collection: 1. Secondary data review: REACH will request to use all relevant currently available data sources to identify site characteristics 2. Primary data collection: Primary data will be collected by REACH data collectors through family-level surveys. The primary data will be collected using ODK forms and the processed data will be shared with all stakeholders.
How will the data be collected or created?	REACH will deploy data collection teams to selected sites. Data will be sent to the UNHCR ODK-based server. The REACH assessment officer will review and clean incoming data for potential errors on a daily basis; check and verify any possible corrections with the data collection teams. A cleaned dataset will be shared with UNHCR before 9 AM each day following data collection. At the conclusion of data collection, datasets for all assessed zones are analyzed and findings are compiled into a single output dataset to be used in factsheet creation.
Documentation and Metadata	
What documentation and metadata will accompany the data?	For better understanding and reuse of this assessment result as secondary data by stakeholders, REACH will produce a package of data, which contains cleaned databases and sets of site profile factsheets. REACH will also add meta-data in the data-set of this assessment which contain: 1. Methodology of the assessment 2. Limitations of the methodology 3. Year of the survey 4. Geographical coverage of the survey 5. Tag of sectors/thematic covered by the assessment 6. Description of any composite variables created 7. Data cleaning log.
Ethics and Legal Compliance	
How will you manage any ethical issues? Note: Informed consent, anonymization, striking records, aggregation…	In accordance with the Code of Ethics and Conduct, REACH will ensure that every person from whom data is gathered for the purposes of research consents freely to the process on the basis of adequate information. They will also be able, during the data gathering phase, to withdraw freely or modify their consent and to ask for the destruction of all or part of the data that they have contributed. Throughout training of assessment teams, it will be emphasized that participants are not obliged to provide information they feel poses a risk to their well-being or if they feel this may cause a threat to their personal safety. Through constant feedback, such instances are reported to inform continuous improvements to training. Personal

identifiable information will not be publicly disseminated to minimize/eliminate protection concerns for the assessed population. All data will be aggregated to a location and no family identifiers will be publicly visible from the reports and maps. If agencies request the raw data containing family identifiers, then the sensitive name/contact details will be removed and replaced with a unique key so that the identifier information can be re-connected at a later date, based on protection standards. If there is a further request for the names, REACH will contact UNHCR (or in the case of secondary data, the discloser of this data) to examine whether the requesting agency can receive the identifier data or not, and if so, under which conditions.

REACH will not collect personally identifiable data. REACH will include a request for consent within assessments to share family level information collected, which will only occur under the following circumstances:

- For REACH internal use for the purposes of data management (i.e. avoiding duplicate data collection)

- With donor / partner organization where data-sharing agreement exists, and only for humanitarian purposes

- With partner organization and/ or agency where specific and urgent need occurs, for example urgent medical needs or for other referral mechanism.

- With the owner (i.e. the assessed party) of the information if requested.

REACH will work closely with relevant sectors to ensure assessment methodologies, indicators and analysis is sensitive to gender concerns and wider protection issues.

How will you manage copyright and Intellectual Property Rights (IPR) issues? Note: Suggested open data license on HDX…	The dataset aggregated at the site-level will be uploaded on the OCHA HDX web portal under open data license. Any anonymized secondary data that is incorporated in datasets uploaded on the OCHA HDX web portal will be fully referenced acknowledging the original data source.
Storage and Backup	
How will the data be stored and backed up during the research? Note: Country-level storage, global cloud with Geneva backup REACH file folder structure ODK server	Primary data collected on smartphones is uploaded to the UNHCR ODK server on a daily basis. In addition, both raw and clean datasets are uploaded to the REACH Bangladesh subsection of the REACH MENA Dropbox on a daily basis. Each individual cleaned dataset will also be sent to the UNHCR project focal point immediately following completion.
How will you manage access and security? Note: Password protection, limited access, collaborator	The Family Count dataset provided by the UNHCR will not be shared or stored on any online platform. The dataset will not be shared with any partners, agencies or individuals outside REACH and each REACH staff member with access to the dataset will be clearly briefed on the sensitivity of this data. Finally, computers with this database are required to be password protected, such that

access (ONA), KOBO security features/encryption	files cannot be accessed by outsiders if the machine is lost or stolen. Access to IMPACT's in-house server is restricted to IMPACT staff only. Both the server and Dropbox are password protected, and Dropbox encrypts all files using 256-bit Advanced Encryption Standard (AES). Physical access to offices in which data are stored is secured, and requires key to enter.
Selection and Preservation	
Which data should be retained, shared, and/or preserved? Note: What to do with raw data set with sensitive fields?	The original data, both in raw and clean versions, should be preserved on the REACH MENA Dropbox along with a detailed cleaning log. An aggregated version of the final dataset will be shared on the REACH Resource Centre and HDX, following removal of the family code, scanned family barcode and geolocation columns. Before sharing, the data must be validated by IMPACT HQ in Geneva to ensure that it has been correctly anonymized.
What is the long-term preservation plan for the dataset?	The dataset will be stored in the Bangladesh folder of the REACH MENA Dropbox.
Data Sharing	
How will you share the data? Note: If able to share (decision rests with owner) REACH will share on the RC and HDX, owner must specify license type	An aggregated version of the dataset will be shared on HXD.
Are any restrictions on data sharing required? Note: Ultimately the decision of the data owner	No personal data, including family codes, scanned family barcodes and geolocations will be shared outside of REACH and the UNHCR.
Responsibilities	
Who will be responsible for data management?	Responsibility for data management lies with the Country Focal Point

Adapted from:

DCC. (2013). Checklist for a Data Management Plan. v.4.0. Edinburgh: Digital Curation Centre. Available online: http://www.dcc.ac.uk/resources/data-management-plans

Annex C: Questionnaire(s) / Tool(s)

Introduction: Hello my name is _____. I work for REACH. Together with UNHCR, we are currently conducting a survey to understand the needs of refugees from Myanmar. We would like to know more about the needs of your family and to what services you have access. We also may ask you a few questions about yourself personally. The survey usually takes between 30 and 45 minutes to complete. Any information that you provide will be kept anonymous. This is voluntary and you can choose not to answer any or all of the questions if you want; you may also choose to quit at any point. However, we hope that you will participate since your views are important. Participation in the survey does not have any impact on whether you or your family receive assistance. Do you have any questions? May I begin now?

Enter Enumerator ID Number

Scan bar code from family tag

Enter site + zone

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*Enumerator guidance: Unless otherwise indicated, only one response can be given. Response options **should not be read out loud**, unless otherwise indicated.*

1. Demographics

1.1 What is the gender of the head of the family?

A Male	B Female

1.2 Does this family have infants under 6 months old?

A Yes	B No
C I don't know	D I don't want to answer
E Other (specify)	

2. Displacement and Intentions

2.1 Which month and year did you (head of family) arrive in Bangladesh?
    Kobo drop-down list, select month + year

2.2 Which month and year did you (head of family) arrive in the current location? *Location defined as shelter family is currently residing in)*
    Kobo drop-down list, select month + year

2.3 Do you and your family intend to leave this shelter in the near future? *This question only refers to movement from shelter not necessarily this site/zone/camp*

A No – we intend to stay	B Yes – within the next month
C Yes – within the next 2 months	D Yes – after more than 2 months
E I don't know	F I don't want to answer
G Other (specify)	

2.4 What is the primary reason for planning to leave this shelter? (skip logic, only appears if 2.3B/C/D selected)

A Reunification with family/relatives	B Shelter is in poor condition
C Current location is not safe	D Access to basic services / food is perceived to be better elsewhere
E The family doesn't feel welcome in current location /	G The family was asked to re-settle elsewhere
F I don't know	H I don't want to answer
I Other (specify)	

2.5 Where do you and your family intend to leave to in the near future? (skip logic, only appears if 2.3B/C/D selected) **Do not read out response options**.

A To another shelter within the current zone/settlement/camp	B To another zone/settlement/camp in Cox's Bazar District
C To another town in Bangladesh outside of Cox's Bazar District	D To another country
E Return to Myanmar	F I don't know
G I don't want to answer	H Other (specify)

3. WASH

3.1 What is the main source of drinking water for your family?

A Piped water into shelter	B Piped water into settlement site / public tap / standpipe
C Tubewell/borehole	D Protected dug well
E Unprotected dug well	F Protected spring
G Unprotected spring	H Rainwater collection
I Bottled water	K Cart with small tank / drum
K Tanker truck	L surface water (river, dam, lake, pond, stream canal, irrigation cannels)
M I don't know	N I don't want to answer
O Other (specify)	P

3.2 How many containers does your family have to collect and store potable water?
Enter _____ # of containers in Kobo

3.3 Record details of containers one by one in the following table:

Container #	3.1 Volume of the container (in litres)	3.2 how many times did you fill this container yesterday	3.3 *Protected: The container needs to be covered	3.4 Volume* # of times container was filled

		3.5 TOTAL LITRES AVAILABLE FOR THE FAMILY		

Enter the total number of litres: A= _____ litres   B= # of_____ members in the family

3.4 Do you treat your water before drinking it?

A Yes	B No
C Sometimes	D I don't know
E	O Other(specify)

3.5 How do you usually treat your drinking water? **Select all that apply.** (skip logic, only appears if 3.4A or C selected)

A Boiling	B Disinfection (Aquatabs / PUR / Tabs10s / etc)
C Cloth filters	D Household filters
E Leave bottled water in the sun /solar disinfection	F Other (specify)
G I don't know	H I don't want to answer

☐ Tick if you saw at least one of the treatment materials in the household

3.6 Where do you and your household members usually go to defecate? (*Check one*)

A Household latrine	B Shared household/ family latrine
C Communal latrine	D Open defecation
E Plastic bag	F Bucket toilet
G I don't know	H I don't want to answer
I Other (specify)	

3.7 What is/are the problem(s) related to the latrine if any? Select all that respondent mentions but do not read out options. (skip logic, only appears if 3.6.A;B or C selected)

A There is not enough facilities/too crowded	B Absence/insufficiency of water
C Latrines are unclean/unhygienic	D Lack of privacy/no separation between men and women
E It is not safe (no door, no lock, etc)	F Toilet is full
G No problems with latrines	H Other (specify)
I I don't know	J don't want to answer

3.8 Do you have soap in your household? (ask to see the soap)

A Yes (enumerator saw soap)	B. Yes (but enumerator did not see soap)

C No	D I dont know
E I don't know	F I don't want to answer

3.9 Please show me the facility where you and your family members bathe? Observe and check.

A Do not have a designated bathing facility	B. Have designated shower/bathing facility
C I don't want to show the facility	D Enumerator couldn't observe
E I don't know	F Other (specify)

4. Shelter / NFIs

4.1 Enumerator observation: What building material was used to construct the frame/ walls of the shelter the family currently lives in?

A Bamboo frame with external mud walls	B Bamboo frame with bamboo matting walls
C Bamboo frame with bamboo lattice walls covered in plastic sheeting	D Bamboo frame with combination of bamboo lattice walls and mud walls
E Bricks and cement	F I don't know
G I don't want to answer	H Other (specify)

4.2 Enumerator observation: What building material was used to construct the roof of the shelter you currently live in?

A Tarpaulin with plastic sheeting	B Bamboo
C Sheet metal / Corrugated galvanized iron (CGI)	D Bricks and cement
E I don't know	F I don't want to answer
H Other (specify)	

4.3. Does your family pay money to live in this shelter?

A Yes	B No
C I don't know	D I don't want to answer
E Other (specify)	

4.4 Has your family received a NFI kit since arriving to Bangladesh?

A Yes	B No
C I don't know	D I don't want to answer
E Other (specify)	

4.5 What is the main source of fuel your family uses for cooking?

A Firewood purchased	B Firewood self-collected
C Cooking gas cylinder	D Dried animal dung/manure
E I don't know	F I don't want to answer

H Other (specify)	

4.6 Where does your family cook?

A Inside the shelter	B In an open space outside the shelter (private)
C In a communal cooking facility	D We have not cooked food
E I don't know	F I don't want to answer
H Other (specify)	

4.7 What are the three most important modalities of assistance your family most urgently needs to address your shelter needs? (select top three)

A Provision of cash to pay rent	B Provision of cash to buy shelter materials
C Provision of training in shelter construction	D Labour or support to help construct shelter
E Labour or support to carry out shelter repairs	F Provision of shelter materials / tools
G NFIs	H Cooking items
I Clothing	J Fuel
K I don't know	L I don't want to answer
M Other (specify)	N

5 Protection

5.1 Does the shelter door have a lock for the shelter to be locked from the inside?

A Yes	B No
C I don't know	D I don't want to answer
E Other (specify)	

5.2 Is your family sharing this shelter with another family?

A Yes	B No
C I don't know	D I don't want to answer
E Other (specify)	

5.3 Does your family have documentation that shows your address in Myanmar?

A Yes	B No
C I don't know	D I don't want to answer
E Other (specify)	

5.4 What are the top three main safety and security concerns for your family? (select top three)

A Access to civil documentation	B Animal attacks
C Arbitrary detention/arrest	D Violence or being beaten at distribution sites
E Family separation	F Fear of children getting lost

G Fear of harassment (for girls)	H Human trafficking / Fear of kidnapping
I Fights between children	J Forced eviction/relocation
K Adults getting lost	L Lack of light
M Restrictions to freedom of movement	N SGBV related concerns
O Tensions between refugees	P Tensions with host communities
Q Theft	R Other (specify)
S Natural disaster	T I don't know
U I don't want to answer	V Other (specify)

5.5 What are the three most important interventions your family most urgently needs to improve your family's sense of safety and security? (select top three)

A Access to legal assistance	B Warning system for animal attacks or natural disaster
C. Increased presence of police or army	D Lights around critical infrastructure
D. Improved camp/site leadership	D Government permission to move around freely
E Family unification points	F Street signs
G Fencing of sites	H Locks in shelter
Other	I don't know
I don't want to answer this question	

6 Food and Nutrition

6.1 In the past month, has your family received any food assistance?

A Yes	B No
C I don't know	D I don't want to answer
E Other (specify)	

6.2 From whom did your family receive this food assistance? (Skip logic, only appears if 6.1A selected)

A WFP	B Bangladesh military
C. Private individuals/organisations	D Other food actors
E. I don't know	F I don't want to answer
G Other (specify)	

6.3 Has the family received a donation of BMS/ infant formula or baby bottles (BreastMilk Substitute)?

A Yes	B No
C I don't know	D I don't want to answer
E Other (specify)	

6.4 Does this family have children under 5 years old (6-59 months)?

A Yes	B No
C I don't know	D I don't want to answer
E Other (specify)	

6.5 Did these children (under 5 years) receive the blanket supplementary food ration in the last month? (skip logic, only appears if 6.4.A yes selected) *Enumerator: show the supercereal++ bag to parents.*

A Yes	B No
C I don't know	D I don't want to answer
E Other (specify)	

7   Education

7.1. Enter the number of girls aged between 6-14 years in the family:

Enter number in Kobo – if no girls between 6-14, enter 0

7.2 How many girls attended (3 out of 6 days) a primary learning center last week (either public/private/maddrasses)? (skip logic, only appears if 7.1 > 0 entered)

A Yes – all of the girls (if 7.1 = ≥1 girl)	B Yes but not all of the girls (if 7.1 > 1 girl)
C I don't know	D I don't want to answer
E Other (specify)	

7.3 How many girls went to what type of learning centre?? (skip logic, only appears if 7.1 > 0 entered + if 7.2A/B selected)

A Public primary school (free) – enter number in Kobo	B Private/paid primary school – enter number in Kobo
C Maddrasses – enter number in Kobo	D Other (specify)
E I don't know	F I don't want to answer
G Other (specify)	

7.4. Enter the number of boys aged between 6-14 years in the family:

Enter number in Kobo – if no boys between 6-14, enter 0

7.5 How many boys attended (3 out of 6 days) a primary learning center last week (either public/private/maddrasses)? (skip logic, only appears if 7.4 > 0 entered)

A Yes – all of the boys (if 7.4 = ≥1 boy)	B Yes but not all of the boys (if 7.4 > 1 boy)
C I don't know	D I don't want to answer
E Other (specify)	

7.6 How many boys went to what type of learning centre?? (skip logic, only appears if 7.4 > 0 entered + if 7.5A/B selected)

A Public primary school (free) – enter number in Kobo	B Private/paid primary school – enter number in Kobo

C Maddrasses – enter number in Kobo	D Other (specify)
E I don't know	F I don't want to answer
G Other (specify)	

8   CWC

8.1 What is your understanding of Burmese?

A I don't understand Burmese at all	B I speak but do not read or write Burmese
C I speak and read Burmese	D I don't know / I don't want to answer.
E Other	

8.2 Do you use a cell phone to communicate? (Select all that apply)

A Yes - with a Bangladesh SIM card	B Yes - with a Myanmar SIM card
C Yes - with no SIM card	D No
E I don't know / I don't want to answer	F Other (specify)

8.3. How many functioning cell phones does your family have?

Enter number in Kobo

9. Priority Needs and Coping

9.1 If you would receive some money, what would you spend it on? (Select top three)

A Food	B Shelter materials / upgrade
C Household/Cooking items	D Clothing
E Fuel	F Medical services and/or medicine
G Education materials / school fees	H To move somewhere else
I To repay debts / loans	J Paying for journey of family members left behind in Myanmar
K I don't know	L I don't want to answer
M Other (specify)	

9.2 What is your family's **first** priority need? (Ranking question)

A Access to food	B Shelter materials / upgrade
C Access to clean drinking water	D Access to safe and functional latrines
E Household/Cooking items	F Clothing
G Access to health services and/or medicine	H Access to education for children
I Safety and Security	J Civil Documentation

K Fuel	L Access to information
M Access to income generating activities / employment	N I don't know
O I don't want to answer	P Other (specify)

9.3 What is your family's **second** priority need? (Ranking question)

A Access to food	B Shelter materials / upgrade
C Access to clean drinking water	D Access to safe and functional latrines
E Household/Cooking items	F Clothing
G Access to health services and/or medicine	H Access to education for children
I Safety and Security	J Civil Documentation
K Fuel	L Access to information
M Access to income generating activities / employment	N I don't know
O I don't want to answer	P Other (specify)

9.4 What are your family's **third** priority need? (Ranking question)

A Access to food	B Shelter materials / upgrade
C Access to clean drinking water	D Access to safe and functional latrines
E Household/Cooking items	F Clothing
G Access to health services and/or medicine	H Access to education for children
I Safety and Security	J Civil Documentation
K Fuel	L Access to information
M Access to income generating activities / employment	N I don't know
O I don't want to answer	P Other (specify)

9.5 In the past seven days, which of the following food consumption (related to eating food) coping strategy has been used by the family to cope with a lack of food? Select one most commonly used. **Read out the response options to the respondent**. (skip logic, only appears if 9.2A selected)

A Rely on less preferred and less expensive food (i.e. cheaper, lower quality food)	B Borrow food or relied on help from relative(s) or friend(s), or seeking additional humanitarian assistance (excluding WFP food vouchers)
C Reduce number of meals eaten in a day	D Limit portion size at mealtime (different from above: i.e. less food per meal
E Restrict consumption by adults in order for small children to eat	F Spend entire days without eating
G I don't know / I don't want to answer	H Other (specify)

9.6 In the past seven days, which of the following livelihood based coping strategy has your family used to cope with lack of access to income to meet family needs? Select one most commonly used. **Read out the response options to the respondent**. (skip logic, only appears if 9.2M selected)

A Spent savings	B. Bought food on credit
C Sold household assets	D. Reduced essential non-food expenditures
E Sold productive assets (cattle etc.)	F Accepted high risk, socially degrading or exploitative temporary jobs
G Sent adult family members to beg	H Sent child household members to beg
I I don't know / I don't want to answer	J Other (specify)

9.7 In the past seven days, which of the following coping strategy has your family used to cope with lack of access to health services/ inability to finance health expenditures? Select one most commonly used. **Read out the response options to the respondent**. (skip logic, only appears if 9.2G selected)

A Rely on high-cost private clinics	B Use the health facilities of UN agencies/ NGOs/charitable organizations
C. Travel to other locations to seek medical attention	D Self-medicate
E. Avoid seeking medical attention altogether	F. Take out loan to cover medical expenses
G. Seek financial support from private donors/ organizations	H. Borrow money from family/friends/ neighbors
I Sell assets to meet healthcare expenses	J I don't know / I don't want to answer
K Other (specify)	

End: Thank respondents for his/her participation.