

# Research Terms of Reference

UN Women: Assessment on Women and Girls' Participation in the Agricultural Sector,  
Rural Institutions and Community Life  
Women in Agriculture Assessment, Jordan

February 2017  
[Updated May 2017]

**REACH** Informing  
more effective  
humanitarian action

## 1. Summary

<b>Country of intervention</b>	Jordan					
<b>Type of Emergency</b>		Natural disaster	<b>X</b>	<b>Conflict</b>		Emergency
<b>Type of Crisis</b>		Sudden onset		Slow onset	<b>X</b>	<b>Protracted</b>
<b>Mandating Body/ Agency</b>	UN Women					
<b>Project Code</b>	13iACX					
<b>REACH Pillar</b>		Planning in Emergencies		Displacement	<b>X</b>	<b>Building Community Resilience</b>
<b>Research Timeframe</b>	January- July 2017 (6 months) for entire project 7 weeks of active data collection (3 weeks Qualitative, 4 weeks Quantitative) <ul style="list-style-type: none"> <li>• 1 week KIs (Last week of February)</li> <li>• 2 weeks FGDs (Last 2 weeks of March)</li> <li>• 4 weeks Perception Survey (April 2<sup>nd</sup> week- May 1<sup>st</sup> week)</li> </ul>					
<b>General Objective</b>	Inform, through evidence-based recommendations, programming aimed at removing gendered barriers to rural women's participation in the agricultural sector and rural decision-making structures in Jordan					
<b>Specific Objective(s)</b>	1) Improve understanding of women's participation and leadership in rural and agricultural governance structures and community institutions 2) Improve understanding of roles and conditions of women and girls working in the agricultural sector 3) Identify challenges that inhibit women's equal participation and compensation in the agricultural sector					
<b>Research Questions</b>	Preliminary research questions: 1) What is the role of women and girls working in agriculture in Jordan? 2) What is the role played by women and girls in rural decision-making and governance structures? 3) What challenges, if any, inhibit women's equal participation and compensation in the agricultural sector?					
<b>Research Type</b>		Quantitative		Qualitative	<b>X</b>	<b>Mixed methods</b>
<b>Geographic Coverage</b>	Balqa, Irbid, Mafrqa, Karak governorates (aggregated into 3 agro-ecological zones)					
<b>Target Population(s)</b>	Rural women working in agriculture (Jordanian and non-Jordanian)					
<b>Data Sources</b>	<b>Secondary Data:</b> <ul style="list-style-type: none"> <li>• Existing research on women in agriculture (UN agency reports, reports from government agencies such as MOA, MOL, MOPIC, etc., reports from other relevant stakeholders programming in Jordan's agricultural sector)</li> </ul>					

	<ul style="list-style-type: none"> <li>Legal documents for existing policies and legislative framework for the agricultural sector in Jordan</li> </ul> <p><b>Primary Data:</b></p> <ul style="list-style-type: none"> <li>10-15 Key Informant Interviews at the national and community levels</li> <li>15 FGDs at the community level</li> <li>1,272 interviews (see Table 3 for details on sampling); sampled across three geographic zones and stratified by gender, nationality (Syrians, Jordanians)</li> </ul>	
<b>Expected Outputs</b>	1) Finalised work plan and timeline for deliverables 2) Literature review 3) Mapping of CBOs working in areas related to women's work in agriculture 4) 3 capacity-building training sessions for local CBOs on research design and methodology, data collection, and data analysis 5) Summary of preliminary findings 6) Cleaned dataset 7) Final assessment report on women's and girls' participation in the agricultural sector as well as in rural institutions and community life in Irbid, Mafrq, Karak and Balqa governorates	
<b>Key Resources</b>	Not Applicable	
<b>Humanitarian milestones</b>	Not Applicable	
	<b>Milestone</b>	<b>Timeframe</b>
	Cluster plan/strategy	
	Inter-cluster plan/strategy	
	Donor plan/strategy	
	NGO plan/strategy	
	X Other	Inform programming aimed at removing gendered barriers to rural women's participation in the agriculture sector and rural decision-making structures in Jordan
<b>Audience</b>		
	<b>Audience type</b>	<b>Specific actors</b>
	X Operational	UN Women
	X Programmatic	UN Women
	Strategic	
	X Other	As deemed necessary by UN Women
<b>Access</b>	X	Public (available on REACH research center and other humanitarian platforms)
		Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)
		Other
<b>Visibility</b>	UN Women, REACH	
<b>Dissemination</b>	To be finalised in consultation with UN Women	

## 2. Background & Rationale

Now in its fifth year, the Syrian crisis has led to the displacement of over 11.7 million people, of which approximately 650,000 are registered as refugees by UNHCR in Jordan. 78% of these refugees are estimated to be living in urban, peri-urban and rural host communities.<sup>1</sup> With the increase in population and subsequent strain on general infrastructure, pre-existing socio-economic vulnerabilities in Jordan have been further exacerbated. Pre-existing vulnerabilities within Jordan's socio-economic system include perceptions of limited access to public services or poor service quality; limited communication and engagement between citizens and local governments, including limited participation of women in the public sphere<sup>2</sup>; limited employment opportunities and prospects for youth<sup>3</sup>; and perceptions of uneven resource allocation between governorates.

During the 2015 Comprehensive Food Security Monitoring Exercise, it was found that 85% of Syrian refugee households living in host communities are either vulnerable to food insecurity or are food insecure.<sup>4</sup> This exercise also found that households are increasingly adopting unsustainable and risk-inducing coping strategies, including accepting high risk or illegal work, or even accepting lower wages and exploitative conditions.<sup>5</sup> As these pre-existing vulnerabilities and insecurities are further compounded, a widely acknowledged competition in the labor market between Jordanians and Syrian refugees has been highlighted by humanitarian actors, specifically in regards to the agricultural sector. As noted above, Syrian refugees are likely to accept employment without work permits, in exploitative conditions and for wages lower than the national minimum wage. Even for Jordanians, despite a decline in the agriculture sector's contribution to the Gross Domestic Product (GDP)—from 40% in the 1950s to less than 4% in 2011—the sector remains a critical form of employment for Jordan's poorest citizens, and approximately 25% of the population classified as 'poor' rely on agriculture as a primary means of livelihood.

Given that there are evident links between agriculture, food security and the rural economy, and with the consideration that 50.7% of the Syrian refugees registered with UNHCR in host communities are female, it has been identified that there are gendered barriers to rural women's participation in the agricultural sector, with additional barriers in rural institutions and community decision-making.<sup>6</sup> From a recent review on disaster risk reduction through strengthening resilience in livelihoods in the agriculture sector, it was highlighted that there are perceived cultural barriers to women's employment and overall lack of support, both in terms of material support (provision of financial support and/or equipment and inputs) and technical support (capacity building and vocational training programs).<sup>7</sup> While this barrier exists, there also exists an opportunity to leverage the agricultural platform in order to involve and support both men and women in meeting their livelihoods and food security need. As such, in order to remove gendered barriers and promote an inclusive rural economy that will, in turn, meet the livelihoods and food security needs of men and women, a better understanding of the existing gender barriers to rural women's participation in rural agriculture, institutions, and decision-making is required. Moreover, a further understanding should also be established on the challenges and opportunities presented to women, specifically women's development in and of the agricultural sector, in order to further review leadership roles and participation in local governance. From these understanding, this will then allow for evidence-based research that can advocate for the removal of existing gendered barriers and enable a more gender inclusive agricultural sector.

## 3. Research Objectives

**Goal:** Inform, through evidence-based recommendations, programming aimed at removing gendered barriers to rural women's participation in the agricultural sector in Jordan

- **Objective 1:** Improve understanding of women's participation and leadership in local governance structures and community institutions

<sup>1</sup> <http://data.unhcr.org/syrianrefugees/country.php?id=107> Accessed 19 February 2017

<sup>2</sup> See also: Dababneh, Abeer Bashier, 2012, Jordanian Women's Political Participation: Legislative Status and Structural Challenges, *European Journal of Social Sciences* 27(2), pp. 213-221; United Nations Development Programme (UNDP), Gender Equality and Women's Empowerment in Public Administration: Jordan Case Study, 2012; World Bank, Country Gender Assessment: Economic participation, agency and access to justice in Jordan, 2014.

<sup>3</sup> See also: International Labour Organisation (ILO), Labour market transitions of young women and men in Jordan, June 2014; World Bank data 2006-2014 (last accessed 18 January 2016)

<sup>4</sup> The World Food Programme (WFP) Comprehensive Food Security Monitoring Exercise: Syrian Refugees in Jordan 2015 Report, available: <http://reliefweb.int/sites/reliefweb.int/files/resources/cfsmereport1november2015.pdf>.

<sup>5</sup> The World Food Programme (WFP) Comprehensive Food Security Monitoring Exercise: Syrian Refugees in Jordan 2015 Report, available: <http://reliefweb.int/sites/reliefweb.int/files/resources/cfsmereport1november2015.pdf>.

<sup>6</sup> <http://data.unhcr.org/syrianrefugees/country.php?id=107>, accessed October 17, 2016.

<sup>7</sup> FAO, RFSAN, REACH; Disaster Risk Reduction Assessment: Understanding Livelihood Resilience in Jordan, November 2016

- **Objective 2:** Improve understanding of roles and conditions of women and girls working in the agricultural sector
- **Objective 3:** Identify challenges that inhibit women's equal participation & compensation in the agricultural sector

## 4. Research Questions

This research will be adopting a multi-stage approach where each phase of data collection will serve as a base to highlight recurring themes that can be further explored and narrowed down in subsequent data collection phases. As such, this research setup will require to sufficiently complete data analysis of each phase before initiating subsequent data collection phases.

Preliminary research questions are as follows:

1. What is the role of women and girls working in agriculture in Jordan?
2. What is the role played by women and girls in rural decision-making and governance structures?
3. What challenges, if any, inhibit women's equal participation and compensation in the agricultural sector?

## 5. Methodology

### 5.1. Methodology overview

In order to generate robust data that will achieve the above outlined objectives, REACH will pursue a mixed methodology approach comprising both qualitative and quantitative components. REACH will successively undertake the following activities to achieve the objectives and deliverables: 1) a secondary data review; 2) key informant interviews, which will inform the geographic zoning exercise to identify agricultural zones; 3) focus group discussions (FGDs); and 4) a quantitative perception survey, with all findings consolidated in 5) a final report on women's and girls' participation in the agricultural sector as well as in rural institutions and community life in Irbid, Mafrq, Karak and Balqa governorates. Each activity will build on the information obtained from the preceding activity.

### 5.2. Population of interest

The assessment is intended to cover those women working in the agriculture sector in Jordan in Balqa, Irbid, Mafrq and Karak governorates.

### 5.3. Secondary data review

Prior to primary data collection, REACH will conduct a literature review to build on relevant data already collected on women in agriculture. Subsequently, this will serve to identify themes which can be explored through qualitative and quantitative data collection and analysis. In particular, the aim of this secondary data review will be to identify potential roles of women and girls working in the agricultural sector as well as possible factors and conditions that reportedly affect women's and girls' participation in the agricultural sector. At the same time, this literature review will serve to provide an overview of the current legislative framework in the agricultural sector in Jordan.

In order to collect this information, the review will include literature such as annual reports and host community reports of UN agencies and other relevant stakeholders programming in the agricultural sector in Jordan, as well as legal documents delineating the legal framework of Jordan's agricultural sector. The literature review will also include past research conducted by REACH on relevant subjects such as a 2016 assessment on women's livelihoods,<sup>8</sup> a 2016 assessment on Disaster Risk Reduction which included a participatory mapping component to identify ecological zones in the country,<sup>9</sup> and a Food Security and Livelihoods assessment conducted in collaboration with FAO in 2014.

In addition, REACH will liaise with local, national, and international stakeholders to identify further data sources that can contribute to this assessment while making ideal use of publicly available data sources on Jordan's agricultural sector; including data bases and publications of the Ministry of Agriculture, the Ministry of Labor, and the Ministry of Planning and International Cooperation. Furthermore, the literature review will, in conjunction with the following key informant interviews, inform the mapping of Community-Based Organizations (CBOs) working in areas related to women's participation in this sector.

<sup>8</sup> UN Women-REACH, '[Women Working: Jordanian and Syrian Refugee Women's Labour Force Participation and Attitudes Towards Employment](#)' (August 2016).

<sup>9</sup> FAO-RFSAN-REACH, '[Jordan Disaster Risk Reduction Assessment](#)' (November 2016).

The findings of the review will directly feed into developing question routes for subsequent key informant interviews and, to an extent, inform the selection of topics for focus group discussions that will take place at a later stage. This will allow to make optimal use of the pre-existing knowledge base, by utilizing those findings as a starting point for further exploration and by identifying knowledge gaps that will direct the data collection for this assessment. The results of this review will be compiled in a concise but comprehensive literature review (of not more than 5 pages) that will be shared with UN Women for future reference.

## 5.4. Primary Data Collection

### 1. Key Informant Interviews

Following the preliminary data review, a round of key informant interviews will further explore identified themes and factors, which will build on the secondary data review and inform subsequent qualitative and quantitative data collection. From key informants, REACH will gain an improved understanding of the institutions, actors, structures and processes through which decisions are made in the agricultural sector in order to be able to effectively explore women's participation and leadership in local governance structures and community institutions. In addition to the literature review, key informant interviews will allow the identification of further themes and factors related to women's responsibilities and position in the agricultural sector and decision-making roles, while revealing challenges that inhibit women's equal participation and compensation in the agricultural sector. Moreover, the key informant interviews will constitute a primary means to inform on the current legislative framework in the agricultural sector. In this regard, REACH will focus on legal aspects effecting women's engagement in the agriculture, local governance, and community institutions. Finally, this round of qualitative data collection will be key to determining the methodology of the subsequent quantitative perception survey. Since the perception survey will be designed to assess and measure the prevalence of key themes and factors related to women in agriculture, REACH will design a sampling method that will capture a sufficient proportion of survey respondents active in the agricultural sector. Key informant interviews in conjunction with participatory mapping exercises will be used to identify three geographic zones with high prevalence of agricultural livelihoods and to determine current demographics across these areas. Within these zones, REACH will map out CBOs and cooperatives that work in areas related to women in agriculture, in order to form a comprehensive list for UN Women and identify capacity-building opportunities.

Employing a purposive sampling method, REACH will identify relevant informants on both national and local levels by means of a stakeholder analysis. The so-obtained sample of key informants can be extended through a snowball methodology where identified key informants nominate further informants. In total, REACH proposes to conduct 10 key informant interviews in order to determine and verify the three predetermined geographic zones that will be assessed, and at national, sub-district and community levels (see Table 1).

**Table 1: Location, Key Informant, and Number of Interviews**

	<b>Key Informant</b>	<b>Number of Interviews</b>
<b>National Level</b>	Ministry of Agriculture representative	1
<b>Geographic Zone 1 (North East)</b>	Farmer Union representative	1
	CBO representative	1
	Local government representative	1
<b>Geographic Zone 2 (North West)</b>	Farmer Union representative	1
	CBO representative	1
	Local government representative	1
<b>Geographic Zone 3 (Jordan Valley)</b>	Farmer Union representative	1
	CBO representative	1
	Local government representative	1
<b>Total</b>		<b>10</b>

### 2. Focus Group Discussions

Upon completion of the preliminary qualitative data collection, REACH will conduct focus group discussions (FGDs) in the identified geographic zones to explore key findings from the literature review and the key informant interviews. Question routes for FGDs will be designed on the basis of findings from the preceding activities, with the aim of gaining a deeper and more contextualized

understanding of both the roles of women working in the agricultural sector and the factors and conditions which are reported to affect women's participation in the agricultural sector and the broader community. At the same time, FGDs may reveal additional themes regarding women's and girls' roles and participation in the agricultural sector that can be investigated in this activity and through the following perception survey.

REACH aims to conduct five FGDs in each of the three pre-determined geographical zones. In each geographic zone, the discussion rounds will be divided into groups of Jordanian women, Syrian women and a mixed group of Jordanian and Syrian men. This stratification will allow to generate both gender and nationality-disaggregated qualitative data. Although this assessment focuses on women in agriculture, including men into the sample will allow to detect perception disparities between gender and help to discern gendered challenges in accessing the agricultural sector. The sampling for the FGDs will be purposive to ensure participants will be informative with regards to the above outlined research questions. Based on the information from key informant interviews and through a snowball technique, REACH will identify Syrian and Jordanian men and women in assessment areas who are active in the agricultural sector. In total, REACH aims at conducting 24 FGDs, 12 with women (6 with Jordanian, 6 with Syrian) and 12 with men (6 Syrians, 6 Jordanian) in each of the three predetermined geographical zones (see Table 2). In addition to stratifying FGDs by gender and nationality, groups will also be stratified by types of activities women are engaging in. Accounting for sensitive topics that may come up during the discussions, REACH will deploy a team of female enumerators to the FGDs that are held with women and a team of male enumerators to FGDs held with men.

**Table 2: Locations, Participants, and Total Number of FGDs**

AGRICULTURAL ZONE		SAMPLE GROUP					
		Women in home-based/ small-scale agriculture		Women working as labour in large-scale agriculture		Men working in agriculture	
		Jordanian	Syrian	Jordanian	Syrian	Jordanian	Syrian
	Zone 1 (North East)	1	1	1	1	1	1
	Zone 2 (Middle)	1	1	1	1	1	1
	Zone 3 (Jordan Valley)	1	1	1	1	1	1
TOTAL NO. OF FGDs		24 (6-8 participants per FGD)					

### 3. Perception Survey

Based on the findings from FGDs, KI interviews and secondary data review, REACH will develop a large-scale perception survey to generate statistically robust data on:

- Women's contribution to and their specific roles and responsibilities within the agricultural sector;
- The extent to which women's participation in agriculture is perceived to contribute to their economic standing within the household as well as that their social standing within the community;
- The prevalence of key factors and challenges perceived to be affecting women's and girls' participation in the agricultural sector, as identified through secondary data analysis, preliminary KIs and FGDs.

Rather than disaggregating data across the four governorates, REACH proposes to conduct this assessment sampled across three geographic zones, which will more accurately reflect agricultural characteristics and demographics than governorate boundaries. As such, random samples will be drawn from within those three geographic zones instead of governorates. The sample will produce results generalizable to the women working in agriculture in each of these zones at a 95% confidence level and 5% margin of error at the zone level, and at a 99% confidence level and 4% margin of error at the national level (see Table 3). A 10% buffer will be added to allow for lost data, refusal to interview, and/or other errors.

Randomization will be achieved utilizing a customary methodology that REACH has developed and successfully implemented in a series of prior projects, including one of REACH's most recent assessments conducted in partnership with UN Women on "Jordanian and Syrian Refugee Women's Labour Force Participation and Attitudes towards Employment". A random GPS point will be generated as areas characterized by higher population densities are proportionally more likely to be selected than others. At each selected GPS point

an enumerator will approach the nearest household, where the first adult member identified (aged at least 18 years) will be requested to participate in the interview.

**Table 3: Population and Sample Sizes (by Geographic Zones)**

	Confidence level	Margin of error	Sample Size
<b>Geographic zone 1</b> (North East- Mafraq governorate)	95%	5%	384
<b>Geographic zone 2</b> (Middle Zone- Rahab sub-district in Mafraq, parts of Irbid, Balqa and Karak governorates)	95%	5%	384
<b>Geographic zone 3</b> (Jordan Valley)	95%	5%	384
<b>Total</b>	<b>99%</b>	<b>4%</b>	<b>1,152</b>

## 5.5. Data Analysis Plan

As mentioned, a mixed methodology will be adopted, designed to qualitatively and quantitatively explore the above outlined research objectives. A multi-stage approach is proposed where each phase of data collection will serve as a base to, first, inform the methodology of subsequent phases and, second, highlight recurring themes that can be further explored and narrowed down in later data collection phases. As such, this research setup will require to sufficiently complete data analysis of each phase before initiating subsequent data collection phases.

Data generated through key informant interviews and FGDs will be analysed with qualitative research methods. This will include the coding of qualitative data using Microsoft Excel so as to identify and distil themes and patterns from the vast amount of data that will be generated through the numerous interviews and FGDs conducted in this assessment. By preceding the perception survey, findings from KI interviews and FGDs will be used to inform the quantitative methodology for the survey, as well as to identify themes to be measured through the quantitative survey. On the other hand, the qualitative analysis will also establish a framework which can later be used to contextualize findings from the perception survey.

Quantitative survey data, for its part, will be analysed by means of sophisticated statistical computer software (SPSS) that will allow to perform statistical tests such as correlation analysis, significance tests or multivariate regressions, where relevant and adequate. Such tests may reveal relationships between different factors or themes that may remain undiscovered without rigorous quantitative data analysis. In each step of data analysis, REACH will seek to cross-check information obtained through different types of data sources. This triangulation method will ensure that only validated information will be reported and that findings will be as robust as possible. Key findings will be shared in a preliminary findings presentation as well as a final report, outlining findings through graphs, charts, tables and maps accompanied by a clear and structured narrative.

Additionally, for the specific use by UN Women, REACH will source a list of agricultural cooperatives in the identified geographic zones, including an analysis of which have women within their rank and file and in leadership positions.

A preliminary data analysis plan and a more detailed data analysis framework is available on REACH internal server.

## 6. Product Typology

**Table 4: Type and number of products required**

Type of Product	Number of Product(s)	Additional information
Literature review summary	1	Concise, comprehensive literature review (roughly 5 pages) summarising secondary data review findings
Presentation	1	Presentation of key preliminary findings and preliminary conclusions

Cleaned dataset	1	One cleaned version of the raw dataset to be shared with UN Women
Final assessment report	1	Final assessment report detailing key findings on women and girl's participation in the agricultural sector as well as in rural institutions and community life in Balqa, Irbid, Mafraq and Karak governorates

## 7. Management arrangements and work plan

### 7.1. Roles and Responsibilities, Organogram

Table 5: Description of roles and responsibilities

<b>Task Description</b>	<b>Responsible</b>	<b>Accountable</b>	<b>Consulted</b>	<b>Informed</b>
Development of assessment methodology and tools	REACH Assessment Officer, Assessment Intern, GIS Officer/ Intern	REACH Assessment Manager	UN Women focal point	UN Women focal point
ODK Tools and tracking data entry/ submission	REACH Database Manager, REACH Database officer	REACH Assessment Officer	REACH Assessment Manager	REACH Assessment Manager
Training of CMs for data collection	REACH Projects Coordinator and REACH Senior IM Officer	REACH Projects coordinator	REACH Assessment Officer	REACH Assessment Manager and UN Women focal point
Leading and coordinating data collection	REACH Projects Coordinator, REACH Senior IM Officer, FLATS Officer, Assessment Officer, and data collection teams	REACH Projects coordinator, REACH Assessment Officer	REACH Assessment Manager	REACH Assessment Manager and UN Women focal point
Data cleaning and analysis	REACH Assessment Officer, GIS Assistance as needed, Assessment Intern, and Database Officer	REACH Assessment Officer	REACH Assessment Manager	REACH Assessment Manager and UN Women focal point
Final output production	REACH Assessment Officer and Assessment Intern	REACH Assessment Manager, REACH Assessment Officer	REACH Global Coordinator, UN Women focal point	UN Women focal point
CBO Training Sessions	REACH Projects Coordinator, REACH Senior IM Officer	REACH Projects Coordinator, REACH Assessment Officer	REACH Assessment Manager, UN Women focal point	REACH Assessment Manager, UN Women 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. Work plan

Activities and Deliverables	Months																			
	Month 1				Month 2				Month 3				Month 4				Month 5			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Deliverable: Finalize work plan and timeline for deliverables																				
<b>Activity 1: Secondary Data Review</b>																				
Literature review of secondary data																				
Deliverable: Methodology Note and secondary data review																				
<b>Activity 2: Qualitative Data Collection: Key Informant Interviews (KIs)</b>																				
Deliverable: Conduct mapping of CBO working in areas related to women's work in agriculture																				
KIs: Prepare question routes and logistics																				
KIs: Data collection																				
KIs: Data analysis and geographic zoning exercise																				
Deliverable: CBO Capacity Building Session 1: data collection																				
<b>Activity 3: Qualitative Data Collection: Focus Group Discussions (FGDs)</b>																				
FGDs: Preparation of question routes and logistics																				
FGDs: Data collection (6 enumerators -- 3 teams for 15 FGDs: 2-3 per week per team)																				
FGDs: Data analysis																				
Deliverable: CBO Capacity Building Session 2: data management																				
<b>Activity 4: Quantitative Data Collection</b>																				
Quantitative perception survey: preparation (tool development, logistics, enumerator training, pilot)																				
Quantitative perception survey: data collection (8 enumerators for around 1300 surveys)																				
Deliverable: CBO Capacity Building Session 3: quantitative and qualitative analysis																				
<b>Activity 5: Data Analysis and Report Writing</b>																				
Deliverable: Preliminary Findings and Raw Dataset Shared																				
Data triangulation, final report writing, and findings dissemination																				
Deliverable: Final Report																				

## 8. Risks &amp; Assumptions

Table 6: List of risks and mitigating action

Risk	Mitigation Measure
Households do not agree to participate in survey interviews and focus group discussions	REACH will leverage the contact networks of local partners to build confidence in the target population. This is anticipated to be particularly important given the target population, who may be working informally, especially in the case of Syrians, who may then not be willing to engage in the research. A 10% buffer of respondents will be included in the sample size to allow for those who refuse to participate.
Deterioration of the security situation which impacts movement for data collection	Field teams are trained on safety and security procedures when conducting assessments, such as how female data collectors can

	conduct interviews in safe environments. If the security situation does deteriorate and data collection is delayed, REACH will coordinate with UN Women for a contingency plan.
<i>Logistical impediments at the field level delays data collection</i>	This might be a particular challenge since the study will be conducted in communities that often in rural and remote areas. REACH has developed procedures for dealing with inaccessibility and will schedule the research in a way that allows sufficient time for accessing difficult-to-reach areas.
<i>The project is not approved by government authorities</i>	REACH will coordinate with UN Women to determine an appropriate strategy to approach the authorities in order to receive approval.

## 9. Monitoring and Evaluation

Please refer to Monitoring and Evaluation (M&E) matrix in Annex 3

## 10. Documentation Plan

The following key documents and outputs should be filed for further reference:

1. Concept Note
2. Terms of Reference
3. Compiled desk review summary document
4. Qualitative data (completed debriefs, notes- both original and translated- from KI interviews and FGDs)
5. Cleaned survey dataset (including data cleaning log)
6. Preliminary and final presentation
7. Final report (including all draft versions)

## 11. Annexes

1. Data Management Plan
2. Questionnaire(s) / Tool(s)
3. M&E Matrix

## Annex 1 : Data Management Plan

<b>Administrative Data</b>	
Project Name	Provision of support to rural women's leadership in the agricultural sector in Jordan
Project Code	13iACX
Donor	UN Women
Project partners	UN Women
Project Description	Assessment on Women and Girls' Participation in the Agricultural Sector, Rural Institutions, and Community Life
Project Data Contacts	REACH Country Assessment Manager, REACH Assessment Officer
DMP Version	Not applicable
Related Policies	Not applicable
<b>Data Collection</b>	
What data will you collect or create?	Key Informant Interview notes (original and translated) and debrief forms, Focus Group Discussion notes (original and translated) and debrief forms, Quantitative dataset
How will the data be collected or created?	10-15 Key Informant Interviews at the national and agricultural zone levels, 15 FGDs, 1272 interviews as part of the quantitative perception survey  Data collection will take place from end of February 2017 to early May 2017
<b>Documentation and Metadata</b>	
What documentation and metadata will accompany the data?	KII/ FGD notes and debrief forms, Kobo form submissions extracted in Excel format
<b>Ethics and Legal Compliance</b>	
How will you manage any ethical issues?	Data collection will adopt the 'do no harm' approach to avoid causing any harm or injury to assessment participants. Throughout the assessment design, data collection, and dissemination process, REACH will take into consideration the impact of the assessment on both participants and the broader community, especially vulnerable individuals, such as female headed households and disabled individuals. Moreover, all data collected will be kept on a secure, in-house server to ensure data protection and storage. <ul style="list-style-type: none"> <li>• Informed consent: respondents will be aged 18 years or above and voluntary.</li> <li>• Confidentiality: all personal information and any means of identification will be kept anonymous in datasets and excluded from the Key Findings Presentation and Final Analytical Report.</li> <li>• Ethical evidence gathering: this assessment will take into consideration the cultural contexts in Jordan, especially for women, and the wider host communities. As noted previously, the survey questionnaire and overall research design will be validated by UN Women, and REACH will further ensure that all questions are appropriately asked, in the appropriate setting, and by the appropriate individuals.</li> </ul>
How will you manage copyright and Intellectual Property Rights (IPR) issues?	In discussion with UN Women and take steps as deemed necessary
<b>Storage and Backup</b>	
How will the data be stored and backed up during the research?	All data will be uploaded to the in-house server and Dropbox at the end of each day of data collection
How will you manage access and security?	Access to REACH's in-house server is restricted to REACH staff only. If data is to be shared externally, data will only be shared following UN Women approval
<b>Selection and Preservation</b>	
Which data should be retained, shared, and/or preserved?	The raw data will be cleaned and all changes to the original data set logged. The data will exist as an original data sheet, and a cleaned data sheet with accompanying data cleaning log to record any changes made.

	FGD and KII notes will need to be translated, and both Arabic and English versions will be properly filed to enable verification if needed.
What is the long-term preservation plan for the dataset?	The dataset will be given to UN Women and a copy will be stored in-house, on the server and in Dropbox.
<b>Data Sharing</b>	
How will you share the data?	A clean, raw data set (and KI/ FGD notes and debrief forms if requested) will be shared with UN Women upon completion of data collection. A user-friendly data set will be produced for dissemination with relevant partners on condition of UN Women approval to share data
Are any restrictions on data sharing required?	All data sharing must be approved by UN Women
<b>Responsibilities</b>	
Who will be responsible for data management?	REACH Database Manager and Assessment Officer

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 2 : Questionnaire(s) / Tool(s)**

Currently being developed. All tools will be annexed to the final report.

Since this is a multi-phase research, each phase of data collection is intended to inform tool development for the subsequent phase. Secondary data review will help to design KI interview tool. Secondary data and KI interview findings will be used to design the FGD Question Route and findings from all these phases will be used to design the tool for the HH survey.

## Annex 3 : M&E Matrix

IMPACT Objective	External M&E Indicator	Internal M&E Indicator	Methodology	Focal point	Tool	Research-specific information
<b>Humanitarian stakeholders are accessing IMPACT products</b>	Number of humanitarian organisations accessing IMPACT services/products  Number of individuals accessing IMPACT services/products	# of downloads of report from Resource Center	User monitoring	Country request to HQ	User log	Yes
		# of downloads of report from Relief Web		Country request to HQ		Yes
		# of downloads of report from Country level platforms		Country team		No
		# of page clicks on report from REACH global newsletter		Country request to HQ		Yes
		# of page clicks on report, website article from country newsletter, sendingBlue, bit.ly		Country team		Yes
		# of visits to x webmap/x dashboard		Country request to HQ		No
<b>IMPACT activities contribute to better program implementation and coordination of the humanitarian response</b>	Number of humanitarian organisations utilizing IMPACT services/products	# references in HPC documents (HNO, SRP, Flash appeals, Cluster/sector strategies)	Reference monitoring	Country team	Reference log	Not applicable
		# references in single agency documents				To be filled in after publication
<b>Humanitarian stakeholders are using IMPACT products</b>	Humanitarian actors use IMPACT evidence/products as a basis for decision making, aid planning and delivery	Perceived relevance of IMPACT country-programs	Usage M&E	Country team	Usage Feedback and Usage Survey Template	Data from usage and feedback survey shared with key stakeholders after report publication and launch
		Perceived usefulness and influence of IMPACT outputs				
		Recommendations to strengthen IMPACT programs				
		Perceived capacity of IMPACT staff				
		Perceived quality of outputs/programs				
	Number of humanitarian	Recommendations to strengthen IMPACT programs				

	documents (HNO, HRP, cluster/agency strategic plans, etc.) directly informed by IMPACT products					
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 organisations providing resources (i.e.staff, vehicles, meeting space, budget, etc.) for activity implementation	Engagement Monitoring	Country team	Engagement log	Not applicable- single partner only (UN Women)
		# of organisations/clusters inputting in research design and joint analysis				
		# of organisations/clusters attending briefings on findings;				To be filled in after report launch and key findings presentation