Assessment Terms of Reference
Comprehensive Child Focused Assessment (CCFA) Azraq Camp 2017
Jordan

March 2017
Version 1

REACH Informing
more effective
humanitarian action

1. Summary

Country of intervention	Jordan (Syria Regional Refguee Response)				
Type of Emergency		Natural disaster		Conflict	**x**	**Complex emergency**
Type of Crisis		Sudden onset		Slow onset	**x**	**Protracted**
Mandating Body/ Agency	UNICEF				
Project Code	13 CVW N55				
REACH Pillar		Planning in Emergencies	**x**	**Displacement**		Building Community Resilience
Research Timeframe	6 weeks				
General Objective	Inform UNICEF's 2017 programming and advocacy in Azraq camp through a comprehensive assessment of the needs of children and their families across multiple sectors.				
Specific Objective(s)	- Assess the demographic profile of Azraq camp to update population figures; - Provide a more in depth understanding of current UNICEF service coverage and equity of access to services in education, health services, WASH, psychosocial support, and youth with disabilities; - To what extent are UNICEF services meeting minimum standards? - What are the primary educational needs of children and youth in the camp? - And evaluate, through a comparison of findings, the amount of progress made from the last CCFA.				
Research Questions	The main research questions include: - What is the demographic profile (including the age, gender, and case and shelter level composition) of the population currenlty living in Azraq camp? - To what extent are current services meeting the needs of children and their families in terms of education, WASH, child protection and health? - How does access to and provision of services vary across the four occupied Villages of Azraq camp? - How has access to and provision of services changed since 2015 in Villages 3 and 6?				
Research Type	**x**	Quantitative		Qualitative		Mixed methods
Geographic Coverage	Azraq refugee camp				
Target Population(s)	All residents of Azraq refugee camp, with specific attention to children, youth, and women.				
Data Sources	Primary Data: - Interviews with a representative from every household in the camp (i.e. head of household, or if unavailable, HH member 18+ years). Secondary Data: 2015 Azraq CCFA data and findings (REACH resource centre) - UNHCR registration figures (inter-agency data sharing portal) - Azraq camp monthly factsheet (inter-agency data sharing portal) - List of educational services and facilities in the camp (provided by UNICEF) - List of public WASH infrastructure in Azraq camp including WASH blocks and public water tap stands (provided by UNICEF) 2016 Interagency Nutrition Survey of Syrian Refugees in Jordan (provided by UNICEF)				

	• Routine pre-school vaccination schedule in Jordan (provided by UNICEF) • Cross-checked list of unoccupied shelters (provided by UNHCR) to give population figures for shelters that REACH may not be able to assess • Autocad file of Azraq camp Masterplan • GIS (SHP) files of Azraq camp shelters including Pcodes
Expected Outputs	• 1 methodology and timeline report for UNICEF • 1 analytical report • 4 sectoral factsheets (WASH, education, child and maternal health, child protection) • 1 key findings presentation • 1 clean raw data set
Key Resources	• REACH technical staff (Assessment Officer, GIS Officer) • REACH operations staff (Field Manager, Field Officer, enumerators) • Syrian Incentive-Based Volunteers (data collectors) • ACTED Azraq base logistics and support staff • IMPACT technical backstopping staff and resources

Humanitarian milestones			
	Milestone		Timeframe
		Cluster plan/strategy	2017 yearly response plan in Azraq camp for agencies and organizations across mutliple clusters including: WASH, Education, Protection, and Health.
		Inter-cluster plan/strategy	
		Donor plan/strategy	
		NGO plan/strategy	2017 yearly response plan for UNICEF programming, advocacy, and institutional learning in Azraq camp
		Other	

.Audience			
	Audience type		Specific actors
	x	Operational	NGOs implementing in Azraq seeking to understand impact and potential improvement in implementation
	x	Programmatic	UNICEF camp officers planning programmes for the coming year, and all relevant agencies operating in Azraq camp; specifically, actors in the health, education, and disability sectors
	x	Strategic	Amman-level officers planning budget allocations etc. for the coming year
		Other	

Access	
	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

Visibility	REACH and UNICEF

Dissemination	Presentation of key findings at:
	  • Azraq Camp Protection Working Group
	  • Azraq Camp CCM meeting
	  • UNICEF offices to key staff from each assessed sector
	Dissemination of all assessment outputs (report, factsheets, and presentation) through web (REACH Resource Centre, ReliefWeb, UNHCR inter-agency data sharing portal)

2. Background & Rationale

Since 2011, a total of 4,798,574 Syrians have registered as refugees in neighbouring countries. 655,496 of them are currently formally registered with UNHCR in Jordan1. The two main refugee camps situated in the north of Jordan are Za'atari camp, which opened in 2012 in Al Mafraq governorate and Azraq camp in Zarqa governorate, established more recently in April 2014 when Za'atari camp reached maximum capacity. Since then, population figures rose from 11,207 in December 2014 to over 17,000 in May 2015.2 During that time, residents only inhabited Villages 3 and 6, out of a total of four constructed villages. However, due to more recent arrivals, mostly entering Jordan via the berm, Villages 2 and 5 are now inhabited as the camp population has increased by 86% in 2016 alone.3 According to UNHCR figures, the present population is 54,108, of which 57% are reportedly children4. The most recent comprehensive child focused assessment (CCFA) was conducted by REACH in May 2015, prior to this rapid expansion. There is thus a pressing need for an updated demographic profile, with a further analysis of the basic characteristics and needs of targeted groups in the current population, and an understanding of how the camp residents access and are affected by UNICEF-supported sectors. This is especially needed for residents of Villages 2 and 5, who are unable to access any services located outside of their village and suffering from acute vulnerabilities due to the conditions encountered at the Berm. Additionally, an updated CCFA will allow for a comparison between previous and current findings, determining if current services are meeting minimum standards and providing an evaluation of progress made since 2015, both of which are essential for immediate and longer-term programming.

In order to support UNICEF programming and advocacy in 2017, REACH proposes to conduct a second CCFA in Azraq camp. This research will assess the demographic profile of the camp to update population figures; provide a more in depth understanding of current UNICEF service coverage and equity of access; identify whether UNICEF services are meeting minimum standards; provide an updated needs analysis for children in the camp; and evaluate, through a comparison of findings, the amount of progress made from the last CCFA. Given the multi-sector needs assessment that this research provides, other key stakeholders will include all agencies currently operating in Azraq camp.

3. Research Objectives

Primary objective:

Inform UNICEF programming and advocacy in 2017 in Azraq camp through a comprehensive assessment of the needs of children and their families in Azraq camp, across multiple sectors.

Specific objectives:

➢ To assess the demographic profile of all households in Azraq, including number of families per household, number of family members, and age and sex of all family members.
➢ To provide a more in-depth understanding of current UNICEF service coverage and equity of access to UNICEF services in education, health services, WASH, psychosocial support, and youth with disabilities, in conjunction with an updated needs analysis of children.
➢ To identify whether UNICEF services are meeting minimum sectoral standards.
➢ To evaluate, through a comparison of findings, progress made in service provision since the last CCFA in 2015

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[1] UNHCR Inter-agency Information Sharing Portal. Accessed 26.01.17.
[2] UNICEF and REACH Comprehensive Child Focused Assessment (CCFA) Azraq Refugee Camp 2015.
[3] UNHCR Factsheet Azraq Camp, November 2016.
[4] UNHCR Inter-agency Information Sharing Portal. Accessed 26.01.17.

4. Research Questions

1. What is the demographic profile (including the age, gender, and case and shelter level composition) of the population currenlty living in Azraq camp?

2. To what extent are current services meeting the needs of children and their families regarding:
   a. Education
      i. What proportion of children and youth in the camp attend formal and informal education services, and how frequently?
      ii. How is infrequent or non-attendance of formal and informal education services affected by gender dynamics, age group, disability, and the parent's perceived importance of education?
      iii. What proportion of youth (aged 18-24) are engaged in education, skills training, unpaid volunteering, or paid employment?

   b. WASH
      i. For what purposes are WASH blocks used, and how frequently (during the day and night in the last 30 days)?
      ii. How is type and frequency of WASH block use affected by gender dynamics, age group, disability?
      iii. What is the average number of users (residents per plot) for each WASH block?
      iv. What proportion of cases in the camp use public water points as their main source of drinking water? What other primary sources of drinking water are there, and what proportion of cases use them?
      v. What is the level of satisfaction with public water sources, specifically regarding the location of the nearest tap stand to the shelter?

   c. Child Protection
      i. What proportion of children and youth in the camp have a chronic illness or disability (physical, visual, mental, cognitive, or auditory)?

   d. Health
      i. What proportion of children in the camp have received basic vaccinations, including poleo and measles?
      ii. What proportion of women in the camp in the camp are pregnant and or breastfeeding? And what proportion of births did mother or baby receive post-natal visits, and how frequently?

3. How has access to and provision of services changed since 2015?
4. How does access to and provision of services vary across the four occupied Villages of Azraq camp?

5. Methodology

5.1. Methodology overview

The assessment will consist of census-level data collection in Azraq camp and will be based on a closed-ended questionnaire and standardised CCFA indicators developed by sector-specific experts, both of which will be designed, translated in English and Arabic, and finalised by UNICEF prior to the start of the assessment. In preparation for time-efficient data collection and following the UNHCR-provided geo-referenced dataset of all shelters in the camp, the unique shelter coding utilised in the camp, and the registered population data per shelter, REACH will provide a report detailing the methodology and timeline to UNICEF during the two weeks following the data collection.

5.2. Population of interest

The assessment is a comprehensive household level survey to cover the entire population of Azraq camp villages 3, 4, 5 and 6.

5.3. Primary Data Collection

Assessment preparation

The household survey will be administered by 6 mixed-sex data collection teams. Each team will be comprised of 1 Community Mobiliser (Jordanian staff) and 10 Incentive Based Volunteers (IBVs), recruited from within the camp, as enumerators for this assessment. Using the IBVs scheme[5] allows us to engage camp residents in this project, while investing in livelihoods and skills development for the camp population. This has the additional benefit of contributing towards community mobilization, as volunteers for the assessment are living in the larger camp community. With guidance and support from the Field Coordinator and Operations Coordinator, each Community Mobiliser (CM) will be responsible for supervising quality and timely data collection with their respective team, across all villages. Having been with REACH since 2013, the Community Mobilisers are well equipped with contextual knowledge and experience of data collection processes in both camps and have been involved in every project REACH has conducted in Azraq, most notably the previous CCFA in 2015.

IBVs will be interviewed and recruited during the week of the 15th to the 19th of January. Candidates for interview will be sourced from previously engaged refugees, as well as through coordination with CARE, which leads the Community Services and Public Information Working Group in the camp. This time will also be used to test the ODK tool and make adjustments as necessary. Due to security concerns, certain areas of Azraq camp have been fenced, notably village 5 and a section of village 2. IBVs for village 5 will be hired directly from there in order to ensure SRAD approval of this assessment. Should challenges be faced in recruiting IBVs from village 5, additional community mobilizers will be hired in the place of IBVs to carry out data collection in the village. The fenced area in village 2 is currently empty. However, 370 new arrivals are anticipated in the next months. To ensure the needs of these new arrivals are also captured, data collection in this area will be carried out by the CMs as enumerators.

IBVs from villages 2, 3 and 6 will then follow a week of comprehensive training from the 22nd to the 26th of January with the support of UNICEF field teams. Training for IBVs from village 5 will be carried out the following week (29th January to 2nd February). Training will include technical aspects (in-depth understanding on the mobile survey, other assessment tools, and methodology) and soft-skills, including communications and interview techniques. In addition, UNICEF representatives from the Child Protection, Education, Health, and WASH sectors will provide substantive sectoral input and technical guidance. This is in line with an overall 'do no harm' approach. With supervision from the Field Coordinator, Operations Coordinator, and Assessment Officer, these trainings will enable the data collection teams to adhere to REACH and UNICEF standards of data collection.

Data collection

Data collection will start the 29th of January, and will take an estimated 3 weeks with 60 IBVs and 6 community mobilizers conducting interviews from 9am to 2.30pm, Sunday to Thursday. Data collectors will then return to ACTED base camp. Data will be collected and recorded through Open Data Kit (ODK) collect, an Android-based mobile application that will be installed on all enumerators' smart phones. The questionnaire provided by UNICEF will be developed into an ODK-compatible form by the REACH database team and uploaded to the REACH server. As internet connection is not available within the villages,

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[5] The incentive-based volunteering (IBV) scheme in Azraq is considered as a mechanism to provide incentives and capacity development to refugees who volunteer for various organizations in the camp, and part of a larger trend towards investment in livelihoods and skills development programming for the camp population.

responses from each household interview will be recorded using the application's offline-mode feature, with one hour per day factored into the data collection work plan to allow sufficient time for the field team to upload their completed forms to the server (2:30-3:30pm). To do so, the team will connect to the wifi network available at the ACTED office compound in the camp. As noted, the assessment will entail face-to-face household interviews to collect individual and household level data related to demographics, education, health, and WASH.

Wherever possible, the head of household will be interviewed. However, if the household head is not available, only household individuals over the age of 18 will be asked to participate in the survey. If shelters are found to be unoccupied, two revisits will be conducted, both at different times during the day, before the shelter will be recorded as uninhabited.

5.4. Data Analysis Plan

Process and clean the data collected from the field

Given the timeframe of data collection (3 weeks) and time allotted for data processing, cleaning, and analysis (1 week), a comprehensive data cleaning plan will be developed prior to the start of data collection. Data will be processed and cleaned daily by the assessment team using a rigorous set of criteria that will be implemented in Excel. In further preparation to precede data collection, the assessment team will write the Statistical Program for the Social Sciences (SPSS) analysis syntax, in conjunction with designing a database, to enable the running of analysis throughout the three weeks of data collection. This will maximize efficiency and ensure preliminary findings can be shared in a timely manner.

Data Analysis

Following the completion of data collection, two weeks from the 19th February have been dedicated to the analysis of the data collected and production of outputs, including a narrative report and Village level fact sheets. The use of descriptive statistics will complement more advanced statistical analysis, through Excel and SPSS software, and will provide analytical depth to the findings, provide evidence-based recommendations for future programming and advocacy. Additionally, while not comparable for Villages 2 and 5 as these were not in operation in the last CCFA, data from the last CCFA will serve as a baseline to allow a comparative trend analysis of needs in Villages 3 and 6. This will provide further evaluation of progress made by UNICEF programming in these villages since 2015. All data collection and analysis will be disaggregated by age and sex wherever appropriate in order to yield comprehensive household and individual level data and to inform future programming. After data collection, processing, cleaning, and analysis are completed, all outputs will undergo an extensive internal review process before validation and production; first in-country by the Assessment Manager and then at the global level by the Regional Assessment Manager. This will provide quality assurance that the data and analysis meets IMPACT programmatic standards.

6. Product Typology

Table 1: Type and number of products required

Type of Product	Number of Product(s)	Additional information
Report	2	One detailed methodology and timeline report for UNICEF, upon completion of data collection. One final analytical report of the assessment, including thematic maps and infographics; to be shared with UNICEF.
Factsheet	4	Village level factsheets with core sectoral indicators
Presentation	1	Key findings presentation to UNICEF within a week of data collection. This may also be shared with relevant sectoral working groups in Azraq camp.
Map	1	Pending UNICEF and SRAD approval, maps of Azraq camp may be developed for dissemination amongst all relevant partners.
Raw dataset	1	One clean raw data set; to be shared with UNICEF.

7. Management arrangements and work plan

7.1. Roles and Responsibilities, Organogram

Table 2: Description of roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed
Development of assessment methodology and tools	REACH Junior Assessment Officer , GIS Assistant and Assessment Officer	REACH Assessment Manager	UNICEF focal points and REACH Regional Assessment Manager	UNICEF focal points
Training of CMs and IBVs for data collection	REACH Field Coordinator and Operations Coordinator, and UNICEF sectoral focal points	REACH Operations coordinator	REACH Assessment Officer	REACH Assessment Manager and UNICEF focal points
Leading and coordinating data collection	REACH Field Coordiator,Operations Coordinator, FLATS Officer, Junior Assessment Officer, and data collection teams	REACH Operations coordinator	REACH Junior Assessment Officer and Assessment Officer	REACH Assessment Manager and UNICEF focal points
Data cleaning and analysis	REACH Junior Assessment Officer, GIS Assistance, Assessment Officer, and Database Manager	REACH Assessment Manager	REACH Regional Assessment Manager	REACH Assessment Manager and UNICEF focal points
Final output production	REACH Junior Assessment Officer and Assessment Officer	REACH Assessment Manager, IMPACT Programme Officer, and UNICEF focal point	UNICEF focal points and REACH Regional Assessment Manager	UNICEF focal points

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												
Month	**January**				**February**				**March**			
Week	**1**	**2**	**3**	**4**	**1**	**2**	**3**	**4**	**1**	**2**	**3**	**4**
Tool design and development	■	■										
Data cleaning plan development	■	■										
IBVs interviews and recruitment			■									
ODK tool test			■									
Training of enumerators for villages 2, 3 and 6				■								
Training of enumerators for village 5					■							
Data collection in villages 2, 3 and 6					■	■	■	■				
Data collection in village 5						■	■	■				
Data processing and cleaning					■	■	■	■				
Additional revisits								■				
Data analysis							■	■				
Narrative report and factsheets production								■	■			

8. Risks & Assumptions

Table 3: List of risks and mitigating action

Risk	*Mitigation Measure*
Results could be incomplete or unreliable for sensitive questions such as the ones related to pregnancy, breastfeeding, disability, etc.	Community Mobilizers are well trained and equipped with contextual knowledge and soft skills necessary to conduct interviews asking for sensitive or personal information. Furthermore, many benefit from their experience of conducting the CCFA in 2015. Finally, REACH will ensure that all questions are appropriately asked and in the appropriate setting to respect ethical considerations.
Difficulty assessing the entire population of the camp	If shelters are found to be unoccupied or if there is no member of the case able to take part in the assessment present, two revisits will be conducted (both at different times during the day) before the shelter will be recorded as uninhabited.
Difficulty accessing village 5 due to security concerns	Members of the data collection team for village 5 will be hired directly from there. If the recruitment process emerges as being a problem, additional Jordanian CMs will be hired instead of IBVs.
Camp expansion (more particularly in the fenced part of village 2, where 370 new arivals are expected in the next months) and therefore the risk of not capturing the needs of all residents/ new arrivals	REACH will coordinate closely with UNICEF regarding any potential new arrivals. A new strategy will be developed for accessing these refugees should there be security concerns (i.e. only Jordanian enumerators will carry out the assessment in these areas/ buffer days have been included in the data collection plan)

9. Monitoring and Evaluation

Table 4: Monitoring and evaluation targets

Objective	Indicator	Target	Data collection methodology
All house are interviewed, and where no-one is available a total of 3 visits are to be conducted	% households interviewed following a total of 3 visits; reason enumerator was not able to assess the household recorded by the third visit where applicable	100%	All visits recorded on paper and via ODK form. All data entries are checked against UNICEF provided address list, and revisits ensured where applicable
Stakeholders contribute to development of tools	UNICEF sectoral input for WASH, Education, Child Protection, and Health as well as camp level approval from the Protection and CCM working groups, of the assessment tools	Comments reviewing tools from at least 1 representative from each sector	Email confirmations of tool review from each UNICEF sector as well as approval from the Protection and CCM working groups in Azraq camp.
Stakeholders provide input and review of key findings	UNICEF sectoral input for WASH, Education, Child Protection, and Health as well as camp level approval from the Protection and CCM working groups, of the key findings	3 presentations of key findings, with at least 1 representative from each sector in attendance	3 Presentations of key findings to the following groups: Protection working group, CCM working group, UNICEF sectoral representatives. Feedback gathered during these presentations to incorporate into final output production
Humanitarian and governmental actors access information and analysis	# downloads of final report	30	Track downloads and views from ReliefWeb and REACH Resource Centre (using Google analytics and bitly)

10. Documentation Plan

List of documents to be archived

- *ToR*
- *Data collection tool(s)*
- *Raw Database (soft copy)*
- *Clean Database (soft copy)*
- *Presentation(s)*
- *Narrative report and factsheets*

11. Annexes

1. Data Management Plan
2. Questionnaire(s) / Tool(s)
3. Dissemination Matrix

Annex 1 : Data Management Plan

Administrative Data	
Project Name	Comprehensive Child Focused Assessment (CCFA) 2017, Azraq Camp
Project Code	13 CVW N55
Donor	UNICEF
Project partners	UNICEF
Project Description	Multi-sector needs assessment in Azraq camp, focusing specifically on the needs of children, youth, and women regarding WASH, education, health, and protection.
Project Data Contacts	Sarah Vose, Assessment Officer Ayman Yousef, Database Manager
DMP Version	Version 1
Related Policies	
Data Collection	
What data will you collect or create?	Primary data collection: • Household interviews conducted by Syrian IBVs (led and supervised by the REACH operations team). Every household in the camp will be visited during the defined data collection period to be interviewed. • Data will also include unsuccessful household visits (each household will be visited up to 3 times), including reason interview was not able to be conducted • Data will be recorded using ODK forms.
How will the data be collected or created?	Planned 3 weeks of data collection involving a face-to-face interview with a representative of each household in the camp. A closed questionnaire will be used and filled in via the ODK collect application. ODK forms will then be downloaded from the server using ODK briefcase application.The REACH database officer will review incoming data for potential errors; check and verify any possible corrections with the data collection teams. Once a data collection is completed, the final dataset is exported to an Excel database and checked for errors, with any verifications and corrections made, recorded in a data cleaning log. Raw and master databases are saved on the REACH server using REACH file name & document title standards.
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 database, questionnaire, and data guide factsheet, as well as analytical outputs: sector level factsheets and a narrative report that will include map based info-graphics.
Ethics and Legal Compliance	
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. • Informed consent: respondents will be aged 18 years or above and voluntary. • 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. • Ethical evidence gathering: this assessment will take into consideration the cultural contexts in Azraq camp and the wider Syrian refugee community. As noted previously, the survey questionnaire and overall research design will be validated by UNICEF, and REACH will further ensure that all questions are appropriately asked, in the appropriate setting, and by the appropriate individuals.

How will you manage copyright and Intellectual Property Rights (IPR) issues?	All maps, drawings, photographs, mosaics, plans, reports, recommendations, documents and all other data compiled and produced during the course of this assessment are the property of UNICEF. Accordingly, all data and outputs shall be treated as confidential and shared solely with UNICEF unless authorization to disseminate outputs publicly to outside parties be given by UNICEF. All interested parties, including UNICEF's IPs and other camp partners, will need to request the data set directly from UNICEF.
Storage and Backup	

How will the data be stored and backed up during the research?	REACH will be responsible for data storage, back up, and data recovery. Multiple data storages will be used to maximize data security, as outlined below:
	
	• ODK-based server: The ODK server will be administrated by Impact HQ GIS team in Geneva, to which a limited number of REACH staff will have access (the device setting will only contain the URL of the forms and no password) and whenever any data is requested as per guidelines, it will be extracted from ODK-based server.
	• REACH country server:
	  1. Pre Assessment: Before starting any assessment, specific separate folders will be made for each assessment (considering REACH documentation system) and will be protected by passwords
	  2. During Assessment: A daily backup will be extracted from ODK server into and saved as an xls file in the specific assessment folder.
	  3. Post Assessment: After completion of data collection REACH database officer will clean the data according to data cleaning guidelines and stop accepting submissions into ODK server for the specific assessment. Raw and cleaned data sets will be stored on the REACH country server xls format.
	• REACH global cloud: The final cleaned database of the assessment will stored by REACH HQ Geneva on the REACH Global Server in the CERN.

How will you manage access and security?	Access to REACH's in-house server is restricted to REACH staff only. Data will only be shared following UNICEF approval
Selection and Preservation	
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.
What is the long-term preservation plan for the dataset?	The data set will be given to UNICEF, and a copy will be kept on REACH country server.
Data Sharing	
How will you share the data?	A clean, raw data set will be shared with UNICEF upon completion of data collection. An anonymized user-friendly data set (i.e. Data will be comprehensively labelled, with reference to the corresponding question from the questionnaire) will be produced for dissemination with relevant partners on condition of UNICEF approval to share data.
Are any restrictions on data sharing required?	All data shall be treated as confidential and shared solely with UNICEF. Accordingly all interested parties, including UNICEF's IPs and other camp partners, will need to request the data set directly from UNICEF.
Responsibilities	
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)

Question ID	Question	Response option(s)		
	start			
	end			
	device id			
	Leader ID			
	CM ID			
	Record GPS			
	Village No.	Dropdown menu		
	Block No.	Dropdown menu		
	Plot no.	Dropdown menu		
	Shelter No.	Dropdown menu		
A2	Someone live in the shelter?	Yes	No	
A3	Respondent willing to participate?	Yes	No	
A4	[If no to A2 or A3] Number visit?	1st	2nd	3rd
A.4.1	[If '3rd' selected in A4] Why didn't you assess?	There is still no sign of people living in this HH		
		There is still no one available to speak with		
		The HH's members aren't willing to participate		
		There still no one above 18 available to speak with		
		Other (Please specify)		
B1	Are we interviewing the HoHH?	Yes	No	
B.1.b.	[If No in B1] Is the respondent over 18?	Yes	No (skip to end)	
B1.c.	What is the gender of the HoHH?	Male	Female	
B2	How many people live in this shelter?	Integer		
B3	How many cases (UNHCR) live in this shelter?	Integer		
[loop for each case]				
B3.1.a-b	Case number registration	Barcode	Manual	Not available
B4.	How many people living in this case?	Integer		
[loop for each individual, by each case]				
B5	Name	text		
B5	Gender	Male	Female	
B5	Age (years)	Integer		
B5	Age (months)	Integer		
[If aged 6-24]				

C.1.a.	Which of the following types of centres does _____ attend activities at?	Community Centres
		Relief International Centres
		Formal school (age constraint 6-21)
		Non-formal school
		Child Friendly Space
		Adolescent Friendly Space
		Makani Centre/ Mercy Corp (Villages 2, 3 and 5)
		Makani Centre/ IMC (Villages 3,5, and 6)
		Makani Centre/ NRC (Village 6)
		Makani Centre/ IRC (village 6)
		NRC skills training centre Village 5
		Village 3 skills training centre
		None of the above
		Other (Please specify_____)

IF 'Community Centre' selected in C.1.a.

C.1.b.	What activities did _____ attended at the Community Centres?	Informal education
		Non-formal education
		Civic engagement
		Child Protection
		Other (Please specify)

IF 'Relief International Centre' selected in C.1.a.

C.1.b.	What activities did _____ attended at the Relief International Centres?	Remedial education
		Non-formal education
		Other (Please specify_____)

IF 'Non-Formal Scool' selected in C.1.a.

C.1.b.	What activities did _____ attended at the Non-Formal School?	[If aged 15-24] Adult illiteracy programme at Relief International Centre (V06)
		[If aged 13-20] Questscope programme at School 1 (V06)
		[If aged 9-12] 'Catchup' programme at School 1 (V06) or School 3 (V05)
		Other (Please specify_____)

IF 'CFS/AFS' selected in C.1.a.

C.1.b.	What activities did _____ attended at the Child Friendly Centres/ Adolescent Friendly Centres?	Psychosocial
		Lifeskills
		Civic engagement
		Child Protection
		Other (Please specify_____)

IF any of the 'Makani Centre' options selected in C.1.a.

C.1.b.	What activities did _____ attended at the Makani Centres?	Psychosocial
		Lifeskills
		Remedial education

		Other (Please specify_____)		
IF any of the 'skills centre' options selected in C.1.a.				
C.1.b.	What activities did _____ attended at the NRC Skills Training Centre village 5 or Village 3 Skills Training Centres?	Post basic/ Technical Skills		
		Other (Please specify_____)		
For all options selected in C.1.a. excluding 'None of the above'				
C.1.c.	How many days a week do _____ usually attend the _____?	0 days		
		1-2 days		
		3-4 days		
		5-6 days		
		Everyday		
		Don't know		
If 'None of the Above' selected in C.1.a. or 'Formal School' NOT selected in C.1.a., ask C.1.d.; and asked for each activity where response to C.1.c. is '0 days' or '1-2' days				
C.1.d.	What factors prevent _____ from attending?	Attends formal school regularly		
		Help out with tasks around the house		
		Other health reason (Excluding disabilities)		
		Corporate punishment from teachers		
		Discrimination from teachers		
		Harassment and bullying from Syrian peer students		
		Child lost interest/motivation		
		Child needs to work for income to support family		
		Distance to centre		
		Safety concerns for movement from home to school		
		Class is overcrowded		
		Curriculum is too difficult		
		Poor quality of teaching		
		Because child got married or is getting married soon		
		No certificate provided		
		Other (Please specify_____)		
C.3.a.	[If not selected 'Formal Education' in C.1.a.] If _____ is not currently attending formal school, how many months of school has he/she missed?	Months since last attended (Integer)		
		Never attended		
C.3.b.	Was_____ in school in Syria?	Yes	No	
C.3.b.1.	[If 'Yes' to C.3.b.] Which grade?	Grade 1 - 12		
C.3.c	Can _____ read and write? (select 2 that apply)	Yes child can read		
		Yes child can write		
		No child can't read		
		No child can't write		

C.4.	[To head of household] Do you consider it important that male-aged children (aged 6-17) living in this household have a certified education pathway (where children receive certification)? Would you say it is:	Unimportant
		Of little importance
		Important
		Very Important
		Don't know
C.4.	[To head of household] Do you consider it important that female-aged children (aged 6-17) living in this household have a certified education pathway (where children receive certification)? Would you say it is:	Unimportant
		Of little importance
		Important
		Very Important
		Don't know
C.5.	[If aged 19-24] Has___ (select 1 only)	Completed high school in Jordan and/or Syria
		Started but dropped out/had to leave university
		Started and is currently in University
		Completed university
		Started a post-graduate qualification
		None of the above
C.6.	[If aged 16-24] Is _____ currently participating in the following activities:	paid employment
		unpaid volunteering
		training
		None of the above
C.7.a.	How many parents in this case attended a structured, recreational, awareness or information session with Mercy Corps, Relief International, NRC or IMC in the last month?	No parents in this case
		1 parent (only 1 in the case)
		1 of 2 parents
		Both parents
		None
C.7.b.	[If 'None' selected in C.7.a.] If no parents attended, what reasons prevented parents from attending these sessions?	Distance to centre
		Not interested/no motivation/not priority
		Don't have time
		Unaware of sessions
		No added value
		Unqualified facilitators
		Other (please specify)
D.1.	[If 0-17] Does _____ have a chronic illness or disability (physical, visual, mental, cognitive or auditory)?	Yes
		No
		Prefer not to say
D.2.a.	What kind of chronic illness or disability does ____ has?	permanent physical disability that causes difficulty with movement, such as walking
		difficulty communicating or understanding what people say
		chronic illness (a disease of long duration), such as asthma, diabetes or epilepsy, cancer

		difficulties seeing clearly, even when wearing glasses or contact lenses
		difficulties hearing things, even when wearing a hearing aid
		difficulties with self-care, such as difficulties in dressing themselves or feeding themselves
		difficulties remembering things and/or concentrating on tasks for sustained periods of time
		Other (please specify _____)
D.2.b.	[If aged 6-17 and did not select 'Formal Education' in D1] Is the main reason ____ does not attend formal education because of the conditions (disability or chronic illness) mentioned before?	Yes
		No
		Don't know
		Other (please specify _____)
E.1.a.	[If aged 0-5] Does ____ have a vaccination card?	Yes, seen
		Yes, not seen
		No card
		Don't know
E.1.b.	[If aged 0-5] Has ____ received a polio vaccination (administered in drops)?	Yes, 1 dose
		Yes, 2 doses
		Yes, more than 2 doses
		Don't know
		No doses
E.1.c.	[If aged 6-59 months] Has____ received a measles vaccination (one injection only)?	Yes
		No
E.2.	How many women in the case are pregnant?	Integer per age group (15-17; 18-24; 25-30; 31-49;50+)
E.6.	How many of these pregnant and/or breastfeeding women are attending Infant and Young Child Feeding (IYCF) provided by Save the Children and/or home visits?	Yes
		No
E.4.a.	How many women in this family have given birth to a baby in the camp within the last year?	Integer
E.4.b.	For her last birth, did the woman or the baby receive or attend any post-natal visits within 2 weeks of delivery?	No visits
		1 visit
		2 visits
		3 or more visits
E.4.b.1.	[If '1 visit' selected in E.4.b.] How many days after birth did the first visit take place?	Integer
E.4.b.2.	[If '2 visits' selected in E.4.b.] How many days after birth did the first visit take place? And How many	Integer
		Integer

	days after birth did the second visit take place?	
E.4.b.3.	[If '3 or more visits' selected in E.4.b.] How many days after birth did the first visit take place? How many days after birth did the second visit take place? And How many days after birth did the third visit take place?	Integer Integer Integer
E.5.	How many women in the case are currently breast feeding?	Integer per age group (15-17; 18-24; 25-30; 31-49;50+)
E.7.	[If female aged 15-49] Has____ received at least two doses of Tetanus Toxoid (administered by injection)?	Yes No Don't know

E.7.	Does your case share resources i.e. food, meals and assistance with individuals or cases in other shelters on a regular basis (several times a week)?	Yes	No	Don't know

Case/ Family level

F.1.a.	For what purposes do girls in this household (0-17 yrs) use the WASH block during the day? (tick all that apply) **Repeat for: Boys 0-17; Women 18 and more; Men 18 and more**	Shower Ablutions Toilet Washing clothes Washing dishes None of the above Public water point (e.g. WASH block & tap stand) Bottled water Other (Please specify_____)
F.1.b.	For what purposes do girls in this household (0-17 yrs) use the WASH block during the night? (tick all that apply) **Repeat for: Boys 0-17; Women 18 and more; Men 18 and more**	Shower Ablutions Toilet Washing clothes Washing dishes None of the above Public water point (e.g. WASH block & tap stand) Bottled water Other (Please specify_____)
F.2.a	Where do girls in this household (0-17 yrs) bathe/use the toilet during the day? (tick all that apply) **Repeat for: Boys 0-17; Women 18 and more; Men 18 and more**	Inside own shelter Inside neighbouring shelter Outside shelters Other (please specify)
F.2.a	Where do girls in this household (0-17 yrs) bathe/use the toilet	Inside own shelter Inside neighbouring shelter

	during the night? (tick all that apply) **Repeat for: Boys 0-17; Women 18 and more; Men 18 and more**	Outside shelters
		Other (please specify)
F.2.b.	How often did the girls (0-17 yrs) living in this household use the WASH block for toilet during the day during the last 7 days? (tick one) **Repeat for: Boys 0-17; Women 18 and more; Men 18 and more**	Several times a day
		Once a day
		Once every few days
		Once a week
		Never
F.2.b.	How often did the girls (0-17 yrs) living in this household use the WASH block for toilet during the night during the last 7 days? (tick one) **Repeat for: Boys 0-17; Women 18 and more; Men 18 and more**	Several times a day
		Once a day
		Once every few days
		Once a week
		Never
F.3.	What is this household's main source of drinking water? (tick one only)	Public water point (e.g. WASH block & tap stand)
		Bottled water
		Refill at the market
		Other (Please specify_____)
F.4.	C4. What is the main reason for this household getting drinking water from a private source? (tick one only)	Avoid health risks due to poor quality of water
		Don't like the taste
		Quantity of water in insufficient
		Daily water supply is too unpredictable
		Other (Please specify)
F.5.a.	C5.a How satisfied are you with the location of the nearest tap stand from your household?	Very satisfied
		Satisfied
		Neutral
		Unsatisfied
		Very unsatisfied
F.5.b.	C5.b If unsatisfied or very unsatisfied, why is this?	Distance to tap stand is too far to walk
		Feel unsafe travelling to and from the tap stand due to distance
		Other (Please specify_____)
F.6.	Does this household use any of the following water treatment methods (select all that apply):	Filtration
		Boiling
		Solar
		Chlorine
		Aeration
		None of the above
F.7.	Does this household have a sufficient quantity of water to meet its needs?	Very sufficient
		Sufficient
		Neutral
		Insufficient
		Very insufficient

F.8.	Did your household receive a hygiene kit in the last 3 months?	Yes	No	
A.1.b-d	Check village, block, plot, and HH	Dropdown menu		
	Check case number registration	Barcode	Manual	Not available

Annex 3 : Dissemination Matrix

Output	Method of dissemination	Audience	Time frame
Analytical report	• Shared directly with UNICEF • Sector working group mailing lists • Uploaded to the REACH resource centre • Uploaded to ReliefWeb • Social media, including REACH Twitter and Facebook	• UNICEF • Key stakeholders and relevant actors operating in Azraq camp	• To be completed within contract (by early March)
Fact sheets	• Shared directly with UNICEF • Sector working group mailing lists • Uploaded to the REACH resource centre • Uploaded to ReliefWeb • Social media, including REACH Twitter and Facebook	• UNICEF • Key stakeholders and relevant actors operating in Azraq camp	• To follow completion of the analytical report
Presentation	• Key findings presentation to be given to UNICEF • Following review and completion of report, presentations may be given to all relevant sectoral working groups in Azraq camp	• UNICEF • Key stakeholders and relevant actors operating in Azraq camp	• Draft presentation to be shared with UNICEF following completion of data collection
Raw data set	• Shared with UNICEF directly. All further data sharing requests must first receive UNICEF approval	• UNICEF • Key stakeholders and relevant actors operating in Azraq camp, approved by UNICEF	• To follow completion of data cleaning