Research Terms of Reference

Multi-Sector Needs Assessment IV

Multi-purpose cash-based assistance to IDPs and MSNA, Libya

1 August 2017
V2

REACH Informing more effective humanitarian action

1. Summary

Country of intervention	*Libya*					
Type of Emergency		Natural disaster	**X**	**Conflict**		Emergency
Type of Crisis		Sudden onset		Slow onset	**X**	**Protracted**
Mandating Body/ Agency	*ECHO, OFDA*					
Project Code	*14iACQ / 14iADR*					
REACH Pillar	**X**	**Planning in Emergencies**	**X**	**Displacement**		Building Community Resilience
Research Timeframe	1 April 2017 – 31 August 2017					
General Objective	Providing updates to the previous rounds of MSNAs, delivering updated information on needs and priorities for humanitarian actors supporting vulnerable communities in Libya, with the aim of contributing to a more targeted and evidence based humanitarian response.					

Specific Objective(s)	- Identify multi-sector needs to inform
	  o Key milestones documents such as the Humanitarian Needs Overview (HNO) and Humanitarian Response Plan (HRP)
	  o The Libyan humanitarian response planning in general					

Research Questions	Overarching research questions: - What are the current needs of affected populations, per sector? - How do these needs differ by population group? - How do these needs differ by household vulnerability profile?					
Research Type		Quantitative		Qualitative	**X**	**Mixed methods**
Geographic Coverage	8 locations in Libya: - Round 1 (3 locations): 3 mantika, Al Jabal Al Gharbi (West), Sebha (South), Benghazi (East); in addition, Derna **municipality** (in Derna mantika – East) - Round 2 (5 locations): 5 mantika, Tripoli, Misrata, Margeb (West), Ghat (South), Benghazi (East)					
Target Population(s)	IDPs, Returnees (esp. in Benghazi), Non-Displaced/Host Communities					
Data Sources	**Secondary Data:** - **Libyan Bureau of Statistics census (2014) to determine locations to assess** - **Other relevant humanitarian secondary sources to identify locations and caseload of targeted populations in each Mantika and sub-admin levels assessed: IOM DTM latest rounds and datasets (7 and 8) especially in order to cross-check caseload figures and locations of IDPs and returnees;** - **Both in order to determine the sampling frame representative at Mantika level or at municipality level for Derna, as well as precise locations to be assessed** **Primary Data:**					

	- *Household survey representative at regional level in* 8 locations in Libya: 4 mantika in the West – Tripoli, Misrata, Margeb, Al Jabal al Gharbi; 2 mantika in the South – Ghat, Sebha; 1 mantika in the East – Benghazi, and the municipality of Derna, also in the East. - *Qualitative data collection: Focus Group Discussions, and interviews with Persons with Knowledge*
Expected Outputs	- 1 assessment Terms of Reference - 1 MSNA report - 1 MSNA dataset - Factsheet per Mantika and municipality assessed - Sectoral Factsheets - Maps (as needed)
Key Resources	
Humanitarian milestones	*The MSNA will inform overall humanitarian planning in Libya as it will feed into the humanitarian milestones such as the HNO and HRP round of 2018.*

	Milestone		Timeframe
X	**Sector plan/strategy**		*Humanitarian Programme Cycle Updates and/or Milestones*
	Inter-cluster plan/strategy		
	Donor plan/strategy		
	NGO plan/strategy		
	Other		

Audience	*Specify **who** will the assessment inform at different levels?*	
	Audience type	Specific actors
	Operational	
X	Programmatic	***Partner organisations / agencies such as UN agencies, NGOs, …***
X	Strategic	***OCHA + humanitarian community ; Donors (through HRP)***
	Other	

Access	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 (please specify)

Visibility	*ECHO/OFDA, REACH, Libaid, other Libya partners involved in data collection* *On the first page inside, acknowledgement and logos for the implementing partners*
Dissemination	- *Preliminary key findings presentation* - *Dissemination per email campaign to targeted humanitarian coomunity and other relevant stakeholders at country and regional level* - *All written publications will be published on the REACH Resource Centre and available publicly, as well as shared on online platforms such as ReliefWeb* - *The clean and anonymised dataset will be published on HDX* - *Any additional communication material such as article, social media communications, on relevant platforms*

2. Background & Rationale

Libya has experienced several waves of conflicts since 2011, renewed nationwide in 2014, and periodically in several regions, that affected millions of people both displaced and non-displaced. The latest key milestone published by the Libyan Humanitarian Country Team led by OCHA, the 2017 Humanitarian Needs Overview identified more than 1.3 million people in need of humanitarian assistance, out of which 241K IDPs, 356K returnees, and 437K Non-Displaced persons. Exacerbated by nationwide movements of populations both internal and into and outside Libya, the country is experiencing dire structural, political and economic pressure.

Identified in previous rounds of MSNAs, in the key humanitarian documents such as OCHA's HNO, and displacement key products such as IOM DTM reports, most pressing humanitarian needs focus on three sectors: health, protection and access to cash and livelihoods; although other cross-cutting issues also affect people in need throughout all sectors assessed, mainly through sudden crises and displacement; but also lack of cash and livelihoods impacting access to basic services and items for vulnerable populations to meet their needs. Crucial information gaps also remain as the political, economic, and social landscapes are constantly evolving, urging the need for an update in multi-sector needs assessment and the importance of further informing humanitarian programming and strategic planning.

Building on its experience conducting Multi-Sector Needs Assessments in Libya, REACH proposes to continue providing updates to the MSNA – ensuring strong linkage and constant coordination with the HCT and the HNO process, providing trends analysis over time and periodic updates on key sectorial needs and priorities, on the one hand continuing to gather data at qualitative level through an already existing network of local partners and organisations; and on the other hand providing quantitative and generalisable data at the district level through household surveys to timely inform humanitarian needs and vulnerabilities.

3. Research Objectives

Providing updates to the previous rounds of MSNAs, delivering updated information on needs and priorities for humanitarian actors supporting vulnerable communities in Libya, with the aim of contributing to a more targeted and evidence based humanitarian response.

- Identify multi-sector needs to inform
    o Key milestones documents such as the Humanitarian Needs Overview (HNO) and Humanitarian Response Plan (HRP)
    o The Libyan humanitarian response planning in general

4. Research Questions

Overarching research questions:
- What are the current needs of affected populations, per sector?
- How do these needs differ by population group?
How do these needs differ by household vulnerability profile?

5. Methodology

5.1. Methodology overview

REACH is working under this research project in collaboration with humanitarian partners and other relevant stakeholders in the definition of a commonly agreed list of indicators to ensure as far as possible buy-in from partners and the HCT. After several rounds of reviewing with respective sector leads, the final list of indicators will be approved by the IMAWG (Information Management and Assessment Working Group).

To ensure further coordination with the sectors around this project, REACH will attend all relevant coordination and working group meetings. In addition to these, ad-hoc meetings can be organised to keep relevant focal points of assessed sectors up-to-date on the indicators chosen, preliminary key findings where and when necessary (without jeopardising the anonymity and privacy of the data collected).

There will be two rounds of data collection, one kicked off during the month of June, the second one in August. The first round will cover three location:

- Mantika of Al Jabal al Gharbi in the West,
- Mantika of Sebha in the South,
- Municipality of Derna in the East.

The second round of data collection will cover 5 locations:

- Mantikas of Tripoli, Misrata, Margeb in the West,
- Mantika of Ghat in the South,
- Mantika of Benghazi in the East

Regarding data collection, the study adopts a mixed methods approach to gather data. A household survey will conducted to collect data that is statistically representative at Mantika level (Admin 3 level) of the average household in Libya. In addition to the assessment of 7 mantika, an additional sampling frame will be developed to be able to gather representative data at the level of the **municipality of Derna**, in the East. For both level, respondents are profiled by population group/status to understand the needs of the different populations groups, focusing on IDPs, non-displaced and where relevant also returnees.

Following the household survey, a set of focus group discussions (FGDs) and individual interviews with People with Knowledge (PwK) on the MSNA research questions will be conducted to provide in-depth understanding and case studies on the vulnerabilities of particular population groups, as well as help further contextualise and triangulate HH survey findings.

5.2. Population of interest

Geographical coverage of the population of interest:

- **IDPs**: those facing first-time displacement and multiple displacements are considered among the most vulnerable groups due to limited coping capacity and a loss of assets due to displacement.
- **Returnees**: former IDPs returning to their habitual place of residence who may lack access to mechanisms for property restitution, reconstruction of their homes, or compensation. In the Libyan context, it is mostly observed that in a large majority of cases, returnees are back to their original dwelling without major damage– except in specific cases of violent and sudden onset of crises mainly in urban contexts such as Sirte or Benghazi.
- **Non-displaced** population. The specific needs of non-displaced affected people need to be better documented and analysed, forming the largest group of people in need in Libya following the last HNO (see above).

Each population group sampling based on the available population data and will be surveyed wherever they are present.

5.3. Secondary data review

Available secondary data such as population and population groups census data for the year 2014 will be used to inform the research design and sampling of households to be assessed during the study, as well as their geographical locations within the regions assessed. Data stemming from the Libyan Bureau of the Population was mostly used to identify and sample non-displaced populations as well as initial yet limited data on IDPs and returnees, two groups for which the preferred source for identification and sampling were humanitarian documents and datasets such as IOM DTM data, OCHA's latest HNO document. These documents are crucial references to identify caseload figures of affected populations in the different Mantika, municipalities (baladiya) and localities (muhalla) and of different statuses, be they non-displaced, returnees or IDPs.

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 categorisation of areas and target populations/sampling for assessment; and to ensure contextualisation of findings for the final output production.

5.4. Primary Data Collection

Primary data collection will be implemented following a mixed method: on the one hand, a household survey representative at mantika level in most locations; and at municipality level in Derna + FGDs and PwK interviews to give more in-depth understanding and better details about targeted population groups' vulnerabilities.

Sampling

To enable comparison between IDPs, Returnees and Host populations, a stratified sample approach is used.
A representative sample is drawn for each strata in each Mintaka, with the aim of providing findings generalizable to the strata overall with a 95% level of confidence and a 10% margin of error.

The method of sampling was determined by the geographical characteristics of the surveyed population groups in each location. In general, non-displaced populations are large and widespread, and thus a cluster sampling method was used to sample this population group in the Mintaka assessed. For the other population groups (IDPs and returnees, as well as non-displaced in the municipality of Derna), the geographical location and data available was precise and concentrated enough so that a two stages random sampling could be used. For each location and population group, the total number of surveys was adjusted for design effect with a 20% buffer.
What we are able to present in terms of Findings in each region:

- Understanding in each Mantika the current situation and needs amongst IDPs, Non-Displaced and where relevant (i.e. where present) of returnees.

District		Benghazi	Sebha	Al Jabal al Gharbi	Derna municipality	Total
HH Survey	Population figures (darker cells represent groups not assessed)					
	Non-Displaced	661,407	147,822	325,393	70,018	1,204,640
	IDPs	42,935	421	18,855	540	62,751
	Returnees	132,375		6,754	1,055	140,184
	Total	836,717	148,243	351,002	71,613	1,407,575
	Sample size					
	Non-Displaced	180	192	180	177	729
	IDPs	134	79	228	79	520
	Returnees	139		110	108	357
	Total	453	271	518	364	**1,606**

District		Tripoli	Misrata	Margeb	Ghat	Total
HH Survey	Population figures (darker cells represent groups not assessed)					
	Non-Displaced	1,177,494	601,475	472,116	25,744	**2,276,829**
	IDPs	30,535	3,565	300	8,160	**42,560**
	Returnees	5,175	10,850	60	525	**16,610**
	Total	1,213,204	615,890	472,476	34,429	**2,335,999**
	Total					**3,743,574**
	Sample size					
	Non-Displaced	180	180	180	180	**720**
	IDPs	121	131	131	110	**493**
	Returnees	112	111	14	67	**304**
	Total	413	422	325	357	**1,517**
TOTAL						**3,123**

	Method	Each location (maximum target)	Total
Qualitative Survey	FGDs	6	48
	PwK	10	80

5.5. Data Analysis Plan

Data collection will be conducted according to the sampling methodology and according to the daily targets in all the 4 districts assessed. Daily data cleaning and debriefings will be completed and the final dataset will be analysed and triangulated.

Data will be triangulated during the process of data collection and analysis with secondary data and cross-checking between qualitative and quantitative data.

A more detailed analysis plan corresponding to each research question, indicators and questions can be found in an annex to these ToRs.

6. Product Typology

Table 1: Type and number of products required

Type of Product	Number of Product(s)	Additional information
Report	1	MSNA report
Situation Overview		
Profile		
Factsheet	8	FS for each Mantika/municipality assessed
Presentation	1	Preliminary findings presentation
Map	As needed	Will be defined further in the design
Interactive Dashboard		
Web Map		
Other(s)	ToRs	1 Assessment ToRs published on the REACH Resource Centre + questionnaires
	Dataset	Clean and anonymised dataset to be publshed on HDX

7. Management arrangements and work plan

7.1. Roles and Responsibilities, Organogram

- REACH remote country team
  - REACH Senior Assessment Officer: **Methodology, research design**, sampling framework with ad-hoc support of the global team and the assessment officer; **coordination effort within the sectors and HCT to ensure buy-in around the indicators chosen**
  - REACH Assessment Officer: Supporting Senior Assessment officer with research design, secondary data review and coordination with sector partners. Responsible for most of the data analysis and report drafting.
  - REACH Database Officer (national position): assisting in the sampling design gathering secondary population data; assisting with translation/coding of tools and data cleaning
  - REACH GIS Officer: Responsible for all the MSNA-related mapping; assisting in the data analysis/management plan, data cleaning.

- Field local level:
  - Implementing partners (to be confirmed). Leading all data collection, monitoring daily implementation of plan, managing teams of enumerators, support with data entry and debriefs.
  - As of round 2 of data collaction: REACH Field Managers (1x in Tripoli, 1x in Benghazi): supervising the organisation and implementation of data collection on the field with enumerators and/or local partners; support in communication between field and remote team.

- REACH global team (Geneva) in ad-hoc support:

- REACH Global Coordinator / Data Unit: Overseeing all technical inputs and outputs of assessment, ensuring adherence to global quality standards – reviewing tool, methodology, sampling approach, and programmatic reporting.
- Chief Grants manager: Responsible for grant management and overview of REACH PD reporting (regarding ECHO and OFDA funding)
- Communications Intern: Supporting with external communication and outreach on various online platform, possible support with online dissemination campaign

Table 2: Description of roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed
Coordination with sectors and partners on indicators	Senior Assessment Officer	Senior Assessment Officer	Sector leads	HQ team
Research design	Senior Assessment Officer / Assessment Officer	Senior Assessment Officer	HQ team	
Development of final indicators and tools	Assessment Officer	Senior Assessment Officer	None	HQ team
Translation and coding of tools	Database Officer	Assessment Officer	Senior Assessment Officer	HQ team
Data collection	Implementing partner / Team Leader	Senior/Assessment Officer	None	HQ Team
Data cleaning	Database Officer/GIS Officer	Assessment Officer	Senior Assessment Officer / HQ team	
Data Analysis and Reporting	Assessment Officer	Senior Assessment Officer	HQ team	Sector partners/HCT
Mapping	GIS Officer	Senior Assessment Officer	HQ GIS Manager	HQ team

7.2   Work plan

Workplan		April		May		June		July		August		Sept.	
Activity	Sub-activity	H1	H2	H1	H2	H1	H2	H1	H2	H1	H2	H1	H2
Meeting with stakeholders		▪	▪	▪									
Desk Review			▪	▪	▪								
ToR				▪	▪	▪			▪				
Research framework, indicators and tools				▪	▪	▪							
Coding of toosl					▪	▪							
Training in Libya						▪	▪						
Field work in Libya	HH survey						▪	▪					
	PwK interiews							▪	▪	▪			
	FGD discussions								▪	▪			
Data cleaning							▪	▪	▪				
Data analysis									▪	▪			
Preliminary findings										▪	▪		
Draft FC											▪	▪	
Feedback												▪	
Final report submission												▪	▪

8. Risks & Assumptions

Table 3: List of risks and mitigating action

Risk	Mitigation Measure
Not possible to access areas intended to be assessed due to security, terrain, road blockages or logistics challenges	REACH will coordinate with local authorities as far as possible and humanitarian actors to review on-going security situation in assessed locations, especially in areas recently prone to renewed outbreaks of violence. Data collection will be adjusted accordingly to the most recent findings if needed. If an area is deemed by contacted authorities/partners or field coordinators/enumerators, a new area will be selected within the same region and according to the same target categories
Difficulty in obtaining approvals to collect daa in certain areas	Due to the ongoing volatile security situation in Libya, some areas are complicated to access for humanitarian actors to collect data. As far as possible, coordination with local authorotoes will be prioritised; and data collection will be implemented through reliable and respected actors on the field where and when necessary.
Targeted population members in some areas are unwilling to participate in the assessment	Survey questions will respect humanitarian protection guidelines and respondents will be approached in a courteous and respectful manner, while emphasising the importance of the information gathered. If communities remain unwilling to participate, enumerators will be instructed to move on to other areas.

9. Documentation Plan

→ **Assessment Terms of Reference with data management plan, data analysis plan, and M&E framework**
→ **Raw dataset**
→ **Consolidated Dataset**
→ **Primary data cleaning log**

10. Annexes

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

Annex 1 : Data Management Plan

Checklist Section	*Questions to consider and guidance*
Administrative Data	
Project Name	Libya Multi-Sector Needs Assessment
Project Code	14iACQ / 14iADR
Donor	ECHO, OFDA
Project partners	
Project Description	Building on its experience conducting Multi-Sector Needs Assessments in Libya, REACH proposes to continue providing updates to the MSNA – ensuring strong linkage and constant coordination with the HCT and the HNO process, providing trends analysis over time and periodic updates on key sectorial needs and priorities, on the one hand continuing to gather data at qualitative level through an already existing network of local partners and organisations; and on the other hand providing quantitative and generalisable data at the district level through household surveys to timely inform humanitarian needs and vulnerabilities. Overarching research questions: o How did the humanitarian situation evolved in the past months for the affected populations in Libya? o What are the main needs and vulnerabilities of affected populations in Libya, focusing on non-displaced, IDPs and returnees? o How can further humanitarian programming can be informed in light of the areas as well as needs and vulnerabilities assessed?
Project Data Contacts	Vincent.annoni@impact-initiatives.org; ayah.alzayat@reach-initiative.org; ugo.semat@reach-initiative.org; tunis.database-officer@reach-initiative.org
DMP Version	18 April 2017 V1
Related Policies	See endnote under the DMP table.
Data Collection	
What data will you collect or create?	- Secondary data review: REACH will use all relevant and currently available sources such as key humanitarian documents (OCHA HNO), IOM DTM, and Libyan Bureau of Statistics to notably identify IDPs and returnees locations. - Primary data collection: Primary data will be collected by REACH data collectors under the supervision of team leaders through household interviews using two-stage cluster sampling, with parameters identified through the secondary data review. The primary data will be collected using KoBo forms. Additionally, qualitative data will be collected through FGDs and interviews with PwK on paper and digitised and sent after regular debriefings.
How will the data be collected or created?	- Data will be sent to Kobo-based server by data collection teams. The REACH database officer will review incoming data for potential errors; check and verify any possible corrections with the data collection teams. Once the data collection is completed, it is cleaned with potential errors recorded in a data cleaning log.
How will the data be cleaned and triangulated?	- The data will be compiled for each of the locations into one unique dataset with all the locations from all the regions in Libya assessed. The data will be reviewed and cleaned once it has been downloaded from the phone

| | devices to the laptops. Data will be triangulated as much as possible through secondary data review. |
| | - Qualitative data will be digitized from paper forms into Word documents before analysis. Analysis will be led through matrix of key findings led by data saturation; and findings will be cross-checked both compared to the quantitative data and secondary data. |

Documentation and Metadata	
What documentation and metadata will accompany the data?	- REACH will publish within the final clean dataset a cleaning log as well as an initial metadata 'readme' tab containing the basic presentation of the assessment, the methodology, time, geographical and sector coverage of the study.

Ethics and Legal Compliance	
How will you manage any ethical issues?	- Participant contact details will be kept for follow-up purposes only, with only one member of the team – the data collection officer - having access to this information. Moreover, in any case any data collection should be publicly shared, it will be ensured that it is done so in an anonymous way, personal identifiable information will not be publicly disseminated to minimize/eliminate protection concerns for the assessed population - Throughout training of field coordinators, 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.
How will you manage copyright and Intellectual Property Rights (IPR) issues?	- The anonymized dataset 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	- REACH is responsible for data storage, back up, and data recovery. Multiple data storages will be used to maximize data security. All REACH staff laptops, mobile devices and email accounts will be password-protected, while personal laptops are not allowed for work as a general rule. - Collected data will be protected in the encrypted, password-protected account on KoBo. The password to this account will be provided only to REACH staff members who are working directly on the assessment. - REACH Assessment Officers and GIS officers will be in charge of backing up all the files and data on a weekly basis. Data collected in the field should be downloaded and backed up every day after data collection, internet connection allowing to do so. - After the assessment, data will still be safely secured in the IMPACT global cloud server in CERN.
How will you manage	Access to the data will mostly be separated following two important timeframes

access and security?	of the study: during the assessment; and after the end of the assessment: - During the assessment: only dedicated field data collection personnel will have access to the raw data collected, which they will destroy once the data is safely stored by the assessment team; and the assessment team only will have secure access to the data collected and transferred on the secure server and/or digitised from paper to digital (as far as qualitative data is concerned). - After the end of the assessment, and a successful anonymization of the data to ensure privacy and confidentiality of all participants, the cleaned anonymised data will be uploaded on OCHA's platform HDX under open data licence.
Selection and Preservation	
Which data should be retained, shared, and/or preserved? Note: What to do with raw data set with sensitive fields?	- REACH will not destroy any of the data set included in this research but will apply information anonymization policy (replacing sensitive fields in the data into codes) to ensure that sensitive information of households will not be shared with irrelevant parties. - Sharing the data will be done following steps already described above in the data management plan.
What is the long-term preservation plan for the dataset?	- Due to data security REACH should not keep any paper form (hard filling) for the assessment, and will therefore ensure as far as possible that the data collected that way will be destroyed in the field once it is safely digitised, sent and stored with the assessment team in the country protected filing system. The data set of this assessment will be archived virtually on the REACH country server, and global cloud as REACH primary data.
Data Sharing	
How will you share the data?	- Final products will be done through the regular humanitarian channels. Raw data will be shared upon request after measure to respect protection concerns of those interviewed. Further dissemination could be decided following monitoring targets through email or online dissemination campaigns to humanitarian partners and organisations - Anonymized data will be available on the REACH Resource centre and distributed to the humanitarian community on such platforms as OCHA's HDX under open licence
Are any restrictions on data sharing required?	- REACH will apply restrictions only on those data-sets which contain sensitive information such as beneficiary contact details, personal information and complainant identity. REACH will apply an anonymization policy, unlinking all sensitive information from the dataset, should any public dissemination of the data occur.
Responsibilities	
Who will be responsible for data management?	- The Assessment Officers working on the project are solely responsible for drafting this data management plan, and for the responsibility to ensure that it is respected at all step of the project, and even after the completion of the project, notably when it comes to public dissemination of the data. - All this will be done under the supervision and validation of the Global Coordinator and GIS Manager at IMPACT/REACH HQ level.

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)

Household Survey Questionnaire + Indicators matrix

Final version: Link

Questionnaire for People with Knowledge
PwK Questionnaire Mantika: Link EN / Link AR
PwK Questionnaire Derna: Link EN / Link AR

Focus Group Discussions Questions.
FGD Questionnaire Mantika: Link EN / Link AR

Annex 3 : Data Analysis Framework

Research questions	IN #	Indicator / Variable	Question	Aggregation / Disaggregation	Aggregation / Disaggregation - **First indicator / variable**	Aggregation / Disaggregation - **Second indicator / variable**	Weighting?
What are the current needs of affected populations, per sector?	8.4	% of HHs by place of origin	Are you currently living in the area you lived in before 2011?	Aggregation	Household location	displaced	Yes
			[Follow up to 8.4.1] If yes, have you been displaced between 2014 and now?	Disaggregation	Household location	displaced	Yes
			[Follow up to 8.4.1] If No, In which region were you residing before?	Disaggregation	Household location	displaced	Yes
	8.5	Number of times displaced after initial place of settlement	*[Follow up] If No to 8.4.1, and/or Yes to 8.4.2,* How many times have you been displaced since you first left your area of origin?	Disaggregation	Household location	displaced	Yes
	8.6	% of IDPs by reasons for displacement	*[Follow up] If No to 8.4.1, and/or Yes to 8.4.2,* What are the main reasons why your household left the other/initial area?	Disaggregation	Household location	displaced	Yes
		% of returnees by reasons for displacement	*[Follow up] If No to 8.4.1, and/or Yes to 8.4.2,* Why did your household choose to move/to come back to this area specifically?	Disaggregation	Household location	displaced	Yes
	8.7	Main drivers of return by area	*[Follow up to 8.4.2] If Yes to 8.4.2,* Were you forcibly returned by someone or did you voluntarily decide to come back to your region of origin?	Disaggregation	Household location	Returnees	Yes
	8.8	% of returnees who faced problems upon return to area of origin	*[Follow up to 8.4.2] If Yes to 8.4.2,* When you returned to your community did you experience any of the following?	Disaggregation	Household location	Returnees	Yes
	3.1	% of adults (18+) in HH with permanent, temporary and daily jobs	How many adults (aged 18 and over) in your household have worked in the past 30 days in the following types of jobs?	Disaggregation	Household location	Population group	Yes
	3.2	% of children (17 and under) in HH with permanent, temporary and daily jobs	How many children (aged 17 and under) in your household have worked in the past month in the following types of jobs?	Disaggregation	Household location	Population group	Yes
	2.1	HH food consumption score	1. For the past seven days, how many days your family members have eaten or prepared the following foods?	Disaggregation	Household location	Population group	Yes
			What are the top three sources by which your household get food items?	Disaggregation	Household location	Population group	Yes
	2.2	Price increase of food-types in local markets	2. Price increase of the foods:	N/A	Household location		Yes
	2.3	% of HH accessing subsidized food	In the last month, did you buy subsidised food?	N/A	Household location	Population group	Yes
			[Follow up to 2.3.1] If yes, what kind of food items did you buy subsidized?	N/A	Household location	Population group	Yes
	2.4	Food consumption coping strategies	1. During the past seven days, how many times a family member was forced to do any of the following to provide the required food for family members?	N/A	Household location	Population group	Yes
	3.3	Reported source of income in last 30 days	How much income did you receive from these sources in the last 30 days?	Disaggregation	Household location	Population group	Yes

3.4	Reported withdrawal limits per month	How much in LYD were you able to withdraw in the last 30 days?	Disaggregation	Household location	Population group	Yes
3.5	Reported main income challenges in location in last 30 days	What were the main income challenges in the last 30 days?	Disaggregation	Household location	Population group	Yes
3.6	Reported household expenditure in last 30 days	How much money (in LYD) did your household spend on the following basic needs over the last 30 days?	Disaggregation	Household location	Population group	Yes
3.7	Reported modality for expenditure in last 30 days	What was your primary payment modality in the past 30 days?	Disaggregation	Household location	Population group	Yes
3.8	% of HH with access to market	Do you have access to a market place in your area or close to your area?	Disaggregation	Household location	Population group	Yes
3.9	% of HH leaving town to access market by frequency and average travel time	Do you need to leave your city to buy goods because you cannot find them in your own city?	Disaggregation	Household location	Population group	Yes
		Follow-up: How long do you travel to get there?	Disaggregation	Household location	Population group	Yes
3.10	% reporting barriers to accessing marketplaces in last 30 days	Did you face any barriers accessing marketplaces in the last 30 days?	Disaggregation	Household location	Population group	Yes
		[Follow up to 3.7.1] If 1. Yes, which barriers to accessing marketplaces?	Disaggregation	Household location	Population group	Yes
3.11	% reporting barriers to accessing market items in last 30 days	Did you face any barriers accessing items on marketplaces in the last 30 days?	Disaggregation	Household location	Population group	Yes
		[Follow up to 3.7.3] If Yes, which barriers to accessing items on the market?	Disaggregation	Household location	Population group	Yes
3.12	Challenges accessing the financial service providers in last 30 days	What are the financial service providers in your neighbourhood/nearby?	Disaggregation	Household location	Population group	Yes
		What are the challenges if any in accessing official financial service providers in the last 30 days?	Disaggregation	Household location	Population group	Yes
3.13	Reported coping mechanism used due to lack of income/cash/ resources in the last 30 days	In the last 30 days, did your household do one of the following things to cope with lack of cash/ or because you were unable to meet your needs? For each, indicate if 1. Yes 2. No 3. Already done in the past, cannot do it again	Disaggregation	Household location	Population group	Yes
4.1	Population groups by shelter type and tenancy	What is the type of dwelling you live in?	Disaggregation	Household location	Population group	Yes
		What is the nature of the occupancy?	Disaggregation	Household location	Population group	Yes
		[Follow up to 4.1.2] If 'Rented' chosen, has the renting price changed in the last 6 months?	Disaggregation	Household location	Population group	Yes
		[Follow up to 4.1.3] If the price has increased or decreased, indicate the amount in LYD.	Disaggregation	Household location	Population group	Yes
4.2	Target population living in adequate housing	How many shared rooms are there in your dwelling?	Disaggregation	Household location	Population group	Yes

	conditions (% of total target population)	How many private rooms are there in your dwelling?	Disaggregation	Household location	Population group	Yes
		What is the total m² of the dwelling?	Disaggregation	Household location	Population group	Yes
		How many people in total (your HH + other HHs) live in the dwelling?	Disaggregation	Household location	Population group	Yes
		What condition is your shelter in?	Disaggregation	Household location	Population group	Yes
4.3	% of HH threatened with eviction from current shelter	Have you recently (past 6 months) experienced eviction or threat of eviction?	Disaggregation	Household location	Population group	Yes
		[Follow up to 4.3.1] If yes, Why do you think you are being threatened for eviction / have been recently evicted?	Disaggregation	Household location	Population group	Yes
4.4	% of HH requiring assistance to cover their energy needs	Do you have access to a source of electricity in your housing?	Disaggregation	Household location	Population group	Yes
		[Follow up to 4.4.1] If yes - permanent, or Yes, but not permanent, what is the main source of electricity used by the household?	Disaggregation	Household location	Population group	Yes
		[Follow up to 4.4.1] If yes, but not permanent, how many hours on average do you witness power cuts?	Disaggregation	Household location	Population group	Yes
		Do you have access to fuel to cover your energy needs?	Disaggregation	Household location	Population group	Yes
4.5	Number of households in need of NFI and type of assets needed	Do yo have any of the following assets in the household/	Disaggregation	Household location	Population group	Yes
5.1	% and number of HH with adequate access to safe water	What is the main source of drinking water for the members of this HH?	Disaggregation	Household location	Population group	Yes
		How do you describe the quality of the drinking water from the main source your household consumed during the last 30 days?	Disaggregation	Household location	Population group	Yes
		What method do you use to improve the quality of the drinking water?	Disaggregation	Household location	Population group	Yes
5.2	% and number of people with access to functional sanitation facilities	What kind of toilet does your HH have access to?	Disaggregation	Household location	Population group	Yes
5.3	% and number of HHs who practice safe disposal of solid waste	How was the garbage in your neighbourhood dealt with in the last 30 days?	Disaggregation	Household location	Population group	Yes
5.4	% and number of people with access to essential hygiene items	Among these hygiene items, what are the most needed by your HH that you don't have?	Disaggregation	Household location	Population group	Yes
6.1	# of people who successfully received health care as a result of recent illnesses	Has anyone in the household needed health care in the past 15 days?	Disaggregation	Household location	Population group	Yes
		[Follow up to 6.1.1] If Yes, did they access the health care they needed?	Disaggregation	Household location	Population group	Yes
6.2	Target population with no access to health care when needed by main reason(s)	*What* are the main reasons for you to have limited or no access to healthcare? (3 reasons maximum)	Disaggregation	Household location	Population group	Yes

		How much time does it take you by car to travel from your place of residence to the nearest health service provider?	Disaggregation	Household location	Population group	Yes
6.3	Coping mechanisms to deal with the lack of access to healthcare	If No/lack of money to pay for care, what do you do to make up for the need to healthcare?	Disaggregation	Household location	Population group	Yes
6.4	Number of women aged 15-49 years with a live birth in the last 2 years who were attended during their last pregnancy that led to a live birth	How many women in the household are currently pregnant?	Disaggregation	Household location	Population group	Yes
		How many women in the HH gave live birth during the last 2 years?	Disaggregation	Household location	Population group	Yes
		[Follow up to 6.4.1.1] If yes to 6.4.1.1, During this pregnancy, did they consult with anyone?	Disaggregation	Household location		Yes
		[Follow up to 6.4.2] If yes to 6.4.2, Who did they consult with?	Disaggregation	Household location		Yes
		[Follow up to 6.4.1.2] If yes to 6.4.1.2, During this pregnancy, did they consult with anyone?	Disaggregation	Household location		Yes
		[Follow up to 6.4.2] If 'Yes to 6.4.3, Who did they consult with?	Disaggregation	Household location		Yes
		[Follow up to 6.3.5] If yes to 6.4.1.2, Who assisted the woman in the delivery?	Disaggregation	Household location		Yes
6.5	Percent of mother who provided Exclusive Breast Feeding (only breast milk up to 6 months) to their last child?	*[Constraint - if response given to 1.4.1 indicate there are infants or children in the HH and 6.4.1.2 indicate women gave live birth during 2 last years]* Did you breast feed your last child up to 6-month of age?	Disaggregation	Household location		Yes
6.6	% of households who have vaccination cards for their children	How many children in your household have vaccination cards?	Disaggregation	Household location	Population group	Yes
6.7	% of households who report having at least one member suffering from a medically-diagnosed chronic disease(s), by type of chronic disease	How many members of your HH have been diagnosed with a chronic disease?	Disaggregation	Household location		Yes
		Follow-up: What is the chronic disease the member(s) has/have been diagnosed with?	Disaggregation	Household location		Yes
6.8	% of people who self-report experiencing mental illness	Have you or anyone in your household been diagnosed with a clinical mental disorder?	Disaggregation	Household location	Population group	Yes
7.1	%/# school age children enrolled in school	How many children in your HH are enrolled in school?	Disaggregation	Household location	Population group	Yes
7.2	%/# school age children regularly attending school	How many children in your HH are regularly attending school?	Disaggregation	Household location	Population group	Yes
7.3	Most cited reasons for not accessing education services	What the main issues/reasons if any for not accessing education services?	Disaggregation	Household location	Population group	Yes
7.4	Most cited reasons for not regularly attending/dropping out of education services	How many children have dropped out of formal education in your household?	Disaggregation	Household location	Population group	Yes
		What are the most cited reasons for not regularly attending and/or dropping out of education services?	Disaggregation	Household location	Population group	Yes

	7.5	Number of out of school aged children attending non-formal education programs	8. Non-formal education: Are the children in your household attending any kind of non- formal (completely out of the formal/informal school system) education?	Disagg regatio n	Household location	Population group	Yes
	8.1	# of households reporting presence of explosive hazards at neighborhood level	Are you aware of the presence of any explosive hazards in your neighborhood?	Disagg regatio n	Household location	Population group	Yes
	8.2	Number of people who have been made aware of the risk of explosive hazards	Have any member of the household received any form of explosive hazards risk awareness?	Disagg regatio n	Household location	Population group	Yes
			[Follow up to 8.2.1] If Yes, from what source?	Disagg regatio n	Household location	Population group	Yes
	8.3	% of HH with one of several members that report experiencing signs of psychological distress	Within the past 4 weeks, have you or someone in your household experienced any of the following? (select all that apply)	Disagg regatio n	Household location	Population group	Yes
	8.9	% of household having lost documentation because of conflict	Did you or some HH member lose your legal documentation because of the conflict (e.g. family book, birth certificate, marriage certificates…)?	Disagg regatio n	Household location	Population group	Yes
	8.1 0	% of household having applied or not applied for new documentation/civil documents, per reason	*[Follow up to 8.9.1] If Yes,* Have you applied to get new documentation?	Disagg regatio n	Household location	Population group	Yes
			[Follow up to 8.9.1] If no, why haven't you applied to get new documentation?	Disagg regatio n	Household location	Population group	Yes
	8.1 1	Level of sense of belonging to the place of current residence (range)	Can you describe the level of sense of belonging in your current place of residence from 1-4, 1 being the lowest and 4 being the highest?	Disagg regatio n	Household location	Population group	Yes
	9.1	% HH having received assistance; per type; per source	Did you receive humanitarian assistance during the previous 6 months? [timeframe]	Disagg regatio n	Household location	Population group	Yes
			[Follow up to 9.1.1] If yes, what was the modality of the assistance received?	Disagg regatio n	Household location	Population group	Yes
			[Follow up to 9.1.1] If yes, from what source did you receive this assistance?	Disagg regatio n	Household location	Population group	Yes
	9.2	Top three priority needs for households	What are the top three priority needs for households in your area?	Disagg regatio n	Household location	Population group	Yes
	9.3	Preferred modality for assistance	If you were to receive assistance in the future, what modality would you like it to be?	Disagg regatio n	Household location	Population group	Yes
Biodat a	1.1	Place of actual residence	District (Admin 2)				Yes
			Municipality (Admin 3)				
			What is the unique ID of the location you are currently assessing?				Yes
	1.2	% of HoH by age and sex	How old is the head of the household?	Disagg regatio n	Household location	Population group	Yes
			What is the sex of the head of household?	Disagg regatio n	Household location	Population group	Yes

	1.3	# individuals in HH	How many people live in your household?	Disagg regatio n	Household location	Population group	Yes
	1.4	% of HH members by sex and age	Please tell me how many there are of the following in your household?	Disagg regatio n	Household location	Population group	Yes
	1.5	% HH hosting displaced people	Are you currently hosting family members or others that have been displaced from another place in Libya?	Disagg regatio n	Household location	Population group	Yes
			[Follow up to 1.5.1] If Yes, how many?	Disagg regatio n	Household location	Population group	Yes
	1.6	Number of total cumulative separated and unaccompanied children identified	[Follow up to 1.5.1] How many hosted persons are under 18?	Disagg regatio n	Household location	Population group	Yes
			[Follow up to 1.6.1] How many of them do not have any family relationship to any adult member of the household?	Disagg regatio n	Household location	Population group	Yes
Disag gregat ion / Aggre gation variabl es		**Household location**					
		Population group					

Annex 4: M&E Framework

IMPACT Objective	External M&E Indicator	Internal M&E Indicator	Methodology	Focal point	Tool	Applicable?
Humanitarian stakeholders are accessing IMPACT products	Number of humanitarian organisations accessing IMPACT services/products Number of individuals accessing IMPACT services/products	# of downloads of x product from Resource Center	User monitoring	Country request to HQ	User_log	Y
		# of downloads of x product from Relief Web		Country request to HQ		Y
		# of page clicks on x product from REACH global newsletter		Country request to HQ		Y
		# of page clicks/downloads on x product from country newsletter, sendingBlue, bit.ly		Country team		Y
IMPACT activities contribute to better program implementation and coordination of the humanitarian response	Number of humanitarian organisations utilizing IMPACT services/products	# references in HPC documents (HNO, SRP, Flash appeals, Cluster/sector strategies)	Reference monitoring	Country team	Reference_log	**Libya HNO 2018; OCHA Derna Flash Update.** **Ad-hoc partner organisations/agencies documents published**
		# 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 IMPACTcountry-programs	Usage M&E	Country team	Usage_Feedback *and* Usage_Survey templaye	*Usage survey to be conducted in November 2017, following the release of all factsheets and report from the MSNA research cycle, targeting at least 15 partners*
		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 organisations providing resources (i.e.staff, vehicles, meeting space, budget, etc.) for activity implementation	Engagement Monitoring	Country team	Engagement_log	Y
		# of organisations/clusters inputting in research design and joint analysis				Y
		# of organisations/clusters attending briefings on findings;				Y