

Research Terms of Reference

Camps and sites¹ rapid needs assessment, December 2019

SYR1706

Syria

24/12/19

1.0

REACH Informing
more effective
humanitarian action

1. Executive Summary

Country of intervention	Syria				
Type of Emergency	<input type="checkbox"/>	Natural disaster	<input checked="" type="checkbox"/>	Conflict	
Type of Crisis	<input type="checkbox"/>	Sudden onset	<input type="checkbox"/>	Slow onset	<input checked="" type="checkbox"/> Protracted
Mandating Body/ Agency	REACH				
Project Code	16DMC				
Overall Research Timeframe (from research design to final outputs / M&E)	25/12/2019 to 03/01/2020				
Research Timeframe Add planned deadlines (for first cycle if more than 1)	1. Start collect data: 25/12/2019		5. Preliminary presentation: __/__/____		
	2. Data collected: 28/12/2019		6. Outputs sent for validation: 31/12/2019		
	3. Data analysed: 29/12/2019		7. Outputs published: 31/12/2019		
	4. Data sent for validation: 30/12/2019		8. Final presentation: __/__/____		
Number of assessments	<input checked="" type="checkbox"/>	Single assessment (one cycle)			
	<input type="checkbox"/>	Multi assessment (more than one cycle) [Describe here the frequency of the cycle]			
Humanitarian milestones Specify what will the assessment inform and when e.g. The shelter cluster will use this data to draft its Revised Flash Appeal;	Milestone		Deadline		
	<input type="checkbox"/>	Donor plan/strategy	__/__/____		
	<input type="checkbox"/>	Inter-cluster plan/strategy	__/__/____		
	<input type="checkbox"/>	Cluster plan/strategy	__/__/____		
	<input type="checkbox"/>	NGO platform plan/strategy	__/__/____		
	<input type="checkbox"/>	Other (Specify):	__/__/____		
	Audience type		Dissemination		

¹ For the purposes of this assessment, camps are defined as per CCCM Turkey hub definition: managed sites established by an accountable humanitarian actor, with the site chosen by the humanitarian actor, and, where possible, the infrastructure was established before the arrival of some IDPs. Sites are defined to include all locations in which IDPs are residing, including collective shelters, informal settlements/camps, transit sites and reception centres.

Audience Type & Dissemination <i>Specify who will the assessment inform and how you will disseminate to inform the audience</i>	<input type="checkbox"/> Strategic <input checked="" type="checkbox"/> Programmatic <input checked="" type="checkbox"/> Operational <input type="checkbox"/> [Other, Specify]		<input checked="" type="checkbox"/> General Product Mailing (e.g. mail to NGO consortium; HCT participants; Donors) <input type="checkbox"/> Cluster Mailing (Education, Shelter and WASH) and presentation of findings at next cluster meeting <input type="checkbox"/> Presentation of findings (e.g. at HCT meeting; Cluster meeting) <input checked="" type="checkbox"/> Website Dissemination (Relief Web & REACH Resource Centre) <input type="checkbox"/> [Other, Specify]	
Detailed dissemination plan required	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
General Objective	<i>To inform partners of the priority needs and intentions of newly displaced IDPs in camps and sites.</i>			
Specific Objective(s)	<i>Provide camp/site specific information on the number of arrivals, priority needs and intentions of IDPs within northern Idleb and Western Aleppo.</i>			
Research Questions	1. <i>What are the priority protection, shelter, NFI, winterization, food, livelihoods, WASH, healthcare, and education needs of newly arrived IDPs within camps and sites?</i> 2. <i>What camps/sites have seen the greatest number of IDP arrivals?</i>			
Geographic Coverage	<i>Eight sub-districts within Idleb and Aleppo governorates have been identified for this rapid assessment. Sub-districts within Idleb governorate are Armanaz, Salqin, Harim, Kafr Takharim, Maaret Tamsrin, Qourqeena, Dana and the sub-district in Aleppo is Atareb.</i>			
Secondary data sources	<i>CCCM ISIMM list of Camps and Sites, REACH assessments on Camps and Sites</i>			
Population(s) <i>Select all that apply</i>	<input checked="" type="checkbox"/>	IDPs in camp	<input checked="" type="checkbox"/>	IDPs in informal sites
	<input type="checkbox"/>	IDPs in host communities	<input checked="" type="checkbox"/>	IDPs [Other, Specify]
	<input type="checkbox"/>	Refugees in camp	<input type="checkbox"/>	Refugees in informal sites
	<input type="checkbox"/>	Refugees in host communities	<input type="checkbox"/>	Refugees [Other, Specify]
	<input type="checkbox"/>	Host communities	<input type="checkbox"/>	[Other, Specify]
Stratification <i>Select type(s) and enter number of strata</i>	x	Geographical #: Eight subdistricts named above. Population size per strata is known? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/>	Group #: ___ Population size per strata is known? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
			<input type="checkbox"/>	[Other Specify] #: ___ Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No
Data collection tool(s)	x	Structured (Quantitative)	<input type="checkbox"/>	Semi-structured (Qualitative)
	Sampling method		Data collection method	
Structured data collection tool # 1 <i>Select sampling and data collection method and specify target # interviews</i>	x Purposive <input type="checkbox"/> Probability / Simple random <input type="checkbox"/> Probability / Stratified simple random <input type="checkbox"/> Probability / Cluster sampling <input type="checkbox"/> Probability / Stratified cluster sampling		x Key informant interview (Target #):43 <input type="checkbox"/> Group discussion (Target #):_____ <input type="checkbox"/> Household interview (Target #):_____ <input type="checkbox"/> Individual interview (Target #):_____ <input type="checkbox"/> Direct observations (Target #):_____ 	

	<input type="checkbox"/> [Other, Specify]		<input type="checkbox"/> [Other, Specify] (Target #):_ _ _ _ _	
Data management platform(s)	X	IMPACT		
	<input type="checkbox"/>	UNHCR		
Expected output type(s)	<input type="checkbox"/>	Situation overview #: _ _		
	<input type="checkbox"/>	Presentation (Preliminary findings) #: _ _	<input type="checkbox"/>	Map #: _ _
	<input type="checkbox"/>	Interactive dashboard #: _		
	X	Factsheet #: 1 (2 pages)	<input type="checkbox"/>	Report #: _ _
	<input type="checkbox"/>	Webmap #: _ _	<input type="checkbox"/>	Presentation (Final) #: _ _
Access	X	Public (available on REACH resource center and other humanitarian platforms)		
	<input type="checkbox"/>	Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)		
Visibility Specify which logos should be on outputs		REACH		
Access		Donor: OFDA/ ECHO		
		Coordination Framework:		
Visibility Specify which logos should be on outputs		Partners:		

2. Rationale

2.1. Rationale

- Since the start of the conflict within Syria in 2011, large-scale displacement has occurred in North-West Syria, and the region has provided temporary shelter to IDPs from across the whole country as the conflict has continued. The result of this ongoing displacement has been the formation of a series of large IDP camp and sites clusters in the governorates of Aleppo and Idlib with CCCM figures from October 2019 estimating 426 camps and sites in this region.

The recent escalation of conflict in North-West Syria between the Government of Syria forces and armed opposition groups has led to an increase of civilian population movements away from conflict areas. Currently, newly arrived IDPs to camps and sites are particularly vulnerable due the onset of winter, in addition to their recent displacement.

There is currently little information on which camps and sites are receiving newly arrived IDPs and their priority needs, specifically in sites not registered with CCCM and cluster members.

3. Methodology

2.1. Methodology overview

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

For data collection, one community KI who is knowledgeable about surrounding camps and sites will provide information to enumerators regarding numbers of camps, newly arrived IDPs, their intentions and priority needs. In some communities

more than one KI may be contacted by enumerators due to either the size of the community or the knowledge of the first KI interviewed.

2.2. Population of interest

The population of interest is newly arrived IDPs, that have been displaced within the last week, in locations where multiple displaced households congregate (i.e. camps and other sites) in determined sub-districts in northern Idlib (Armanaz, Salqin, Harim, Kafr Takharim, Maaret Tamsrin, Qourqeena, Dana) and western Aleppo (Atareb).

2.3. Primary Data Collection

Data collection will occur over three days. Data will be collected by REACH enumerators who will remotely contact KIs or meet with them face-to-face. Data collection will begin on the 25 December and run over three days. Enumerators will collect data from camps and sites within the specified sub-districts as outlined above.

A threshold has been set within the Kobo tool so that only camps and sites will be assessed to which five or more IDP households have arrived in the past week. Key informants will be asked to provide information on the number of IDP individual arrivals, the intentions of IDPs and the priority needs of newly arrived IDPs.

2.5. Data Processing & Analysis

Data cleaning will take place on a daily basis and will include follow-up to address errors and outliers. Data cleaning logs and the raw data will be kept. A data deletion report will be maintained to track any information excluded from the raw data following data cleaning. The collected data will be analysed using Excel to answer the research questions. Analysis will consist of comparing basic descriptive statistics such as the relative frequency of answers given and the means of numeric variables across sub-district and types of sites.

This analysis will be presented in a dataset as well as a factsheet that may also contain geographic representations of the data made using ArcPro. Lastly, the collected data will be anonymized to create a dataset that can be easily used by other partners.

4. Roles and responsibilities

Table 3: Description of roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed
<i>Research design</i>	Assessment Officer	Assessment Officer	GIS Manager	Head of Programmes/HQ
<i>Supervising data collection</i>	Assessment Officer	NWS Field Team Manager	NWS Field Team Manager	GIS Manager/OiC
<i>Data processing (checking, cleaning)</i>	Assessment Officer	Assessment Officer	HQ Data Team	GIS Manager/OiC
<i>Data analysis</i>	Assessment Officer	Assessment Officer	HQ Research Dept.	GIS Manager/OiC
<i>Output production</i>	Assessment Officer, GIS Officer	Assessment Officer	HQ Reporting Team	GIS Manager/OiC
<i>Dissemination</i>	Assessment Officer	Assessment Officer	HQ comms	GIS Manager/OiC

Monitoring & Evaluation	Assesment Officer	Assesment Officer	HQ Research Dept.	Syria – Northwest/Northeast Country Focal Point
Lessons learned	Assesment Officer	Assesment Officer		Syria – Northwest/Northeast Country Focal Point

Responsible: the person(s) who executes the task

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

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

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

NB: Only one person can be Accountable; the only scenario when the same person is listed twice for a task is when the same person is both Responsible and Accountable.

5. Data Analysis Plan

Research questions	IN #	Data collection method	Indicator / Variable	Questionnaire Question	Questionnaire Responses	Data collection level
N/A	A.1.1.	KI Interview	Basic information	Enumerator code	Enter number	KI
	A.1.2.	KI Interview	Basic information	Is this interview being conducted face to face or remotely?	Face-to-face, Remotely	KI
	A.1.3.	KI Interview	Basic information	What type of KI was interviewed?	CCCM Member Staff; Document Office/Registration Focal Point; civil Society Groups; Local Charities; Local Relief Committees; NGOs; IDP Community Leaders (elders); IDP Community Leaders (religious); Resident/Pre-conflict population community leaders (Mukhtar); Teacher; Local Council; Other	KI
	A.1.3.	KI Interview	Basic information	Select date	Selection	KI
	A.1.4.	KI Interview	Basic information	Select governorate	Selection	KI
	A.1.5.	KI Interview	Basic information	Select district	Selection	KI
	A.1.6.	KI Interview	Basic information	Select sub-district	Selection	KI

	A.1.7	KI Interview	Basic information	Select community	Selection	KI
<i>What is the number of IDP arrivals in the past week?</i>	B.1.1.	KI Interview	Number of sites	Information on number of sites included in or near the community	Numbers	KI
	B.1.2.	KI Interview	Site category	Select site category	Planned camp; Informal settlement; Collective centre; Transit/Reception centre	KI
	B.1.3.	KI Interview	Site name	Select nearby site	Selection or written response	KI
	B.1.4.	KI Interview	Number of IDP HH arrivals	Have more than 5 IDP households arrived in the assessed location in the last week?	Yes, no	KI
	B.1.5.	KI Interview	Number of IDP HH arrivals	Do you know the total number of IDP households that have arrived in this site in the last week?	Yes, no	KI
	B.1.6.	KI Interview	Number of IDP HH arrivals	What was the total number of IDP households that arrived in this site since the last week?	Numbers	KI
	B.1.7.	KI Interview	Number of IDP individual arrivals	Do you know the total number of IDP individuals that have arrived in this site since the last week?	Yes, no	KI
	B.1.8.	KI Interview	Number of IDP individual arrivals	What was the total number of IDP individuals that arrived in this site since the last week?	Numbers	KI
<i>What are the intentions of IDPs in camps and sites over the next two weeks.</i>	C.1.1.	KI Interview	IDP intentions	Given the current situation, approximately what percentage of the newly arrived IDP population do you expect to leave within the next two weeks?	Percentage	KI
	C.1.2	KI Interview	IDP intentions	For newly arrived IDPs intending to leave the site, what is the most common intended destination?	Camps within Idlib governorate; Host communities within Idlib governorate; Camps in Northern Aleppo; Host communities in Northern Aleppo; Atareb; Community of	KI

					origin; Outside of Syria; Other (specify); Not sure	
What are the priority needs of newly arrived IDPs to camps and sites?	D.1.1	KI Interview	1 st Priority needs	What is the most important priority need of newly arrived IDPs in the site?	Shelter; Health; NFIs; Food; Education; Water, sanitation and hygiene (WASH); Winterisation; Protection; Livelihoods; Other; Not sure	KI
	D.1.2	KI Interview	2 nd Priority needs	What is the second most important priority need of newly arrived IDPs in the site?	Shelter; Health; NFIs; Food; Education; Water, sanitation and hygiene (WASH); Winterisation; Protection; Livelihoods; Other; Not sure	KI
	D.1.3	KI Interview	3 rd Priority needs	What is the third most important priority need of newly arrived IDPs in the site?	Shelter; Health; NFIs; Food; Education; Water, sanitation and hygiene (WASH); Winterisation; Protection; Livelihoods; Other; Not sure	KI
	D.1.4	KI Interview	Shelter priority needs	What are the specific shelter needs of households in the site?	New/additional tents; Tarpaulins/plastic sheeting; Nails/screws; Timber; Rope; Wire; Roofing materials; Doors/doorframes; Windows/window frames; Concrete; Bricks / other stone blocks; Plaster or other material for repairing cracked walls; Basic electrical items (wiring, switches, sockets, extension cords); Basic tools (hammer, screw driver, wrenches); Items for improved safety/privacy (locks, lighting, partitions for sleeping areas); Cash (for those who are renting); Other; Not sure	KI

D.1.5	KI Interview	Food priority needs	What are the specific food needs of households in the site?	Bread; Rice; Bulgur; Flour; Lentils; Pasta; Cooking oil; Fresh vegetables; Chicken; Meat; Sugar; Salt; Other; Not sure	KI
D.1.6	KI Interview	NFI priority needs	What are the specific NFI needs of households in the site?	Bedding items (sheets pillows); Mattresses/Sleeping mats; Cooking utensils; Cooking fuel; Cooking Stoves; Water containers; Sources of light/solar lamps; Solar panels; Batteries; Clothing; Shoes; Other; Not sure	KI
D.1.7	KI Interview	WASH priority needs	What are the specific WASH needs of households in the site?	Drinking water; Water containers; Functioning latrines; Functioning sewage system; Functioning bathing facilities; Safe access to latrines and bathing facilities; Septic tank desludging services; Garbage removal services; Plastic garbage bins Disposable diapers; Other infant/child hygiene items (shampoo, toothbrush, toothpaste); Sanitary pads; Soap; Shampoo adults; Toothpaste adults; Washing powder (for clothes); Cleaning liquid (for house); Detergent (for dishes); Other; Not sure	KI
D.1.8	KI Interview	Healthcare priority needs	What are the specific healthcare needs of households in the site?	Antenatal care; Skilled care during childbirth (General obstetric care - normal deliveries); Skilled care during childbirth (Emergency obstetric care - c-section - blood transfusion); First aid / emergency care (accident and injuries); Diarrhea treatment; Vaccination (routine	KI

				<p>EPI); General and/or specialist surgical services; Mental health services; Family planning reproductive health; Specialized healthcare following gender-based violence incidents; Pediatric consultations (including well-child, growth monitoring, care for childhood illnesses); Treatment for chronic disease (e.g. diabetes, blood pressure, heart problems, asthma, kidney problems); Treatment of malnutrition; Rehabilitation (e.g. recovery programmes for those who have recently experienced injuries, especially to muscles or limbs); Provision of assistive devices (e.g. wheelchairs, prosthetics); Laboratory services; Medicines and other commodities; Other; Not sure</p>	
D.1.9	KI Interview	Educational priority needs	What are the specific educational needs of households in the site?	<p>Provision of personal documentation; Recognition and/or certification of curriculum; Ensuring travel to/from schools and school themselves are safe; Eliminate violence in schools (corporal punishment, bullying, etc); Suitable school environment (repairs, heat, electricity, toilets, furniture, ventilation, etc.); Additional space for learning (schools, classrooms); Better skilled teachers; Additional teaching and learning materials (stationary, textbooks, etc.); Reducing</p>	

				poverty (food, money, etc. to families); Appropriate WASH facilities; Counselling for psychosocial stress; Outreach to families to increase girls' attendance (stress importance of schooling and continuing education for girls); Other; Not sure	
D.1.10	KI Interview	Winterisation priority needs	What are the specific winterisation needs of households in the site?	Plastic sheeting/tarpaulin; Floor mats; High thermal blankets; Heating fuel; Heaters/stoves; Winter clothes; Winter shoes; Other; Not sure	KI
D.1.11	KI Interview	Protection priority needs	What are the specific protection needs of households in the site?	Information about services; Psychosocial support; Psychological first aid; Psychiatric referrals; Specialised psychiatric services; Specialized services for victims of gender-based violence; Special assistance for vulnerable groups (women living alone, orphans, elderly, disabled, etc.); Family reunification; Other; Not sure	KI
D.1.12	KI Interview	Livelihood priority needs	What are the specific livelihood needs of households in the site?	Tools/equipment for production; Access to space/land for production; Access to selling/trading spaces; Regularity in receiving income from work; Access to credit; Access to livelihoods programmes; Access to humanitarian assistance; Other; Not sure	KI