

Research Terms of Reference

Assessment of Protection Needs and Coping Strategies of Refugees and Migrants in Libya

Migration Emergency Response Fund (MERF)

18/10/2017
Draft 2

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	Migration Emergency Response Fund					
Project Code	14iAFB 1Z8					
REACH Pillar	X	Planning in Emergencies		Displacement		Building Community Resilience
Research Timeframe	14 th September 2017 – 30 th November 2017					
General Objective	Provide updated information on the protection needs of refugees and migrants in three key locations Libya, with the aim of contributing to enhancing evidence-based humanitarian response in the country.					
Specific Objective(s)	Conduct assessment of protection needs of refugees and migrants in Libya.					
Research Questions	<p>Overarching research questions: What are the protection needs of the target population ?</p> <ol style="list-style-type: none"> 1. How does access to services and resources amongst refugees and migrants in Libya differ depending on length of stay, location and region of origin? 2. How do strategies used to access services and resources differ depending on location, length of stay and region of origin? 3. How do intentions regarding movement differ depending on length of stay, location and region of origin? 					
Research Type		Quantitative	X	Qualitative		Mixed methods
Geographic Coverage	Three locations in Libya: Misrata, Sebha and Tripoli.					
Target Population(s)	Refugees and migrants					
Data Sources	<p>Secondary Data: A secondary data review will inform research design, especially for the identification of the indicators and tools development.</p> <ul style="list-style-type: none"> - IOM DTM latest rounds of the Migrant Report and related dataset. - UNHCR Libya Emergency Response Dashboard. - Reports and studies undertaken by several humanitarian organisations identifying key vulnerability risks for people on the move; - REACH/Altai report on Mixed Migration Trends in Libya; <p>Primary Data:</p> <ul style="list-style-type: none"> - A minimum of 120 semi-structured individual interviews with refugees and migrants (40 per identified location); 					

	<ul style="list-style-type: none"> - A minimum of 60 key informant interviews (20 per identified location) with local experts, including representatives of local authorities, local NGOs and community/religious leaders; 	
Expected Outputs	<ul style="list-style-type: none"> - 3 Factsheets (1 per location) - MSNA dataset - Final MSNA report 	
Key Resources	1 Assessment Officer 1 Database Officer 2 Team Leaders	
Humanitarian milestones		
	Milestone	Timeframe
	<input type="checkbox"/>	Cluster plan/strategy
	<input type="checkbox"/>	Inter-cluster plan/strategy
	<input checked="" type="checkbox"/>	Donor plan/strategy
	<input type="checkbox"/>	NGO plan/strategy
	<input type="checkbox"/>	Other
Audience		
	Audience type	Specific actors
	<input type="checkbox"/>	Operational
	<input checked="" type="checkbox"/>	Programmatic
	<input checked="" type="checkbox"/>	Strategic
	<input type="checkbox"/>	Other
Access	<input checked="" type="checkbox"/>	Public (available on REACH research center and other humanitarian platforms)
	<input type="checkbox"/>	Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)
	<input type="checkbox"/>	Other
Visibility	REACH and IMC MERF visibility	
Dissemination	<p>1. Research design and analysis phase:</p> <ul style="list-style-type: none"> - Presentation of research design at relevant working groups & cluster meetings; - Presentation of preliminary findings; <p>2. Post publication</p> <ul style="list-style-type: none"> - Dissemination per email campaign to targeted humanitarian community and other relevant stakeholders at country and regional level; - Upload onto relevant web portals (including the REACH Resource Centre; Humanitarian Response Info; ReliefWeb; etc.); - Blog post on REACH website; 	

2. Background & Rationale

In the last half of the twentieth century, Libya has been both a country of transit and destination for refugees and migrants coming from the African region, particularly from North and Sub-Saharan Africa. The high labor-intensive Libyan economy has attracted for decades people in search of both short and long-term job opportunities. With the fall of the Gaddafi regime in 2011 and the ensuing political instability, the situation for refugees and migrants in Libya has strongly deteriorated. In the absence of functioning government institutions, the proliferation of criminal networks in Libya, including international smuggling and trafficking operations has turned migrants and refugees in a commodity to be exploited for profit. Libyan law condemn to detention any person entering the country illegally, and recognizes only few nationalities and groups as “coming from refugee-producing countries”.¹ Without being granted the refugees status, those nationalities are registered in UNHCR database and have the right to access basic services in Libya with the documentation provided by UNHCR.

The latest International Organization for Migration (IOM) Displacement Tracking Matrix (DTM) estimates place the **number of migrants currently within the country at between 700,000 – 1 million**,² of which the IOM has located and identified at least 390,198 of as June 2017. According to the DTM, identified migrants are mainly located in Misrata (21%), Tripoli (15%) and Almargeb (10%).³ Migrants come to Libya either while on transit on the way to Europe, or as long-term residents. Type of circular migrations from neighboring Tunisia and Egypt have also been identified on the border zones.

In December 2016, there were 100.000 estimated refugees in Libya,⁴ and 40.259 refugees and asylum seekers registered with the United Nations High Commissioner for Refugees (UNHCR).⁵ According to UNHCR, the majority of refugees and asylum-seekers reside in **Benghazi, Misrata and Tripoli**. Long-term residents from Sudan mostly reside in Tripoli, along with refugees from Syria who may also be found in Sebha.⁶

Despite the growing attention on the conditions of refugees and migrants in Libya, recently prompted by the implementation of the Italy-Libya agreement,⁷ little is known about the **protection needs** of refugees and migrants living in or transitioning through Libya. While IOM, through its DTM program, provides regular updated information on migrant numbers and flows across the country through key informant interviews including local government representatives, NGOs, Crisis Committee members, community leaders and other representatives, in depth multi-sector data at individual and community level for migrant population groups is missing.

The United Nations Support Mission in Libya (UNSMIL) has described the situation of migrants in Libya as an acute “*human rights crisis*”⁸ as refugees and migrants in Libya often suffer countless human rights violations including, among others, “*arbitrary detention, torture, other ill-treatment, unlawful killings [and] sexual exploitation*”.⁹ Compounding this issue is the lack of means for refugees and migrants to seek support in the context of a fragile refugee/migrant protection system. **Refugees and migrants are considered to be a particularly vulnerable population group in Libya.**¹⁰ Especially refugees and migrants originating from Sub-Saharan Africa are more likely to be exposed to discriminatory treatments and racism¹¹ and experience sustained difficulties in accessing basic services.¹² Other vulnerable population groups include **unaccompanied and separated children (UASC)** and women. As highlighted in a recent REACH study,¹³ UASC face high protection risks in Libya, especially related to detention and kidnapping. Furthermore, despite presenting similar level of

¹ Oromo Ethiopians, Eritreans, Iraqis, Somalis, Syrians, Palestinians, and Sudanese from Darfur.

² IOM Displacement Tracking Matrix (DTM) Libya's Migrant Report Round 11, June – July 2017.

³ IOM Displacement Tracking Matrix (DTM) Libya's Migrant Report Round 11, June – July 2017.

⁴ Humanitarian Response Plan, 2017. <https://reliefweb.int/sites/reliefweb.int/files/resources/2017%20Libya%20Humanitarian%20Response%20Plan%20%28EN%29.pdf>

⁵ UNHCR Expanded Response in Libya Supplementary Appeal, May 2017

⁶ UNHCR Expanded Response in Libya Supplementary Appeal, May 2017

⁷ [Italy-Libya agreement: the Memorandum of Understanding](#), signed on February 2017 aimed at strengthening cooperation between the two governments to combat illegal migration. Within this framework, Italy committed to provide financial, technical and technological support to Libya UN backed Tripoli's government.

⁸ Detained and dehumanized, Report on human rights abuses against migrants in Libya, UNSMIL, 2016, page 1

⁹ Detained and dehumanized, Report on human rights abuses against migrants in Libya, UNSMIL, 2016, page 1. See also: Altai for UNHCR, Mixed Migration: Libya At The Crossroads, 2013; Amnesty International, 'Libya Is Full of Cruelty': Stories of Abduction, Sexual Violence and Abuse from Migrants and Refugees, 2015; <https://www.theguardian.com/world/2017/apr/10/libya-public-slave-auctions-un-migration>.

¹⁰ REACH Libya Multi-Sector Needs Assessment, June-July 2015

¹¹ REACH/Altai, Mixed Migration Trends in Libya: Changing Dynamics and Protection Challenges, July 2017.

¹² Humanitarian Response Plan for Libya, 2017.

¹³ REACH/UNICEF, [Children on the Move in Italy and Greece](#), June 2017

risks than their male counterpart,¹⁴ refugee and migrant women present different migration patterns and seem to be less visible and accessible.¹⁵

Furthermore, recent studies have highlighted the key role that **access to economic resources** play in shaping refugees and migrants' journey.¹⁶ Lack of economic resources often translates in higher exposure to long periods of detention and exploitation risks and undermines refugees and migrants' capacity to access basic services. Reportedly, most pressing humanitarian needs focus on three sectors: **health, protection and access to cash and livelihoods**; Finally, as DTM data on profiles and conditions of migrants in Libya are not always fully aligned with data collected by interviewing refugees and migrants in Italy who transited through Libya.¹⁷ These differences may be explained by further investigating the conditions of refugees and migrants who are long-term residents compared to those in transit. As such, **different intentions and aspirations for the future affect refugees and migrants' experiences within Libya**.

Building on its experience in informing the refugee and migration response in Europe,¹⁸ and the MSNA exercise providing updated information on the needs and vulnerabilities of Internally Displaced People (IDP) and returnees in 8 Libyan *matikas* (districts),¹⁹ REACH proposes to conduct an **assessment of protection needs of refugees and migrants in Libya**, especially investigating access to services (in the key sectors of health and shelter), coping strategy adopted in terms of access to finance and support network. Finally, the assessment will look at **how protection needs may vary by location in Libya, country of origin and refugees and migrants' intentions and aspirations for the future**. Such information could inform direct humanitarian response in accessible areas in the country, and support mobilization of local actors in inaccessible parts of Libya.

3. Research Objectives

Provide updated information on the **protection needs of refugees and migrants** in three key locations Libya. In line with DFID's Humanitarian Policy,²⁰ we define protection as *"helping to keep people safe, and to preserve their dignity and integrity as a human being"*.²¹ As such, the assessment will focus investigating refugees and migrants' type of (1) **access to services and resources**, and (2) **coping strategies adopted in case of lack of access to services and resources**, by especially looking at how different intentions and aspirations for the future affect their experiences in Libya.

4. Research Questions

Overarching research question: what are the key protection needs of the target population?

1. How does **access to services and resources** amongst refugees and migrants in Libya differ depending on length of stay, location and region of origin?
 - 1.1. What is the access to shelter and what are the challenges faced in gaining access?
 - 1.2. What is the access to health care and what are the challenges faced in gaining access?
 - 1.3. What is the access to resources and what are the challenges faced when gaining access?
 - 1.4. Which are the primary needs of refugees and migrants, by location, region of origin and time of arrival?
2. How do the **strategies used by refugees and migrants to access services and resources** differ depending on location, length of stay and region of origin?
 - 2.1. On which kind of support network do refugees and migrants rely on when in Libya?

¹⁴ Megan Passey (2017), [4 Myths About Women And Girls On The Move](#), March 2017.

¹⁵ Regional Mixed Migration Secretariat (RMMS) for West Africa (2017), 4Mi, Hidden Figures, Women on the Move in Libya, September 2017.

¹⁶ REACH/MMP/Mhub, [Youth on the Move](#), September 2017.

¹⁷ See for instance REACH/MMP/Mhub, [Youth on the Move](#), September 2017 and REACH/Altai, Mixed Migration Trends in Libya: Changing Dynamics and Protection Challenges, July 2017.

¹⁸ For further reference, see REACH/UNICEF, [Children on the Move in Italy and Greece](#), June 2017 and REACH/MMP/Mhub, [Youth on the Move](#), September 2017.

¹⁹ REACH, [Multi-Sector Needs Assessment](#) Sector Factsheets in Libya, September 2017.

²⁰ DFID (2011) [Saving lives, relieving suffering, protecting dignity](#).

²¹ See Slim H and A Bonwick (2005) [Protection: An ALNAP Guide for Humanitarian Agencies](#). Active Learning Network on Accountability and Performance, Overseas Development Institute, London.

2.2. Are refugees and migrants exposed to risks of physical abuse and detention?

3. How do **intentions** regarding movement differ depending on length of stay, location and region of origin?

3.1. What were and are the intentions regarding movement?

5. Methodology

5.1. Methodology overview

The study will adopt a qualitative approach to assess the main protection needs of refugees and migrants residing in the three cities of Misrata Sebha, and Tripoli. REACH, in partnership with local NGOs, will capture qualitative information by conducting a minimum of 120 semi-structured individual interviews with refugees and migrants. Results will be triangulated with information collected through key informant interviews with local experts (KII).

The study will adopt a cross-cutting approach aimed at investigating potential differences between refugees and migrants who are long-term residents in Libya and those in transit in terms of access to services, coping strategies and exposure to the risk of violation of their physical and psychological integrity. As such, the assessment will focus on how different intentions and aspirations for the future - in terms of expected length of stay in Libya – impact refugees and migrants' protection needs in Libya.

Data collection will be conducted in three locations in Libya, namely **Misrata (North-West)**, **Sebha (South-West)** and **Tripoli (North-West)**. Locations have been identified on the basis of the target population density. **Misrata** is one of the main migration hubs in Libya, as it is geographically located on the route to the coast of Libya. Misrata is considered both a transit and a destination city for people on the move. **Sebha** is the most important migrant hub in the South of Libya in terms of number of people in transit, as it is characterised by seasonal and often circular migration patterns. A significant presence of long-term Syrian residents has been detected by UNHCR.²² As the country's largest city, **Tripoli** represents a main destination for people in search of economic opportunities. Its proximity to the departure points for sea crossing also make it a city of transit.

REACH will be responsible for data collection, which will be coordinated on site by three REACH Field Coordinators, supervising partners' data collection teams.

5.2. Population of interest

Refugees and migrants residing in the three location of Sebha, Tripoli and Misrata.

Baladiya	tot	Length of stay in Libya		
		0 to 6 months	6 to 12 months	+ 12 months
Misrata	82,885	13,168	9,545	60,172
Sebha	19,420	7,604	5,859	5,957
Tripoli	56,740	24,885	20,347	11,508
Grand Total	159,045	45,657	35,751	77,637

Source: IOM Displacement Tracking Matrix (DTM) Libya's Migrant Report Round 11, June – July 2017.

5.3. Secondary data review

REACH will rely on currently available secondary data source provided by international organizations and local and international NGO such as the IOM DTM, UNHCR Libya Emergency Response Dashboard and reports and studies undertaken by several humanitarian organizations identifying key vulnerability risks for people on the move;

Available secondary data will be used to inform the research design, the definition of the indicator choices and the creation of the data collection tool. 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 tools and to ensure final framing of findings for the output production. Analysis of survey findings will be influenced by the outcome of secondary data review.

5.4. Primary Data Collection

Three types of data collection methodologies will be used for the current assessments:

²² UNHCR Expanded Response in Libya Supplementary Appeal, May 2017

1. **Semi-structured individual interviews with refugees and migrants in Libya:** a minimum of 120 refugees and migrants will be engaged in individual interviews across the three locations, with the aim of collecting data on profiles, access to economic resources and basic services, protection needs and intentions and aspirations for the future.
2. **Key informant interviews (KII) in Libya:** a minimum of 60 semi-structured interviews with key experts will triangulate information protection needs and main drivers for migration within Libya.

Semi-structured individual interviews with refugees and migrants in Libya

In-depth qualitative interviews with migrants and refugees residing or transitioning through Libya will be conducted. Questions will be largely semi-structured, with a small number of prompts provided to allow for open discussion, including key structured questions to gather respondent characteristics, making sure as much relevant information is gathered during the process.

Respondents will be selected through purposive sampling in three identified migration hubs (Sebha, Tripoli, Misrata). The sample will be stratified by:

- **Region of origin :** to ensure coverage of the main nationalities of interest and investigate further how discrimination may affect access to basic services and increase vulnerability to exploitation, physical and psychological violence, three main regions of origin of refugees and migrants will be captured,²³ i.e. Middle East and North Africa, West Africa and East Africa.
- **Time of arrival in Libya:** to capture potential differences and vulnerability traits between refugees and migrants who are long-term resident and those transit. Long-term residents will include all respondents who have reside in Libya for more than 12 months.

Region of origin	Length of stay in Libya		ToT
	0-12	12+	
Middle East and North Africa	20	20	40
West Africa	20	20	40
East Africa	20	20	40
Total	60	60	120

Purposive sampling will be used to select participants which fit the criteria, as this is a comparative study. Sampling will target both male and female youth that fall into the region of origin and time parameters. While aiming to obtain stratification at regional level, REACH will identify most represented countries of origin in all three regions – the Middle East and North Africa, East Africa and West Africa – in consultation with partners and other humanitarian actors and priorities them in the sampling.

Once a final draft tool is created, enumerators will be trained on its delivery, and the tool will be piloted with participants to ensure all questions are clear. A final training will be held to cover any changes needed, to be identified during the pilot. All staff will receive training in the appropriate administration of surveys, including their introduction to the participants (highlighting the confidentiality of the information, and the intended use of the data). Protection concerns shall be reported to the Senior Field Officer and Assessment Officer, and if necessary referred to the Protection cluster.

The survey will be mostly designed and noted in written format, to be analysed on NVIVO software. The process will work in a 2-day iterative cycle, with interviews being conducted one day, and analysis taking place the second day. This process allows for issues to be picked up early and can be used to inform the cycle and improve the quality of data collection. Each enumerator will debrief with the Field Coordinator each night, focusing on more complex, open questions. Data saturation will be constantly monitored ensuring that adequate and quality data are collected to support the study.

Key informant interviews in Libya

In order to triangulate primary data collection with refugees and migrants, REACH proposes to conduct key informant interviews (KIIs) with experts on migration and protection risks related to mixed migration flows, living or operating in areas along migration hubs/routes (specifically in Sebha, Tripoli, and Misrata). KIs are to be identified using REACH's existing networks as well as a snowball approach to allow for larger coverage. Required KI profiles will depend on the question/information to be gathered and will include: local authorities, municipalities, local NGOs and community/religious leaders. KI confidence level will be then evaluated on the basis of KI profile.

²³ According to IOM Displacement Tracking Matrix (DTM) Libya's Migrant Report Round 11, June – July 2017 and UNHCR Expanded Response in Libya Supplementary Appeal, May 2017

5.5. Data Analysis Plan

For the benefit of this qualitative analysis, data will be broken down by sub-groups and other relevant features in order to better explore possible relationships between key characteristics of respondents. This process thus begins with a short section containing closed questions, asking about respondent's age, gender, time of arrival in Libya and family situation. Commonly used qualitative analysis procedures will be employed, identifying key themes and mechanisms within the data.

The analysis will focus on:

- **Frequency:** analysis will take into account the number of times key information is reported throughout the surveys. However, as per best research practice, frequency has not been associated with higher or lower importance. Frequency will inform the analysis on how much these specific issues are spread amongst the research target groups.
- **Specificity:** more emphasis will be given to specific, detailed issues that were reported, always taking into account bias of the respondents.
- **Extensiveness:** extensiveness of comments will be linked to how many different participants have reported a specific comment or issue.

Challenges and limitations

- Considering the scope of the assessment and the variety of backgrounds of the target group, interviews will be conducted through the mediation of an interpreter. As such, there is a risk of bias deriving from the simultaneous translation.
- In Tripoli, where REACH staff collect through migrants identified by International Mercy Corps (IMC) staff on access to service may be bias as respondents are likely to be identified among IMC's beneficiaries.

6. Product Typology

Table 1 : Type and number of products required

<i>Type of Product</i>	<i>Number of Product(s)</i>	<i>Additional information</i>
<i>Report</i>	1	MSNA report
<i>Factsheet</i>	3	1 Factsheet per location
<i>Presentation</i>	1	Presentation of the preliminary findings
<i>Other(s)</i>	ToRs Dataset	1 Assessment ToRs published on the REACH Resource Centre + questionnaires

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
Research design	REACH AO	REACH Senior AO	REACH HQ	MERF
Secondary data review	REACH AO	REACH AO	REACH Senior AO	
Tools development and piloting	REACH AO	REACH Senior AO	REACH HQ	
Primary data collection	REACH AO	REACH AO		REACH HQ
Data Analysis	REACH AO	REACH AO		
Output production – Drafting of report	REACH AO	REACH AO		REACH HQ
Output review and feedback	REACH HQ	REACH AO	MERF	
Dissemination	REACH AO	REACH Senior AO	REACH HQ	MERF

Responsible: the person(s) who execute the task

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

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

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

7.2. Resources: HR, Logistic and Financial

- **Human Resources:**
 - A REACH Assessment Officer will be responsible for the full research cycle management, under the direct supervision of the Senior Assessment Officer.
 - REACH will rely on local partners in Libya to conduct data collection activities in the selected locations;
- In order to ensure full alignment in data collection methodology and practices REACH will conduct an extensive training and piloting of the tools with the focal points of each partner's organisation.

7.3. Work plan

	October				November				December			
Project Inception												
ToR Development												
Tools Development												
Training												
Data collection and analysis												
Partners selection												
Data collection												
Data analysis												
Output production and dissemination												
Output production												
Dissemination												

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	<p>REACH will coordinate with local authorities and humanitarian actors to monitor closely on-going security situation in assessed locations, especially in areas recently affected by renewed outbreaks of violence.</p> <p>The selection of the location will be informed by the continuous monitoring of the security situation. Back up locations will be identified in case of severe security constraints in accessing data collection areas.</p>
Difficulty in obtaining approvals to collect data in certain areas	<p>Coordination with local authorities will be prioritised and data collection will be conducted through local partners, in order to ensure a local buy-in and capacity to solve administrative blockages at local level.</p>
Targeted population members in some areas are unwilling to participate in the assessment	<p>Survey questions will respect humanitarian protection guidelines and data collectors will be trained in approaching respondents in a courteous and respectful manner, explaining the assessment's objectives and seeking the participants' informed consent.</p> <p>If communities remain unwilling to participate, enumerators will be instructed to respect individual decision and move on to other areas.</p>

9. Monitoring and Evaluation

IMPACT Objective	External M&E Indicator	Internal M&E Indicator	Methodology	Focal point	Tool	Research-specific information
Humanitarian stakeholders are accessing IMPACT products	Number of humanitarian organisations accessing IMPACT services/products	# of downloads of the assessment report from Resource Center	User monitoring	Country request to HQ	User_log	Yes
	Number of individuals accessing IMPACT services/products	# of downloads of the assessment report from Relief Web		Country request to HQ		Yes
		# of downloads of the assessment report from Country level platforms		Country team		No
		# of page clicks on the		Country request to HQ		Yes

		assessment report from REACH global newsletter				
		# of page clicks on the assessment report from country newsletter, sending Blue, bit.ly		Country team		Yes
		# of visits to x webmap/x dashboard		Country request to HQ		No
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	Libyan HNO, HRP
		# references in single agency documents				UNCHR Response Plan, IOM Country Strategy
Humanitarian stakeholders are using IMPACT products	Humanitarian actors use IMPACT evidence/products as a basis for decision making, aid planning and delivery	Perceived relevance of IMPACT country-programs	Usage M&E	Country team	Usage_Feedback and Usage_Survey template	Yes
		Perceived usefulness and influence of IMPACT outputs				Yes
		Recommendations to strengthen IMPACT programs				Yes
	Number of humanitarian documents (HNO, HRP, cluster/agency strategic plans, etc.) directly informed by IMPACT products	Perceived capacity of IMPACT staff				No
		Perceived quality of outputs/programs				Yes
		Recommendations to strengthen IMPACT programs				Yes
Humanitarian stakeholders are engaged in IMPACT programs throughout	Number and/or percentage of humanitarian organizations directly contributing to IMPACT	# of organisations providing resources (i.e. staff, vehicles,	Engagement Monitoring	Country team	Engagement_log	Yes

the research cycle	programs (<i>providing resources, participating to presentations, etc.</i>)	meeting space, budget, etc.) for activity implementation				
		# of organisations/clusters inputting in research design and joint analysis				Yes
		# of organisations/clusters attending briefings on findings;				Yes

10. Documentation Plan

1. Assessment Terms of References with Data Management Plan, Data Analysis Plan, M&E Framework, and Dissemination Plan.
2. Transcripts
3. NVIVO Analysis Files

11. Annexes

1. Data Management Plan
2. Dissemination Plan

Annex 1 : Data Management Plan

Administrative Data	
Project Name	A Multi-Sector Assessment of Protection Needs and Coping Strategies of Refugees and Migrants in Libya
Project Code	14iAFB 1Z8
Donor	Migration Emergency Response Fund
Project partners	International Medical Corps – Libya
Project Description	The study will adopt a qualitative approach to conduct an Assessment of Protection Needs of Refugees and Migrants in Libya in the three cities of Misrata Sebha, and Tripoli. The assessment will aim at investigating how access to economic resources affects refugees and migrants' capacity to mitigate vulnerability risks and fulfil basic needs (such as health and shelter), which coping strategy to they adopt to face these challenges and how different intentions and aspirations for the future affect their trajectories within Libya.
Project Data Contacts	Vincent.annoni@impact-initiatives.org; ayah.alzayat@reach-initiative.org;
DMP Version	18 October 2017
Related Policies	See endnote under the DMP table.
Data Collection	
What data will you collect or create?	<p>- Secondary data: REACH will rely on currently available secondary data source provided by international originations and local and international NGO to inform the research design and to ensure final framing of findings for the output production. Analysis of survey findings will be influenced by the outcome of secondary data review.</p> <p>- Primary data:</p> <ul style="list-style-type: none"> - A minimum of 120 semi-structured individual interviews with refugees and migrants (40 per identified location); - A minimum of 60 key informant interviews (20 per identified location) with local experts, including representatives of local authorities, local NGOs and community/religious leaders;
How will the data be collected or created?	Data will be collected through in-depth qualitative interviews with migrants and refugees residing or transitioning through Libya and KIs. The survey will be designed and noted in written format, digitalized and validated after regular debriefings.
Documentation and Metadata	
What documentation and metadata will accompany the data?	<ol style="list-style-type: none"> 1. Assessment Terms of References with Data Management Plan, Data Analysis Plan, M&E Framework, and Dissemination Plan. 2. Transcripts of the interviews and Focus Group Discussions. 3. NVIVO Analysis Files.
Ethics and Legal Compliance	
How will you manage any ethical issues?	<p>In accordance with the Code of Ethics and Conduct, REACH will ensure that every person from whom data is gathered for the purposes of research consents freely to the process on the basis of adequate information. They will also be able, during the data gathering phase, to withdraw freely or modify their consent and to ask for the destruction of all or part of the data that they have contributed.</p> <p>Throughout training of assessment teams, it will be emphasized that participants are not obliged to provide information they feel poses a risk to their well-being or if they feel this may cause a threat to their personal safety. Through constant feedback, such instances are reported to inform continuous improvements to training. Personal identifiable information will not be publicly disseminated to minimize/eliminate protection concerns for the assessed population. All data will be aggregated to a location and no identifiers will be publicly visible from the reports.</p> <p>To protect the anonymity of respondents, especially for vulnerable groups like UASC, data will be accessible only by REACH staff members who have been previously granted access to the data.</p>

	<p>REACH will associate to each of the respondents an anonym code that will replace their names on the questionnaires and database. This will protect the basic personal information like names, job titles, age and gender of the participants.</p> <p>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</p> <p>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.</p>
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?	<p>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.</p> <p>REACH Assessment 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.</p> <p>After the assessment, data will still be safely secured in the IMPACT global cloud server in CERN.</p>
How will you manage access and security?	<p>Access to the data will mostly be separated following two important timeframes of the study: during the assessment; and after the end of the assessment:</p> <p>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 digitized from paper to digital (as far as qualitative data is concerned).</p> <p>After the end of the assessment, and a successful anonymization of the data to ensure privacy and confidentiality of all participants, the cleaned anonymized data will be uploaded on OCHA's platform HDX under open data license.</p>
Selection and Preservation	
Which data should be retained, shared, and/or preserved?	<p>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.</p> <p>Sharing the data will be done following steps already described above in the data management plan.</p>
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 digitized, 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?	<p>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 organizations.</p> <p>Anonymized data will be available on the REACH Resource center and</p>

	distributed to the humanitarian community on such platforms as OCHA's HDX under open license.
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?	<p>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.</p> <ul style="list-style-type: none"> - All this will be done under the supervision and validation of the Global Coordinator and 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 3 : Dissemination Plan

In order to develop a comprehensive ToR, the dissemination plan needs to be filled during the ToR development stages and refined throughout the implementation of the research. Don't be discouraged if at first you cannot fill-out every component of this planning tool, as this tool and related questions should be considered as a working document to help you develop and modify your strategy, as your dissemination efforts and priorities evolve. For example, it will be rather straightforward to identify your stakeholders at ToR design phases, but you will be able to provide a precise message only once the findings of the assessments have been finalized. This is why you may want to work back and forth between questions as your thinking develops, as the context changes and as findings from your work are finalized.

A. Key events and planning dates of the broader humanitarian community, which should be taken into consideration when developing the dissemination plan:

	Internal Planning dates	External Milestones
December	First draft of the Overall report and related Factsheets sent out for review to HQ by the 8 th December	Overall report and related Factsheets sent out to MERF by the 15 th December

B. Dissemination plan:

#	Products	Message	Stakeholders	Means of dissemination	Purpose	Responsible	Timeframe
Multi-Sector Assessment of Protection Needs and Coping Strategies of Refugees and Migrants in Libya							
14iAFB 1Z8							
Program goal:							
1.	1 Assessment report + 3 Factsheets	1. Key protection needs per location identified 2. Key differences across refugees and migrants communities in terms of trajectories, vulnerabilities and exposures to protection risks identified.	MERF Start Network partners	<ul style="list-style-type: none"> General product mailing Website dissemination Launch event 	Inform MERF partners programming	REACH LBY	22/12/2017
			Humanitarian actors	<ul style="list-style-type: none"> Website dissemination Ad hoc presentations to INGO and sector working groups 	Inform partners programming	REACH LBY	22/12/2017
			Media	<ul style="list-style-type: none"> Website dissemination Press release 	Influence general narrative and raise attention on REACH action	REACH LBY / IMPACT HQ	22/12/2017