|  |  |
| --- | --- |
| **ISMI Terms of Reference**  **CCCM IDP Situation Monitoring Initiative 2.0, Northern Syria** | |
| **January 2018 Version 2** | **C:\Users\Megan\AppData\Local\Microsoft\Windows\INetCache\Content.Word\REACH logo white (for a coloured background).jpg** |

**1. Summary**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Country of intervention** | *Syria* | | | | | | | |
| **Type of Emergency** |  | Natural disaster | **X** | | **Conflict** | |  | Emergency |
| **Type of Crisis** |  | Sudden onset |  | | Slow onset | | **X** | **Protracted** |
| **Mandating Body/ Agency** | *UNHCR* | | | | | | | |
| **Project Code** | *16CPS / 16CVD / 16DGJ* | | | | | | | |
| **REACH Pillar** |  | Planning in Emergencies | **X** | | **Displacement** | |  | Building Community Resilience |
| **Research Timeframe** | Preparation phase: July - October 2017   * ISMI 2.0 research design   Staff and partner training:   * 2-5 October 2017 (REACH & partner & CCCM)   Round 1 bi-weekly data collection cycle: 16 October- 22 October 2017  Roll out bi-weekly data collection system : from October 2017 to December 2017  Implementation and consolidation of 2.0 system: January-December 2018   * Data analysis: regular (bi-weekly, monthly and quarterly) * Product drafting: regular (bi-weekly, monthly and quarterly) * Dissemination: regular (bi-weekly, monthly and quarterly) * Online platform update: regular (bi-weekly) | | | | | | | |
| **General Objective** | 1. Enhance the evidence base informing humanitarian responses to Internally Displaced Populations (IDPs) and Spontaneous Returns to Community of Origin[[1]](#footnote-1) (SRCOs) in Northern Syria. | | | | | | | |
| **Specific Objective(s)** | * Address gaps in geographic coverage with a permanent data collection network. * Identify and meet the evolving information needs of the CCCM in terms of displacement tracking. * Improve data quality by promoting best practices, including minimum number of sources of verification, application of a uniform methodology and trained and accountable enumerators. * Harmonize methodology of data collection by REACH, other potential partners and other CCCM member organisations. * Improve access by humanitarian actors to available data on internal displacement in northern Syria. | | | | | | | |
| **Research Questions[[2]](#footnote-2)** | * **Research Question 1**: What is the number of internally displaced persons (IDPs), and Spontaneous Returns to Community of Origin (SRCOs) in communities across the northern Syria governorates of Aleppo, Hama, Homs and Idleb[[3]](#footnote-3)? * **Research Question 2:**What are the internal displacement/Spontaneous Returns to Community of Origin (SRCOs) trends across the northern Syria governorates of Aleppo, Hama, Homs, and Idleb? * *Arrivals:* IDP numbers; place of arrival; last place of departure; intra/extra governorate displacement (i.e. if displacement occurs within the same governorate or across different governorates), priority needs * *Departures:* IDP numbers; point of departure; intended destinations; intra/extra governorate displacement * *For Spontaneous Returns to Community of Origin (SRCOs):* numbers arriving at the community; last place of departure * **Research Question 3:** What is the profile of IDP/Spontaneous Returns to Community of Origin (SRCO) households across communities in northern Syria governorates of Aleppo, Hama, Homs, and Idleb? *(Vulnerable profiles, shelter type, tenancy type).* * **Research Question 4:** What are the specific reasons for displacement? * **Research Question 5:** What are the shelter/dwelling types and tenancy arrangements of IDPs and Spontaneous Returns to Community of Origin (SRCOs)? | | | | | | | |
| **Research Type** | **X** | **Quantitative** |  | | Qualitative | |  | Mixed methods |
| **Geographic Coverage** | Accessible areas of Aleppo, Hama, Homs, and Idleb governorates *(see coverage map p.18)* | | | | | | | |
| **Target Population(s)** | * **Internally displaced persons (IDPs)** located in, arriving in and departing from assessed communities in the above-mentioned nothern Syria governorates. IDPs living in all shelter types will be assessed, including populations residing in camps, informal settlements and other sites. * **Spontaneous Returns to Community of Origin (SRCOs)** in the above-mentioned northern Syria governorates who return to the communities they previously habitually resided in but not necessarily to their former places of habitual residence. A further sub-section of this group is SRCOs who have returned to their former place of habitual residence[[4]](#footnote-4). | | | | | | | |
| **Data Sources** | **Primary Data:**   * Direct reports by CCCM members and Key Informant Interviews (KII) (direct face-to-face and indirectly remotely) by REACH and other trained partners.   **Secondary Data:**   * Operational reports and direct observation by CCCM members and UNHCR, and previous reports and assessments by REACH. * Humanitarian data and information and global media updates | | | | | | | |
|  | | | | | | | |
| **Expected Outputs** | * Bi-weekly updates: including factsheet, maps and dataset. * Monthly reports: based on regular bi-weekly data. * Trends analyses: quarterly analysis trends on bi-weekly data. * Online information portal updates: based on regular bi-weekly data. * Ad hoc assessments: rapidly deployed data collection in areas of acute displacement. * Thematic reports: based on past bi-weekly, ad hoc and other humanitarian data. | | | | | | | |
| **Key Resources** |  | | | | | | | |
| **Humanitarian milestones** | *NA* | | | | | | | |
| **Milestone** | | | **Timeframe** | | | | |
| X | Cluster plan/strategy | | | | January to December 2018 | | |
| X | Inter-cluster plan/strategy | | | | January to December 2018 | | |
| X | Donor plan/strategy | | | | January to December 2018 | | |
| X | NGO plan/strategy | | | | January to December 2018 | | |
|  |  | | | |  | | |
| **Audience** |  | | | | | | | |
| **Audience type** | | | **Specific actors** | | | | |
| ***X*** | Operational | | | | (I)NGOs operating in areas covered | | |
| ***X*** | Programmatic | | | | UNHCR, CCCM cluster and members | | |
| ***X*** | Strategic | | | | Donors Whole of Syria | | |
|  | Other | | | |  | | |
| **Access** | **X** | Public (factsheets, reports, and trends analyses – available on REACH research center, CCCM ISMI Public Box Folder and other humanitarian platforms) | | | | | | |
| **X** | Restricted (datasets – bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms) | | | | | | |
|  | Other | | | | | | |
| **Visibility** | All products should contain the CCCM, as well as the REACH logos. Output branding developed by REACH will be based on CCCM visibility guidelines. | | | | | | | |
| **Dissemination** | Through CCCM distribution list. | | | | | | | |

**2. Background & Rationale**

Since the beginning of the crisis in March 2011, conflict has caused 5.5 million Syrians to flee to neighbouring countries and further abroad. Within Syria, 6.6 million people are internally displaced, and an estimated 13.1 million in need of humanitarian assistance. Restricted humanitarian access has impeded systematic data collection efforts – limiting the effectiveness of humanitarian planning and implementation. Simultaneously, the volatile security situation within Northern Syria has led to constant new and secondary displacement.

Due to ongoing and evolving conflict and the resulting volatile security situation in much of northern Syria, there remain persistent gaps in the capacity of the humanitarian community to maintain a complete picture of IDP movements and displacement patterns. The constant displacement of families and fluidity of IDP movements – combined with the difficulties in access – has meant that acquiring timely data on the numbers and locations of IDPs has been a significant challenge across northern Syria, limiting the effectiveness of humanitarian planning and implementation inside the country. Since early 2015, the Camp Coordination and Camp Management (CCCM) Cluster-led IDP Displacement Tracking Coordination has provided regular information on populations affected by displacement through an ad hoc IDP tracking system based on voluntary contributions from up to 11 CCCM members. The CCCM Member IDP tracking system, which covers on average 64 communities, relies on data submitted by 3-5 member organisations every month.

Since the launch of the IDP Situation Monitoring Initiative (ISMI) in October 2016, a core data collection structure was established by REACH in partnership with Syria Relief Network[[5]](#footnote-5) (SRN), providing regular IDP tracking updates. The ISMI regular weekly and bi-weekly data collection cycles have ensured regular, timely and methodologically sound data across an extensive coverage area of more than 1000 communities.

Building on the foundations laid as part of the ISMI regular tracking and the CCCM Member IDP tracking, REACH launched the IDP Situation Monitoring Initiative 2.0 (ISMI 2.0) which continuously aims to strengthen IDP monitoring and mapping in northern Syria by harmonizing the two tracking systems.

ISMI 2.0 has ensured a more robust data collection structure, in order to enable more uniform approaches to IDP monitoring in northern Syria, through the merging of the existing CCCM Member IDP tracking system. The improved structure serves to implement minimum standards for data quality, including minimum number of sources of verification, application of a uniform methodology and trained and accountable enumerators and CCCM member contributions.

In order to successfully integrate the core data collection structure of ISMI with the existing CCCM data collection structure, to create a harmonized CCCM IDP tracking system, REACH provides training, techinical support and guidance to CCCM members and partners.

The harmonized data collection structure consists of a single methodological approach and minimum standards for data quality, including a minimum number of key informants for cross-verification of data.

Data collection is carried out through four different methods, including (1) direct Key Informant (KI) interviews through REACH, (2) direct KI interviews through other potential partners, (3) remote KI contact by other potential partners through its networks in inaccessible areas, and (4) the submission of data by CCCM member organization staff. Data is cross-verified against other agency updates and humanitarian news updates.

As part of the IDP situation monitoring initiative, REACH carries out rapid assessments (ad hoc) and thematic assessments, in discussion with CCCM on specific themes and geographic areas, these subsequently lead to the creation of several datasets and thematic reports, these exercises are outlined in a separate terms of reference.

**3. Research Objectives**

**Overall Objective:**

Through ISMI 2.0, REACH aims to provide CCCM operational partners and the wider humanitarian community with methodologically sound, regular and timely information on displacement figures and trends across northern Syria. ISMI 2.0 proposes to support CCCM with regards to the collection, management and analysis of data related to displacement patterns across the governorates of Aleppo, Hama, Homs, and Idleb.

**Specific Objectives:**

* Address gaps in geographic coverage with a permanent data collection network.
* Identify and meet the evolving information needs of the CCCM in terms of displacement tracking and S/NFI assessment.
* Improve data quality by promoting best practices, including minimum number of sources of verification, application of a uniform methodology and trained and accountable enumerators.
* Harmonise the existing ISMI and CCCM data collections methodologies and merge the existing ISMI data collection structure currently used by REACH andother potential partners, with the existing CCCM Member IDP tracking system, to create a single data collection structure.
* Improve access by humanitarian actors to available data on internal displacement in northern Syria, by developing information products tailored to their operational needs, through regular interaction and engagement with the CCCM cluster.

**4. Research Questions**

* **Research Question 1**: What is the number of internally displaced persons (IDPs), Spontaneous Returns to Community of Origin (SRCOs), and returnees in communities across the northern Syria governorates of Aleppo, Hama, Homs, and Idleb?
* **Research Question 2:**What are the internal displacement/SRCO trends across the northern Syria governorates of Aleppo, Hama, Homs, and Idleb?
* *Arrivals:* IDP numbers; place of arrival; last place of departure; intra/extra governorate displacement (i.e. if displacement occurs within the same governorate or across different governorates); priority needs
* *Departures:* IDP numbers; point of departure; destinations; intra/extra governorate displacement
* *For SRCOs:* number of SRCOs arriving at the community; place of departure
* **Research Question 3:** What is the profile of IDP/SRCO households across communities in northern Syria governorates of Aleppo, Hama, Homs and Idleb? (Women headed households; Women travelling alone; Child headed households/children travelling alone; Orphans; Households with young children; Elderly headed households; Elderly travelling alone; Disabled headed households; Individuals with disabilities travelling alone)
* **Research Question 4:** What are the specific reasons for displacement?
* **Research Question 5:** What are the shelter/dwelling types and tenancy types of IDPs and SRCOs.

# 5. Methodology

##### 5.1. Methodology overview

The programme consists of two types of data collection. Firstly, regular **bi-weekly data collection cycles covering all ISMI-covered communities,** using data collected in the baseline (October-November 2016) as a measure to compare data against. Secondly, ad hoc / daily data collection cycles which will either be activated to cover specific ISMI areas or submitted by CCCM members within their coverage areas.[[6]](#footnote-6) In order for the displacement tracking to be as comprehensive as possible, from multiple actors with access to networks inside and/or organizations operating inside Syria and strengthening concurrent efforts in monitoring IDP movements, ISMI 2.0 will rely on data collected by CCCM members as well as REACH and other potential partners.

For REACH and other potential partners, data will be collected through interviews with KIs living or operating in the sub-districts where communities are assessed. For CCCM members, data will also be collected through interviews predominantly with CCCM member staff, such as NGO staff, camp leaders and camp managers, but also other KI types where available.

Interviews should be conducted at the community level and face to face with KIs in areas that can be accessed by field teams. Potential KIs are to be identified using existing networks of REACH and other potential partners, as well as a snowball approach to reach a larger number of KIs to triangulate information and to allow for wider coverage. Required KI profiles will depend on the question/information to be gathered and will be purposively selected, including local authorities, documentation office/registration focal points, local relief committees/charities, community/religious leaders, camp management and NGOs.

Where direct access to the area in question is not possible (as is the case in parts of Ar-Raqqa and Deir-ez-Zor governorates when ISMI was collecting there), remote data collection methodologies will be implemented, to ensure information can still be gathered about the specified population of interest. The lower reliability of data collected remotely will be taken into account, to ensure information can be used.

Data will be presented to CCCM in the form of bi-weekly datasets and bi-weekly and monthly reports, as well as quarterly trends analyses and thematic reports, highlighting key displacement figures and key indicators including most common shelter/dwelling types, tenancy type, point of departure of new IDP arrivals, onward intended destination of departing IDPs, Spontaneous Returns to Community of Origin (SRCOs) figures, most common profiles of IDPs/SRCOs, vulnerable profiles, and priority needs of IDPs/SRCOs. In addition, a spatial analysis of selected indicators will be conducted using GIS technology and mapping. These indicators will include number of IDP arrivals, number of IDP departures and chart from/to destinations as well as mapping SRCOs.

**5.2. Target Population and Area of Operations**

The assessment will target

* **Internally displaced persons (IDPs)** located in, arriving in and departing from communities in the nothern Syria governorates of Aleppo, Al-Hasakeh, Ar-Raqqa, Deir-ez-Zor, Hama, Homs and Idleb..
* **Spontaneous Return to Community of Origin (SRCO):** Internally displaced persons and refugees who return to their community of origin that they left due to the conflict, but not to their places of habitual residence, and do not enjoy the full spectrum of rights afforded to them prior to their displacement, arriving to assessed communities in the above-mentioned governorates. Within this group, there is also the assessment of SRCOs who return to their habitual place of residence.

A total of 1,183 communities were covered in the baseline assessment in October-November 2016. These communities could be covered in addition to any other communities in which either REACH, other potential partners or any CCCM member organisations are able to collect data. Communities where neither REACH nor other potential partners’ enumerators, nor CCCM member organisations have KI networks are defined as inaccessible. However, all teams are asked to inform the REACH ISMI focal point in the case that it is possible to establish a KI network in an area previously defined as inaccessible. If one CCCM member organisation, the REACH teams or other potential partners are able and have the resources to establish a KI network, then the location will be deemed accessible, despite the location remaining inaccessible to other CCCM member organisations. REACH and other potential partners may be unable to access KI networks in a location due to a risk to KIs and or staff and/or a ban by authorities. Those communities deemed unsafe to carry out data collection in by the respective security managers of both organisations will result in a community becoming inaccessible.

REACH will cover accessible sub-districts in Idleb and Aleppo governorate, with prospects to expand into Hama and Homs governorates. Areas in Aleppo and Idleb, (and prospectively Hama and Homs) are to be covered through direct Key Informant interviews, with enumerators present on the ground in each location, led by team leaders who will each liaise with POs based in Antakya throughout the data collection process. Furthermore, CCCM member organisations will cover areas in which they operate on an ad hoc basis.

Due to the changing nature of the Syria conflict, in the case that areas previously inaccessible become accessible by REACH, other potential partners or other CCCM member field teams, communities will be visited and if IDP arrivals/departures or SRCO populations are recorded arriving, these will be covered in the bi-weekly data collection cycles. Conversely, communities currently accessible by field teams may become inaccessible in the future. In such an instance, the REACH Assessment Officer will monitor the situation and liaise with teams to identify if KIs in the community can be accessed by REACH, other potential partners and CCCM member teams remotely. If remote data collection is not possible, then the areas will stop being covered, and CCCM will be notified of any changes in accessible communities. However, all teams will be trained to identify changes that may facilitate access to the community.

**Criteria for KI selection**

* KIs have to be knowledgeable about and be able to provide community-level information on the situation in the assessed community
* KIs have to be over the age of 18
* To the extent possible, enumerators should aim to identify and interview male as well as female KIs
* KI types to be interviewed with each of the three data collection forms are restricted as follows (not in order of priority):

Table 1: KI types for data collection forms & number of KIs per community

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Form 1a: IDP KI** | **Form 1b: HC KI** | **Form 2:** | **Form 3:** |
| **Focused information about IDPs** | **Focused information about HC/SRCOs** | **CCCM Member Organisations** | **Ad hoc monitoring** |
| **Kobo form name[[7]](#footnote-7)** | **REACH\_TRY\_ISMI\_BiWeekly\_Forms\_REACH\_Teams\_IDP\_KI\_December\_2017\_استبيان\_النازحين** | **REACH\_TRY\_ISMI\_BiWeekly\_Forms\_REACH\_Teams\_Host\_KI\_December\_2017\_استبيان\_السكان\_الأصليين** | **CCCM\_Members\_ISMI\_Tool\_V2**  **(on the UNHCR KoBo server)** | **(Subject to ad hoc content)** |
|
| **Key informant types** | Documentation office/ registration focal point | Documentation office/ registration focal point | CCCM Member Staff | Documentation office/ registration focal point |
| Local Council | Local Council | Camp Manager | Local Council |
| Local Relief Committees | Local Relief Committees | Camp Leader | Local Relief Committees |
| Local Charities | Local Charities | Civil Society Group | Local Charities |
| Community Leaders - IDPs (Elders) | Community Leaders - Pre-conflict population (Elders) | Documentation office/ registration focal point | Community Leaders - IDPs (Elders) |
| Community Leaders - IDPs (Religious) | Community Leaders - Pre-conflict population (Religious) | Local Council | Community Leaders - IDPs (Religious) |
| Collective Centre Manager | NGOs | Local Relief Committees | Collective Centre Manager |
| Collective Centre Leader | Civil Society Group | Local Charities | Collective Centre Leader |
| Camp Manager | Other (specify) | Collective Centre Manager | Camp Manager |
| Camp Leader |  | Collective Centre Leader | Camp Leader |
| NGOs | Community Leaders - IDPs (Elders) | NGOs |
| Civil Society Group | Community Leaders - IDPs (Religious) | Civil Society Group |
| CCCM Member Staff | NGOs | CCCM Member Staff |
| Other (specify) | Other (specify) | Other (specify) |
| **minimum # of KIs to be interviewed per community** | **1** | **1** | **2** | **2** |
| **Frequency of data collection** | **Once bi-weekly** | **Once bi-weekly** | **Once bi-weekly or ad hoc** | **Ad hoc** |
|
|  |  | | | |

* REACH/other potential partners’ enumerators/CCCM Members are instructed to only interview KI types not falling into these categories (“other (specify)”) as a last resort, i.e. if none of these profiles could be identified and interviewed.
* Priority is to be given to the quality of KIs, i.e. the relevance of their profile and reliability of the information they provide.
* Using the first approach, at least two different KI types should be interviewed in each community and at least two forms (1a, 1b) should be submitted to KoBo for each community/IDP site being assessed, one to the IDPs form and the other to the HC KI form. A minimum of two KIs is set as a requirement for all communities being assessed by REACH/other potential partners in order to cross-reference figures and for triangulation.
* For the second approach, where possible CCCM Member organisations will contribute one form per community, with information provided by two KIs (which will commonly include CCCM Member staff) in order to allow verification of figures. Where it is not possible to have two KIs per community, the form will still be submitted and this data will still be considered. REACH will then put out a call to find a second KI to provide triangulation of figures.
* Further enumerator guidance on the completion of the four data collection forms (IDP, IDP Macro/HC/SRCOs, CCCM Member and Ad hoc) and related KI selection can be found [here](https://www.dropbox.com/s/8n6qrqq1b1184k8/REACH_TRY_ISMI_DataCollection_Approach_Update.xlsx?dl=0), as used during training.

**5.3 Data collection**

Regular IDP tracking will continue to be conducted in the form of bi-weekly assessments, complemented by rapidly-deployed ad hoc assessments, to provide consistent and timely updates on IDP movements. These data collections obtain up-to-date IDP and host community household figures for assessed communities (IDP and HC stock), as well as data on new IDP arrivals and departures (IDP flow), last places of departure, intended destinations, shelter and tenancy types, vulnerable profiles, and priority needs, as well as similar indicators for returning pre-conflict population households (SRCO flow).

Two different approaches are employed during both regular and ad hoc assessments:

1. A **direct** **KI interview** approach is adopted to provide the general overview of the displacement situation in directly accessible, assessed locations in Northern Syria. This consists of direct, *face-to-face interviews* carried out by enumerators who travel to locations to conduct interviews with KIs.
2. A **remote KI interview** approach is adopted to provide the general overview of the displacement situation in locations in Northern Syria that are inaccessible to enumerators for example previously assessed communities in Ar-Raqqa and Deir-ez-Zor governorates. Enumerators conducting data collection using this remote approach contact KI networks via means such as telephone/messaging/WhatsApp.

REACH and potential partners’ enumerators collect data for the bi-weekly monitoring using two questionnaires (IDP and HC KI), uploading the data onto the online KoBo collect server (twice monthly).

Data is collected twice each month, covering the first and second half of each month respectively. The fortnightly data collection cycles run for a 5-day period immediately following the tracking period. IDP movements taking place between the 1st and 15th of the month are recorded during data collection between 16th and 21st of the month. Data is collected between 1st and 6th of the month covering IDP movements between 16th and 30th/31st of the preceding month. This argued delay in delivery, which is necessary to ensure data accuracy, is mitigated by the rapid assessments provided by the ad hoc. Datasets can be verified and disseminated within 2 days of the end of the data collection period.

CCCM member organisations are invited and encouraged to collect data during the two bi-weekly data collection cycles each month; however, member organisations are also asked to contribute forms on an ad hoc basis. CCCM members are asked to contribute one form, ideally containing information from two KI types/CCCM member staff, to the CCCM member tool on KoBo within either the first or second bi-weekly cycle of each month, in line with REACH/other potential partner’s enumerator timeframes, in order that data can be processed and disseminated by REACH in a timely manner, namely in the shared datasets and outputs. As the inclusion of 2 KI types/CCCM member staff is non-mandatory for member organisation submissions, in instances where members are unable to submit forms from 2 KI types/CCCM member staff for a community/IDP site, a form with 1 KI type will be submitted to the CCCM members KoBo. REACH will then seek a second KI from its networks to complete and submit an IDP form to KoBo, to serve as a source of triangulation.

If a CCCM member submits forms covering a shorter or longer period than the bi-weekly coverage cycle it will be included in the dataset for the closest cycle, with a clear distinction made in the dataset concerning the different coverage periods. It may also be used for triangulation purposes if there is a crossover with a REACH/ potential partners’ area. However due to the inability to aggregate as the timeframes are not aligned with the rest of the data, it is not being included in the output analysis.

Originally, bi-weekly data collection was rolled-out following a short pilot phase of two days by REACH and other potential partners’ teams, the methodology was tested and reviewed and necessary adjustments to the tools were made. dDta collection wasconducted across all areas identified in Idleb, Aleppo, Hama, Homs, and from 2018 will be conducted across all areas identified in Idleb, Aleppo and prospectively Hama and Homs governorates. This is done via a direct KI approach and where deemed necessary by a remote KI approach, i.e. where direct KI interviews cannot be conducted and in line with accessibility and security considerations.

* For communities that can be visited, REACH/other potential partners’ enumerators collect data in face-to-face interviews with their KIs.
* In inaccessible areas not visited, enumerators contact their KI networks remotely, to fill the relevant bi-weekly data collection tools, the IDP KI form and the IDPMacro/HC/SCRO KI form
* Enumerators should contact their KIs on a weekly basis and submit completed questionnaires to the weekly data collection tools on KoBo to generate updates on the IDP situation.

##### 5.4 Household vs Individual IDP figures

Data can be collected at either individual or household level. ISMI employs a household data collection technique across assessments it undertakes. This is based on the understanding that most KIs are able to provide more accurate household figures[[8]](#footnote-8) rather than accurate individual figures. Collecting household figures is a frequently employed data collection technique in this sort of research, with interviewers often reporting that while KIs only provide ballpoint estimates for individual IDP figures, they are able to discuss household figures with more clarity, as is common in this sort of data collection.

As was the case in the baseline, as well as the weekly and subsequent bi-weekly data collection cycles, the ISMI 2.0 bi-weekly and ad hoc questionnaires ask questions about the number of IDPs by focusing on the number of households, rather than the number of individuals. During data processing, the collected household figures will then be multiplied by the average IDP household size for each community (5.7).

The primary reason for opting to collect household numbers rather than individual numbers is linked to the adopted data collection method, the key informant methodology. Based on extensive experience in Syria as well as other displacement contexts, key informants are generally more able or confident to report household figures than individual numbers. This is the case in particular for situations with very large IDP populations. As such, the collection of household figures yields more accurate information, especially when precise information on household size is available.

# 6. Data Analysis Plan

**6.1 Data entry, checking and cleaning process**

In the first approach, covering forms 1a. and 1b., at the end of each bi-weekly data cycle, REACH assessment teams liaise with REACH project officers and other potential partner teams respectively for confirmation that all forms have been successfully uploaded. The REACH assessment team then downloads the two forms (IDPs and HCs) from the KoBo server and engage in data checking and follow-up with REACH and other potential partners’ teams to ensure that two forms have been submitted for each assessed community. For each community for which an IDP form has been submitted, there is a corresponding HC KI form submitted. This allows figures to be cross-checked and provide for triangulation.

The REACH Assessment team then call on REACH and other potential partners project officers to coordinate the submission of any late forms in case any are missing. The REACH Assessment team review for inconsistencies and inaccuracies, following the steps outlined in the *data checking and cleaning process document*. These processes are the same for both weekly/bi-weekly assessments and the ad hoc assessments and are outlined in the Standard Operational Procedures (single working document).

Simultaneously, the REACH Assessment team download the CCCM member forms from the KoBo server.

In the case that the form has only indicated the use of one source of information/KI, the REACH Assessment team (AO) puts out a call to its enumerators and in order to find another source of information/KI to be interviewed for cross-verification purposes, in line with REACH methodology to triangulate all data submitted.

In the case that a single form for a community has been submitted by a CCCM member organisation and there is no available KI to cross-check the data for the respective community, REACH includes this data in the shared dataset and outputs but make it clear that the respective data has not been cross-checked.

Once data has been checked and follow-up with REACH and other potential partners’ field teams has been carried out, to confirm the accuracy of the data collected in both the IDPs and HC forms, the REACH Assessment Officer (AO) begins data checking using the steps outlined in the data checking process document. The same procedure is adopted for the CCCM member form as well as the ad hoc form. The REACH AO then ensures the data is cleaned meticulously, correcting any incorrect figures or mistakes in data entry and conducting automated checks to identify any discrepancies between the two forms submitted for each community.

Using both forms submitted for each community/IDP site to the IDPs form and the HC form, the AO triangulates the data and calculates average figures. Following this, the AO will format the data into a dataset, following the dataset creation process. Once all steps have been followed in the dataset creation process, REACH and other potential partners’ POs check through once more and look for any inconsistencies. Following this, the SAO internally reviews the dataset before it is shared with the CCCM coordinator via a Dropbox link.

**6.2 Data analysis process and framework**

Once the dataset has been finalised, the analysis is conducted according to the analysis plans developed, depending on the output (bi-weekly factsheet, monthly or trends analysis). Primary data is triangulated with secondary data from multiple sources, including previously collected IDP figures by CCCM partners, OCHA displacement figures, situation reports from other UN Agencies and (I)NGOs working in the affected areas, as well as media reports, to verify the accuracy of information provided and provide contextualisation to the figures. Data is be manipulated by taking indicators such as shelter/tenancy types of new IDP arrivals or destinations of those who left the community, with the use of excel pivot tables to facilitate analysis.

The following SoPs will be available in the first quarter of 2018:

1. Baseline KI data analysis plan
2. Weekly/bi-weekly updates analysis SoP
3. Monthly output analysis SoP
4. Quaterly trends analysis SoP

Figure 1: Example – Weekly data cleaning, analysis and output production work plan



In order to cover IDP movements taking place between 1 and 15 of the month, teams conduct data collection for five days between the 16 and 22 of the month (these are indicative dates which may change by a day or two days depending on weekend dates/public holidays). Following the five-day data collection period immediately following the two-week coverage period, the REACH AO downloads all forms from the online KoBo server and checks with REACH, other potential partnersand all CCCM member organisations that all forms have been submitted. Once any late forms have been submitted, REACH AO begins data checking and follow-up with relevant teams and then cleans the data, correcting any data entry mistakes. The REACH AO then presents the cleaned data in a formatted dataset which is be shared with the CCCM coordinator. Following submission of the regular bi-weekly dataset to the CCCM coordinator, the REACH AO conducts data analysis and prepares a bi-weekly factsheet. After each month, a monthly factsheet is also be produced and shared with the CCCM coordinator for review. The monthly output will use data submitted by REACH, other potential partnersand CCCM members in two consecutive rounds of the bi-weekly corresponding to a full month. After each 12-week period, a quarterly trends analysis is produced and shared with the CCCM coordinator for review. In order to create the quarterly output, the REACH AO uses six bi-weekly datasets corresponding to a three-month period. Furthermore, collected data isrecorded in a consolidated database to be developed by REACH, which can be accessed easily by the CCCM and partners to analyze data collected as it is triangulated and confirmed. A basic, preliminary guidance note on the updating of the dashboard data set can be found [here](https://www.dropbox.com/s/7kl6s0pquxqjab9/REACH_SYR_ISMI_GuidanceNote_Updating_DashboarDataSet_as_of_Feb2017.docx?dl=0). This will be subject to automation and will thus change.

**7. Product Typology**

**Table 1: Type and number of products required**

|  |  |  |
| --- | --- | --- |
| Type of Product | Number of Product(s) | Additional information |
| Bi-weekly Updates | One per fortnight |  |
| Bi-weekly Maps | One per fortnight |  |
| Monthly Reports | One per month |  |
| Trend Analysis Report | On a quarterly basis |  |
| Online Dashboard | 1 |  |
|  |  | Online information portal |

**8. Management arrangements & Workplan**

**8.1. Roles & Responsibilities, Organogram**

* REACH Syria Regional Coordinator
  + Manages external relations at regional level
  + Manages liaison with IMPACT HQ
* REACH Country Focal Point (FP)
  + Manages donor relations at country level
  + Provides logistic and financial support
  + Manages budget for the program
  + Coordinates with other teams operating on Syria
* REACH Assessment Officer (AO)
  + Develops data collection tools
  + Analyses all data collected
  + Produces all of the information products
  + Supervises all of the FC’s filed activities
  + Manages relations with other partners in the field
* REACH GIS Officer (GO)
  + Analyses data collected for mapping
  + Produces digital maps for all information products in liaison with AO
  + Creates and manages online web portal
* Assessment Network Coordinators (ANC)
  + Project officers responsible for managing teams of data collectors inside Syria
  + Ensuring the methodology is followed on a daily basis
  + Report any issues directly to the Assessment Officer to immediately address challenges encountered during implementation.
* Enumerators (E) hired by REACH or other potential partners
  + Responsible for conducting key informant (KI) interviews in line with the methodology and under guidance of the ANCs
* IMPACT Global Team (GVA)
  + Validates all information products

Description of roles and responsibilities

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task Description** | **Responsible** | **Accountable** | **Consulted** | **Informed** |
| Recruiting and hiring staff | AM | RC |  | GVA |
| Training staff and partners | AO | AM |  | RC |
| Biweekly updates | AO | AM | GVA | RC |
| Monthly reports | AO | AM | GVA | RC |
| Quarterly trend analysis | AO | AM | GVA | RC |
| Mapping | GO | AM/GM | GVA | RC |
| Online platform development and implementation | GO | AM | GVA | RC |

***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*

**Work plan**



**9. Risks & Mitigation Strategy**

**List of risks and mitigating action**

|  |  |
| --- | --- |
| Risk | Mitigation Measure |
| Change in security situation makes areas inaccessible to REACH or other potential partners’enumerators | The security situation will be continually monitored. If direct data collection by either REACH or other potential partnersenumerators is rendered unfeasible due to security concerns, alternative data collection methods are adopted, either interviews with newly arrived IDPs from affected areas – first priority – or direct contact by REACH staff in Turkey of key informant network in affected areas. If the security situation subsides, direct data collection can be resumed at a later stage. |
| Security situation results in travel time to certain areas being increased | The security situation will be continually monitored and alternative routes identified. |
| It is not possible to obtain approvals to collect data from certain areas | REACH, in coordination with and the support of UNHCR, the CCCM and ACTED, will engage with relevant local authorities (where justifyiable) to eventually obtain approvals. Should this be unsuccessful, the possibility of remote data collection will be discussed with the CCCM and, if approved by the CCCM, data can be collected remotely. |
|  |  |

**10. Monitoring & Evaluation**

**Monitoring and evaluation targets**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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  Number of individuals accessing IMPACT services/products | # of downloads of bi-weekly FS from Resource Center | User monitoring | Country request to HQ | User\_log | *Y* |
| # of downloads of bi-weekly maps from Resource Center | Country request to HQ | Y |
| # of downloads of monthly reports from Resource Center | Country request to HQ | Y |
| # of downloads of trend analysis reports from Resource Center | Country request to HQ | Y |
| # of downloads of thematic reports from Resource Center | Country request to HQ | Y |
| # of downloads of bi-weekly FS from Relief Web | Country request to HQ | Y |
| # of downloads of bi-weekly maps from Relief Web | Country request to HQ | Y |
| # of downloads of monthly reports from Relief Web | Country request to HQ | Y |
| # of downloads of trend analysis reports from Relief Web | Country request to HQ | Y |
| # of downloads of thematic reports from Relief Web | Country request to HQ | Y |
| # of downloads of x product from Country level platforms | Country team | N (ISMI outputs are not disseminated through country level platforms) |
| # of page clicks on x product from REACH global newsletter | Country request to HQ | N (ISMI outputs are not disseminated through REACH Global Newsletter) |
| # of page clicks on x product from country newsletter, sending Blue, bit.ly | Country team | N (ISMI outputs are not disseminated through sendingBlue) |
| # of visits to the ISMI dashboard | Country request to HQ | 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, Cluster/sector strategies) | Reference monitoring | Country team | Reference\_log | Syria HNO 2018, Syria HRP 2018, CCCM Cluster strategy |
| # references in single agency documents | UNHCR SYRIA: FLASH UPDATE |
| **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 IMPACT country-programs | Usage M&E | Country team | Usage\_Feedback *and* Usage\_Survey template |  |
| Perceived usefulness and influence of IMPACT outputs | *Usage survey to be conducted in September 2017 on outputs produced in the framework of ISMI 1.0, targeting at least 10 partners* |
| Recommendations to strengthen IMPACT programs | *Usage survey to be conducted in December 2017 on outputs produced in the framework of ISMI 2.0, targeting at least 10 partners* |
| 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 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 |

**11. Documentation Plan**

Documents to be archived:

* Terms of Reference
* Coverage map(s)
* Data collection tool(s)
* Raw Databases (soft copy)
* Clean Databases (soft copy)
* Data Cleaning Log
* Presentations
* Reports
* Maps

Other internal documents:

* Workplans
* Training materials
* SOPs

**12. Glossary of Terms**

**Spontaneous Returns to Community of Origin (SRCO):** An IDP who returns to the community that they originated from, but not to their home or place of habitual residence prior to displacement.

**Area of origin:** The location that an IDP is originally from, their original place of habitual residence, which may in some instances be their last place of departure. See *Place of departure* below.

**Managed Camp:** A formal site for the shelter of IDPs, run by a CCCM member, and recognized on the ISIM list of camps in Northern Syria.

**Collective Centres:** Pre-existing buildings and structures within a community used for the collective and communal settlement of the displaced population in the event of conflict or natural disaster. E.g. Mosques and schools

**Community:** A neighbourhood, village, town, or city that is listed on the UNOCHA p-code list.

**Community Representative (CR):** Person who represents a constituency or community, either in a legislative or non-legislative body. The person may be elected to the post by the community or may be unelected. For example: Community leader, religious leader, elder, mukhtar.

**Informal Settlement:** Any collection of IDP households (must be more than 1), in any shelter type, that falls outside the ISIM list of IDP camps, or outside the boundaries of existing communities as listed in the UNOCHA Syria p-code list.

**Internally Displaced Persons (IDPs):** People or groups of people who have been forced to leave their homes or places of habitual residence, in particular as a result of or in order to avoid the effects of armed conflict, situations of generalized violence, violations of human rights, or natural or man-made disasters, and who have not crossed an international border. (UNHCR definition)

**Key Informant (KI):** A person who is interviewed on their knowledge of a particular situation or context, may or may not be community representative. For example: Community leader, religious leader, elder, mukhtar.

**Key Informant Interview (KII):** In-depth qualitative interviews which try to understand – these may be conducted via either a *direct* (face-to-face) approach or alternatively may be conducted *remotely*.

**Place of departure:** In the case of IDP arrivals, this is the most recent location an IDP left before arriving to another location according to the CCCM.

**13. List of Acronyms**

**CCCM:** Camp Coordination and Camp Management Cluster

**FGD:** Focus Group Discussions

**GIS:** Geographic Information System

**HQ:** Headquarters

**IDP:** Internally Displaced Person

**IM:** Information Management

**INGO:** International Non-Governmental Organisations

**KI:** Key Informant

**NGO:** Non-governmental Organisations

**RQ:** Research Questions

**SDR:** Secondary Data Review

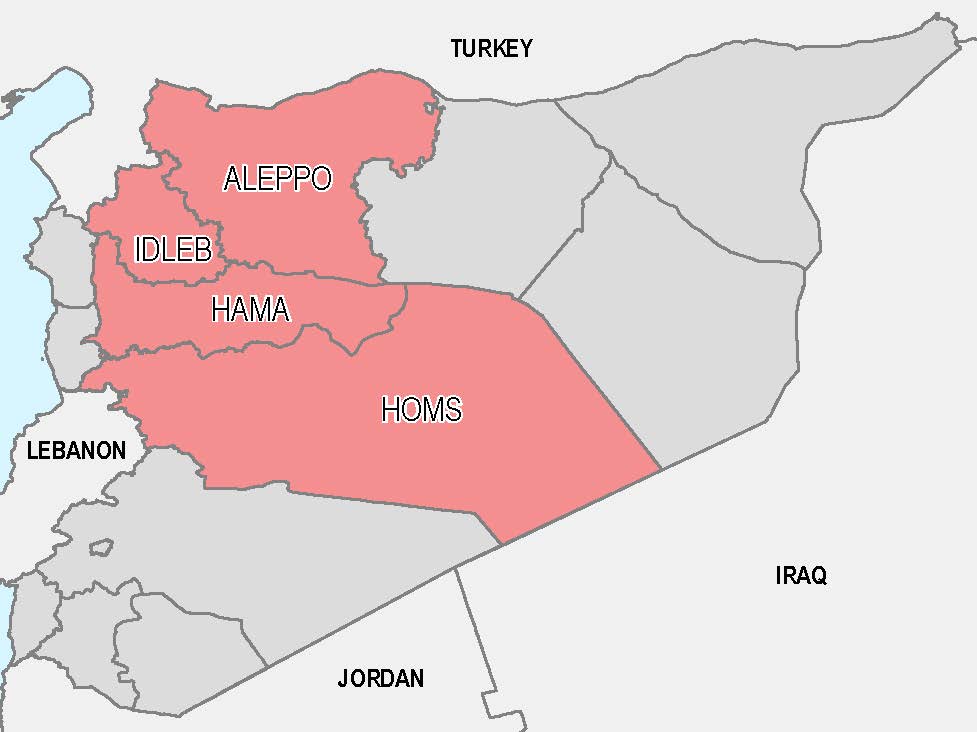
**SRCO**: Spontaneous Return to Community of Origin

**SRN:** Syria Relief Network

**UNHCR:** United Nations High Commissioner for Refugees

**WoS:** Whole of Syria

**14. Coverage Map**

****

**15. Annexes**

Annex 1: Questionnaire(s) / Tool(s)

Annex 2: Data Management Plan

Annex 3: M&E Matrix

**Annex 1: Questionnaire(s) / Tool(s)**

1. **IDP form**

[REACH\_TRY\_ISMI\_BiWeekly\_Forms\_REACH\_Teams\_IDP\_KI\_December\_2017\_استبيان\_النازحين](https://ee.humanitarianresponse.info/x/#Yhfm)

1. **IDPMacro/Host Communities/SRCOs form**

[REACH\_TRY\_ISMI\_BiWeekly\_Forms\_REACH\_Teams\_Host\_KI\_December\_2017\_استبيان\_السكان\_الأصليين](https://ee.humanitarianresponse.info/x/#YQVw)

1. **CCCM Member form**

[CCCM\_Members\_ISMI\_Tool\_V2](https://enketo.unhcr.org/x/#YpK2)

1. **Ad hoc form**

**(Subject to ad hoc content)**

**Annex 2: Data Management Plan**

|  |  |
| --- | --- |
| **Administrative Data** | |
| Project Name | CCCM IDP Situation Monitoring Initiative (ISMI), Northern Syria |
| Donor | UNHCR |
| Project Description | Through ISMI, REACH aims to provide CCCM operational partners and the wider humanitarian community with methodologically sound, regular and timely information on displacement figures and trends across northern Syria. ISMI proposes to support CCCM with regards to the collection, management and analysis of information related to displacement patterns across the governorates of Aleppo, Hama, Homs and Idleb. REACH will lead on the implementation of ISMI, potentially supported by other potential partners. |
| Project Data Contacts | Mohammad Mir Bashiri (mohammad.mirbashiri@reach-initiative.org) Assessment Officer, Augusto Come, (augusto.come@reach-initiative.org) Senior Assessment Officer |
| DMP Version | Version 2 (30 January 2018) |
| Related Policies | Data management plan based on models and standards developed by the Digital Curation Centre (DCC), <http://www.dcc.ac.uk>. |
| **Data Collection** | |
| What data will you collect or create? | * ISMI data collection, building on the baseline, weekly/bi-weekly assessments initiated in October 2016 through to December 2018, will continue to collect regular bi-weekly data through fortnightly assessments, which will act as a snapshot to compare and measure displacement across northern Syria. * The bi-weekly and ad hoc assessments will continue to collect data on Internally Displaced Persons (IDP) stock figures, IDP movements (flow), including on IDP and host community population figures, SRCO figures, shelter and dwelling types, tenancy types, and places of departure of IDPs, places of departure of SRCOs, vulnerable profiles and priority needs of IDPs and SRCO populations. * ISMI 2.0, building on the regular assessments established in 2016, will continue to consist of regular bi-weekly as well as ad hoc data collection cycles, in which data is collected every fortnight from communities and/or IDP sites known to have experienced IDP or host community arrivals or departures during the weekly reporting period. * This data is intended to provide regular displacement updates as well as capturing a broader view of the displacement situation at a particular point in time. It will include IDP and host population figures, shelter types and places of origin of IDPs, number of new IDP arrivals and departures, numbers of new host population returns and departures, and communities of origin and destinations of arrivals and departures respectively. * Data collection tools for both the bi-weekly assessments will continue to be designed in XLSX format and then stored in XLSX files upon final validation from CCCM. Each tool will then be translated into KoBo forms (XLS form syntax) designed to operate in both English and Arabic. * For enumerator security reasons, the KoBo forms will continue to be adapted into paper forms, which are used by enumerators to collect data from KIs before entering it into KoBo. * The data collected by the enumerators through KoBo will continue to be exported at the end of each bi-weekly reporting period, and ad hoc assessment respectively, to XLSX format and properly stored (see Storage and Backup section). * All data collected as part of ISMI will continue to be original. For the purposes of spatial analysis, this data will continue to be combined with pre-existing spatial data from OCHA and other sources. Each data source will be properly referenced. |
| How will the data be collected or created? | * Data will continue to be collected through interviews at the community level with key informants (KIs) living or operating in the sub-districts to be assessed. Required KI profiles will continue to depend on the question/information to be gathered, including: local authorities, documentation office/registration focal points, local relief committees/charities, community/religious leaders, camp management and NGOs. * Where *direct access* to the area in question is not possible (as used to be the case when ISMI collected in Ar-Raqqa and Deir-ez-Zor governorates) *remote KI data collection* methodologies will continue to be implemented, to ensure information can still be gathered about the specified population of interest. * REACH will continue to design a final validated list of indicators (similar to that conducted at the start of ISMI 2.0), in collaboration with CCCM and taking into account their information needs for the ad hoc data collection cycles. For each of those indicators, questions will be developed. REACH will continue to lead the technical design of the indicators and tools. * REACH will continue tosubmit an initial draft of the indicators to UNHCR, CCCM andother potential partners. Initial draft tools in English will be sent to other potential partnersand CCCM for feedback and inclusion of additional information that is requested. REACH will continue to compile all feedback and produce final versions of the tools in both English and Arabic which shall be validated by CCCM before deployment of the three bi-weekly (IDPs, HC and CCCM Member) and Ad hoc tools. * The bi-weekly tools were tested, piloted and finalised in September 2017, before the first bi-weekly data collection cycle began in October 2017. * The ad hoc tool was also tested, piloted and finalised in September 2017, ahead of being rolled-out in October 2017, as required. * For the bi-weekly assessments, the tool will continue to consist of three forms: one focussing on IDPs (henceforth referred to as the IDP Form), one on host communities and SRCOs (henceforth referred to as the HC Form) which contain a set of identical questions so as to provide triangulation for each community/IDP site being assessed. Lastly, a shorter tool will continue to be used by CCCM members (henceforth referred to as the CCCM member Form). * The HC form will continue to be used for triangulation of numbers with the IDP form and vice versa. Data for each form will be collected at the community level, with no more than one of each type of form submitted per community. * At the beginning of ISMI 2.0, all tools that were used were piloted by REACH team at least two days before the full data collection was rolled out, both at office and field level. This was to make sure that the enumerators mastered the questionnaire and potential issues were detected before the beginning of the data collection process. * Once the methodology had been defined, and appropriate tools developed and tested for the baseline assessment, REACH enumerators then proceeded with baseline data collection. * The data collection process will continue to be closely followed by the Field Coordinators at both REACH and other potential partners, with daily monitoring of the number of communities for which data is submitted. * Bi-weekly data collection will continue to take place immediately following the two-week period the assessment will cover. In other words, when covering IDP movements between 1 and 15 of the month, data collection will continue to take place between 16 and 22 of the respective month. If covering movements between 16 and 30/31 of the month, then data collection will continue to take place between 1 and 7 of the next month. * For the bi-weekly data collection, enumerators and Field Coordinators will continue to identify communities amongst the 1,183 assessed in the baseline that have experienced arrivals and departures during the reporting period, and will continue to submit forms through the bi-weekly data collection tools for each of those communities, the IDP, HC and CCCM member forms. If it is possible for enumerators to access them, they may also cover communities not assessed in the baseline if displacements are known to have occurred in those communities during the weekly reporting period. * The KoBo mobile data platform will continue to be privileged for data collection through close-ended questionnaires. Enumerators will continue to collect data on paper forms due to regulatory constraints on mobile data collection in the field, and will then enter the data from these paper forms into a dedicated, password-protected UNHCR KoBo account via web browsers and the KoBo Collect mobile app. |
| How will the data be cleaned and triangulated? | * After the bi-weekly data collection period, and at the end of each bi-weekly data collection cycle, REACH Assessment Officers will continue to download the data submitted by enumerators from the secure password-protected KoBo account on which it is stored. This data is always downloaded as XLSX files. * The raw data is then sent to REACH Project Officers and other potential partners’ teams for confirmation that all forms have been successfully uploaded. Assessment Officers at this stage also check to see that for each HC form submitted for a community that do not have corresponding IDP Form (and vice versa), and will follow up with REACH and other potential partners’ teams if not. * REACH Assessment Officers then checks each of the three forms (IDP, HC and CCCM member) for potential errors and inconsistencies within the forms, following up with REACH and other potential partners’ teams and CCCM member organisations as required. * Following this, REACH Assessment Officers then triangulates between forms, using the IDP form to check against the HC Forms and vice versa. Again, discrepancies between forms are followed up with the REACH Project Officers and SRN team. * Assessment Officers will continue to additionally clean the data by determining whether the text description in cases where “Other” is selected as a response (from a list of pre-existing categories) can be merged into pre-existing categories provided in the questionnaire. This is done for fields such as shelter types of IDPs, shelter types of new IDP arrivals, and reasons of IDP departures for leaving an assessed community. * Primary data is triangulated with secondary data from multiple sources, including previously collected IDP figures by CCCM partners, OCHA displacement figures, situation reports from other UN Agencies and (I)NGOs working in the affected areas, as well as media reports, to verify the accuracy of information provided. This is particularly the case when large IDP movements are reported. * Any changes to the data that the Assessment Officers make during data checking and cleaning are logged in the cleaning logs of each of the three forms. Cells in which changes are made are highlighted in blue in the XLSX files for clarity. * Following cleaning, clean versions of data from each of the three forms are saved as separate XLSX files, with the clean data, the raw data and the cleaning log in separate tabs of these files. The raw and clean data from each of the three forms in the baseline and each weekly data collection cycle are stored and archived. * Certain variables within the clean IDP and HC forms are then added (and for variables present in both forms, merged/averaged) into a formatted dataset, which is sent to CCCM and distributed by them to cluster members. |
| **Documentation and Metadata** | |
| What documentation and metadata will accompany the data? | * Metadata on the times of data entry and data export are automatically generated by KoBo for each data collection form submitted. * Other metadata for each data collection form submitted, including the code number of the enumerator, the community monitored, and preliminary information on KIs, are manually entered into KoBo by the enumerators. * Data sets provided to CCCM are equipped with a “readme” tab detailing the contents of the file, overall information about ISMI and any other information necessary to interpret the dataset. * Metadata generated by KoBo will not be present in the formatted dataset distributed by CCCM, and are only accessible in the raw and clean versions of the three forms. These forms are only accessible to REACH, other potential partners, CCCM and UNHCR staff working on ISMI, and are not distributed further. |
| **Ethics and Legal Compliance** | |
| How will you manage any ethical issues?  Note: Informed consent, anonymization, striking records, aggregation… | * REACH and other potential partners always assign each enumerator an anonym code that will replace their names on the questionnaires and database. This protects their identity. Other than the type of KI and length of time they have been in the community, no further personal information about KIs is collected or uploaded to KoBo. * To further protect the anonymity of enumerators, the forms containing metadata such as enumerator codes are only accessible by REACH, other potential partners, and UNHCR staff members who have been previously granted access to the data. It is not being shared with any party outside these organizations or staff that have not been granted access. * Enumerator names and contact information are known only to the REACH Project Officers and Senior Assessment Officer (for REACH enumerators), and other potential partners (for other potential partners’ enumerators). This information will not be disseminated further under any circumstance, including within the teams working on ISMI. |
| How will you manage copyright and Intellectual Property Rights (IPR) issues? | * All data collected and analysed as part of ISMI are owned by CCCM. All rights to this data are reserved to CCCM. * Other than the formatted baseline and weekly datasets and finalised outputs, which are distributed by CCCM, no part of the ISMI data or the analysis thereof are shared beyond the REACH, other potential partners, CCCM and UNHCR staff members working on ISMI. |
| **Storage and Backup** | |
| How will the data be stored and backed up during the research?  How will you manage access and security? | * All REACH staff laptops, mobile devices and email accounts are password-protected. * Collected data is protected in the dedicated, password-protected UNHCR account on KoBo. The password to this account is provided only to CCCM and REACH staff members who are working directly on ISMI. * Bi-weekly raw and clean form data is archived and backed up to a dedicated UNHCR Dropbox account folder accessible only to REACH Assessment Officers and CCCM staff members working on ISMI. * The original paper data collection forms are used and seen only by the enumerators collecting data in the field, and are preserved by the enumerators for as long as is needed to follow up on irregularities in the data. They are subsequently destroyed by enumerators. * Once REACH has completed its role in ISMI, the passwords to the UNHCR KoBo server and the UNHCR Dropbox folder will be changed so as to ensure only CCCM and UNHCR have continued access. * Archived copies of these files will be given to IMPACT HQ in Geneva to be stored indefinitely within space dedicated to REACH on the highly protected server of the European Organization for Nuclear Research (CERN) in Geneva. * REACH staff who will be in need to access this data after the completion of REACH involvement in ISMI will need to obtain a specific individual and time bound authorization, from Geneva IMPACT HQ officer in charge. No data will be retrieved without specific authorization. |
| **Selection and Preservation** | |
| Which data should be retained, shared, and/or preserved? | * All data archives will be retained indefinitely on IMPACT HQ Geneva’s password-protected space on the CERN server. CCCM may also retain archives of the data according to their data archiving conventions. |
| What is the long-term preservation plan for the dataset? | * As all collected data will be retained indefinitely on IMPACT HQ Geneva’s CERN server and in the CCCM cluster’s archives, there are no specific financial or logistical considerations, which might impact the long‐term management of the data. |
| **Data Sharing** | |
| How will you share the data? Are any restrictions on data sharing required? | * For the bi-weekly and ad hoc data collection cycles, REACH will continue to share the raw and clean versions of the four forms with UNHCR and CCCM through the shared folder on Dropbox. REACH will also share the raw data collected by other potential partners’ enumerators with their respective field teams. * No part of this data will be shared beyond these staff members. * In addition, REACH will continue to produce a formatted dataset (with some variables, such as metadata, omitted), which is shared with CCCM. |
| **Responsibilities** | |
| Who will be responsible for data management? | * The Assessment Officers will continue to be responsible for creating, drafting and revising the data management plan, under the direct supervision of the Senior Assessment Officer and pending validation from IMPACT Geneva HQ. They will continue to also create data documentation and share data as needed with CCCM and IMPACT Geneva HQ. * The REACH Field Coordinators and Project Officers, as well as the other potential partners, will continue to be responsible for ensuring that data is consistently submitted by enumerators through KoBo after paper form collection, as well as for communicating any relevant changes in data management policy to enumerators. * The Senior Assessment Officer will continue to be responsible for ensuring full staff compliance with the data management plan on a day-to-day basis. This includes maintaining the KoBo server, sharing data and outputs with CCCM and ensuring regular backups of all research files to the dedicated UNHCR Dropbox. * Once the research is completed, the Senior Assessment Officer and Assessment Officers will be in charge of transferring all data to CCCM and IMPACT Geneva HQ. * A specifically designated person at IMPACT Geneva HQ will be responsible to store data on the CERN server. This person will also be in charge of giving specific individual and time bound authorization to REACH staff to retrieve data, if needed. * Once the transfer and storage in IMPACT Geneva and CCCM is done, the Senior Assessment Officer and Assessment Officers will be in charge of erasing data from KoBo and the REACH Dropbox. * The Senior Assessment Officer will be responsible for negotiating any significant changes to the above data management plan or data sharing policies in close collaboration with CCCM and UNHCR. * All staff members are responsible for password-protecting their laptops and mobile devices and keeping all account passwords confidential. |
|  |  |

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>

1. The term ‘Spontaneous Arrivals to Community of Origin’ (SRCO) refers to Internally displaced persons (IDPs) and refugees who return to their community of origin that they left due to the conflict, but not necessarily to their places of habitual residence, and do not necessarily enjoy the full spectrum of rights afforded to them prior to their displacement [↑](#footnote-ref-1)
2. These research questions capture what the ISMI project is interested in assessing in a wide sense, but may or may not be addressed and reflected in the tool in whole at any given point [↑](#footnote-ref-2)
3. ISMI is looking for expansion into governorates lost due to the changed partnership with SRN. [↑](#footnote-ref-3)
4. Habitual residence is defined as a pre-displacement dwelling [↑](#footnote-ref-4)
5. This partnership was suspended on the 20November 2018. [↑](#footnote-ref-5)
6. During escalations in conflict and subsequent large-scale movements and depending on CCCM and UNHCR information needs, REACH and other potential partnersdata collection will focus on producing rapid and ad-hoc assessments, see separate terms of reference specific to rapid assessments and thematic assessments. [↑](#footnote-ref-6)
7. Form names are subject to change depending on version type and KoBo updates. [↑](#footnote-ref-7)
8. IDP household figures are calculated on an average of 5.7 individuals per family, based on the Syrian national average. [↑](#footnote-ref-8)