

# Research Terms of Reference

Circular Economy in the Humanitarian Sector

JOR2101

JORDAN

4 August 2021

Version 1



## 1. Executive Summary

<b>Country of intervention</b>	JORDAN				
<b>Type of Emergency</b>	<input type="checkbox"/>	Natural disaster	<input type="checkbox"/>	Conflict	<input checked="" type="checkbox"/> Climate Emergency
<b>Type of Crisis</b>	<input type="checkbox"/>	Sudden onset	<input type="checkbox"/>	Slow onset	<input checked="" type="checkbox"/> Protracted
<b>Mandating Body/ Agency</b>	United Nations Environmental Programme (UNEP)				
<b>IMPACT Project Code</b>	13ARL				
<b>Overall Research Timeframe</b> (from research design to final outputs / M&E)	01/06/2021 – 30/11/2021				
<b>Research Timeframe</b> Add planned deadlines (for first cycle if more than 1)	1. Pilot/ training: 20/09/2021		6. Preliminary presentation: 28/10/2021 <sup>1</sup>		
	2. Start collect data: 22/09/2021		7. Outputs sent for validation: 14/11/2021		
	3. Data collected: 07/10/2021		8. Outputs published: 30/11/2021		
	4. Data analysed: 14/10/2021		9. Final presentation: N/A		
	5. Data sent for validation: 17/10/2021				
<b>Number of assessments</b>	<input checked="" type="checkbox"/>	Single assessment (one cycle)			
	<input type="checkbox"/>	Multi assessment (more than one cycle) [Describe here the frequency of the cycle]			
<b>Humanitarian milestones</b> Specify <i>what</i> will the assessment inform and <i>when</i> e.g. The shelter cluster will use this data to draft its Revised Flash Appeal;	<b>Milestone</b>		<b>Deadline</b>		
	<input checked="" type="checkbox"/>	Donor plan/strategy (UNEP)	31/12/2021		
	<input type="checkbox"/>	Inter-cluster plan/strategy	_ _ / _ _ / _ _ _ _		
	<input type="checkbox"/>	Cluster plan/strategy	_ _ / _ _ / _ _ _ _		
	<input type="checkbox"/>	NGO platform plan/strategy	_ _ / _ _ / _ _ _ _		
<input type="checkbox"/>	Other (Specify):				
	<b>Audience type</b>			<b>Dissemination</b>	

<sup>1</sup> A joint analysis workshop with key partners to validate initial findings will take place as part of the preliminary presentation

<b>Audience Type &amp; Dissemination</b> <i>Specify who will the assessment inform and how you will disseminate to inform the audience</i>	<input checked="" type="checkbox"/> Strategic <input checked="" type="checkbox"/> Programmatic <input type="checkbox"/> Operational <input type="checkbox"/> [Other, Specify]	<input checked="" type="checkbox"/> General Product Mailing (e.g. mail to NGO consortium; HCT participants; Donors) <input type="checkbox"/> Cluster Mailing (Education, Shelter and WASH) and presentation of findings at next cluster meeting <input checked="" type="checkbox"/> Presentation of findings (to Jordan Response Plan (JRP) partners) <input type="checkbox"/> Website Dissemination (Relief Web & REACH Resource Centre) <input checked="" type="checkbox"/> [Other, Specify] via UNEP communication channels (TBC)
<b>Detailed dissemination plan required</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>General Objective</b>	To catalyse discussion in the humanitarian response in Jordan around Circular Economy <sup>2</sup> and trigger action toward the integration of circularity in humanitarian activities	
<b>Specific Objective(s)</b>	<ul style="list-style-type: none"> <li>• Articulate definitions of circularity by sector in the JRP and map existing circular economy projects and approaches in said sector</li> <li>• Identify gaps and opportunities for further growth of such activities under the JRP</li> <li>• Develop actionable guidelines, in the form of a Circular Economy Toolkit, to support partners further integrating circular economy activities into their interventions under the JRP<sup>3</sup>.</li> </ul>	
<b>Research Questions</b>	<ol style="list-style-type: none"> <li>1. What humanitarian programmes focused on Circular Economy are being implemented, by sector, under the Jordan Response Plan? What actors are implementing these programmes? Where are they being implemented? What is the scale of these programmes (beneficiaries, budgets, etc...)?</li> <li>2. What impact has Covid-19 had on the implementation of Circular Economy activities under the Jordan Response Plan?</li> <li>3. What are the current and projected donor strategies for investing in Circular Economy activities in Jordan?</li> <li>4. What is the Government of Jordan's strategy for integrating circularity into the humanitarian response?</li> <li>5. What barriers to implementation of Circular Economy activities are encountered in the humanitarian response in Jordan (organizational, contextual, structural, etc...)?</li> <li>6. What opportunities exist to further implementation of Circular Economy programming in the humanitarian response in Jordan?</li> </ol>	

<sup>2</sup> As per definition being used for this work, outlined in sec.3.1, we consider programs focused on Circular Economy as those implemented in support of the JRP by actors registered with MOPIC (humanitarian actors) which intentionally do any of the following:

- Design out waste and pollution
- Keep products and materials in use
- Regenerate natural systems

<sup>3</sup>The Circular Economy Toolkit will build on the outputs of the initial research, which is comprised of a mapping of circular economy activities and actors through KIs with national government stakeholders, donors and humanitarian partners– specific methods for its development will be defined as the initial research is being completed

<b>Geographic Coverage</b>	National			
<b>Secondary data sources</b>	See section 3.3			
<b>Population(s)</b> The research will not directly engage with beneficiaries at this point, rather it will seek to understand Circular Economy from the perspective of the response.	<input type="checkbox"/>	IDPs in camp	<input type="checkbox"/>	IDPs in informal sites
	<input type="checkbox"/>	IDPs in host communities	<input type="checkbox"/>	IDPs [Other, Specify]
	<input type="checkbox"/>	Refugees in camp	<input type="checkbox"/>	Refugees in informal sites
	<input type="checkbox"/>	Refugees in host communities	<input type="checkbox"/>	Refugees [Other, Specify]
	<input type="checkbox"/>	Host communities	<input checked="" type="checkbox"/>	<b>Actors engaged in circular economy activities under the JRP</b>
<b>Stratification<sup>4</sup></b>	<input checked="" type="checkbox"/>	Group #: 3 Population size per strata is known? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  The research will assess three population groups – national stakeholders (line ministries), donors, humanitarian implementing partners. It is not yet clear how many partners are implementing relevant programming under the JRP, nor how many donors are funding programmes with elements of circularity.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Data collection tool(s)</b>	<input type="checkbox"/>	Structured (Quantitative)	<input checked="" type="checkbox"/>	Semi-structured (Qualitative)
	<b>Sampling method</b>		<b>Data collection method</b>	
<b>Semi-structured data collection tool (s) # 1</b>  <i>National Stakeholders</i>	<input checked="" type="checkbox"/> Purposive <input type="checkbox"/> Snowballing <input type="checkbox"/> [Other, Specify]		<input checked="" type="checkbox"/> Key informant interview (Target #): <b>approx. 11</b> <input type="checkbox"/> Individual interview (Target #):_ _ _ _ _ <input type="checkbox"/> Focus group discussion (Target #):_ _ _ _ _ <input type="checkbox"/> [Other, Specify] (Target #):_ _ _ _ _	
<b>Semi-structured data collection tool (s) # 2</b>  <i>Implementing Partners</i>	<input checked="" type="checkbox"/> Purposive <input type="checkbox"/> Snowballing <input type="checkbox"/> [Other, Specify]		<input checked="" type="checkbox"/> Key informant interview (Target #): <b>approx. 30</b> <input type="checkbox"/> Individual interview (Target #):_ _ _ _ _ <input type="checkbox"/> Focus group discussion (Target #):_ _ _ _ _ <input type="checkbox"/> [Other, Specify] (Target #):_ _ _ _ _	
<b>Semi-structured data collection tool (s) # 3</b>	<input checked="" type="checkbox"/> Purposive		<input checked="" type="checkbox"/> Key informant interview (Target #): <b>approx. 17</b>	

<sup>4</sup> Stratification refers to comparison between non representative data in this assessment

<i>Donors</i>	<input type="checkbox"/> Snowballing <input type="checkbox"/> [Other, Specify]		<input type="checkbox"/> Individual interview (Target #):_ _ _ _ _ <input type="checkbox"/> Focus group discussion (Target #):_ _ _ _ _ <input type="checkbox"/> [Other, Specify] (Target #):_ _ _ _ _	
<b>Data management platform(s)</b>	<input checked="" type="checkbox"/>	IMPACT – all information will be hosted on IMPACT servers	<input type="checkbox"/> UNHCR	
	<input type="checkbox"/>	[Other, Specify]		
<b>Expected output type(s)</b>	<input type="checkbox"/>	Situation overview #: _ _	<input checked="" type="checkbox"/> <b>Report #: 1</b>	<input type="checkbox"/> Profile #: _ _
	<input checked="" type="checkbox"/>	<b>Presentation (Preliminary findings) #: 1</b>	<input type="checkbox"/> Presentation (Final) #: _ _	<input type="checkbox"/> Factsheet #: _ _
	<input type="checkbox"/>	Interactive dashboard #: _	<input type="checkbox"/> Webmap #: _ _	<input type="checkbox"/> Map #: _ _
	<input checked="" type="checkbox"/>	<b>Case Study #: 1</b>		
	<input checked="" type="checkbox"/>	<b>Toolkit #: 1</b>		
<b>Access</b>	<input checked="" type="checkbox"/>	Public (available on IMPACT website and other humanitarian platforms)		
	<input type="checkbox"/>	Restricted (bilateral dissemination only upon agreed dissemination list, no publication on IMPACT or other platforms)		
<b>Visibility</b> <i>Specify which logos should be on outputs</i>	<b>IMPACT</b>			
	<b>Donor: UNEP</b>			
	<b>Coordination Framework: Ministry of Environment</b>			
	<b>Partners: ACTED</b>			

## 2. Rationale

### 2.1 Background

The United Nations Environment Programme (UNEP) is the leading global environmental authority that sets the global environmental agenda, promotes the coherent implementation of the environmental dimension of sustainable development within the United Nations system and serves as an authoritative advocate for the global environment. This consultancy is a home-based post under the supervision of the resource efficiency regional coordinator. UNEP's work in the area of resource efficiency focusses on supporting regions, countries and businesses in their transition to inclusive green economies. This involves promoting green finance and investments, sustainable trade, mainstreaming of green economy pathways into sustainable development planning and sectoral policies in order to decouple (i.e. delink) economic growth and activity from environmental impact while improving human well-being and job creation. Through its focus on Inclusive Green Economies, the programme pays specific attention to the social dimensions of sustainable development and green economy. Fostering equality, equal participation and the creation of decent jobs are central to human well-being. Sustainable lifestyles and consumption patterns are also essential in this regard. Through changing behaviour and consumption patterns, powerful market signals will be sent that will enable the transition to inclusive green economies. Jordan was one of the first countries in the region to explore the prospects for a green economy through a study supported by UNEP in 2010 "[Towards a Green Economy in Jordan](#)". The study reviewed the state of investments in Jordan and the implications for a transition towards a green economy. It tackled the economic, social and environmental challenges of Jordan, and identifies the sectors that appear to offer a significant potential for green investment to drive a transition towards a green economy. In 2013, UNEP continued its support to Jordan to help transform to a green/circular economy through the SwitchMed<sup>5</sup> program which

<sup>5</sup> The SwitchMed initiative, which aims to support sustainable consumption and production practices for a circular economy in the Mediterranean is funded by the European Union, implemented by the United Nations Industrial Development Organization (UNIDO), the United Nations Environment Programme (UNEP) Economy Division, the United Nations Environment Programme Mediterranean Action Plan (UNEP/MAP) and its Regional Activity Centre for Sustainable Consumption and Production (SCP/RAC).

included the development of the [Sustainable Consumption and Production National Action Plan](#) (SCP-NAP)<sup>6</sup> and the Pilot demo projects. During the development of the action plan in 2014, the Council of Ministers approved the establishment of the Green Economy Unit within the Ministry of Environment. In response to the emerging Covid-19 pandemic, the Jordanian government announced a set of measures and incentives to address immediate liquidity and cost of financing concerns for various sectors/businesses, and vulnerable households. In spite of this, the lockdown imposed drastically impacted Jordan's economy, and elevated the unemployment rate to reach 24.7% in the 4<sup>th</sup> quarter of 2020<sup>7</sup>. It also limited eco-tourism activities, causing an approximate loss of 3 Million JODs for the year 2020. As UNEP aims to continue supporting West Asia countries in Building Back Better post Covid-19, special focus has been given towards the role of the humanitarian sector in Jordan and its contribution to shifting to a more circular economy.

## 2.2 Intended impact

Under the Resource Efficiency Regional Coordinator, and in full collaboration with partners in the region, the main objectives of the partnership between UNEP on one hand and the NGOs ACTED, IMPACT Initiatives (IMPACT) on the other, are to understand the landscape of circular economy activities being implemented under the 2020-2022 Jordan Response Plan (JRP), identify gaps and opportunities for further growth of such activities under the plan, and develop actionable guidelines and tools to support partners further integrating circular economy activities into their interventions under the JRP. The outputs of this collaboration should act as catalysts to trigger discussion and action within the Jordanian humanitarian response and serve as a blueprint for the partnership to roll out similar activities in the region. The implementation of this programme further intended to improve the sustainability, value for money and equity of ongoing and future humanitarian response activities in Jordan.

## 3. Methodology

### 3.1 Methodology overview

The purpose of the assessment will be to map humanitarian actions under the Jordan Response Plan (JRP), which incorporate elements of circularity (intentionally or unintentionally) and develop a typology of actions by sector. These reference points will be used to articulate definitions of circularity by sector (what do we mean by circular economy when we refer to WASH vs when we refer to Shelter, for example) and frame our understanding for further integration of circularity under the JRP. The assessment should give a holistic understanding of the current ways in which partners are implementing circular economy activities under the JRP and related opportunities for shifting towards circularity specifically in the humanitarian field. The assessment will follow a qualitative methodology composed of approximately 58 key informant interviews (KIIs) with national stakeholders (e.g. line ministries), donors and response implementation partners, with data collection taking place 3-28 October 2021. Based on the outcomes of the assessment, IMPACT, ACTED and UNEP will design a toolkit to be used by all stakeholders working in the humanitarian sector to guide them through shifting their programmes towards circularity. The aim of this toolkit is to be used as a reference for all stakeholders who wish to integrate circularity within their strategies and programmes. The development of the toolkit will incorporate both global best practices for integrating circularity into aid action and the results of the initial assessment.

#### Key definitions:

For the purposes of this research cycle, we will use the following definitions:

- **Humanitarian Sector in Jordan** – This refers to programs, projects or actors registered with the Ministry of Planning and International Cooperation (MOPIC) to support the implementation of the JRP
- **Programmes focused on Circular Economy** - Those programs implemented in support of the JRP by actors registered with MOPIC (humanitarian actors) which *intentionally* do any of the following:

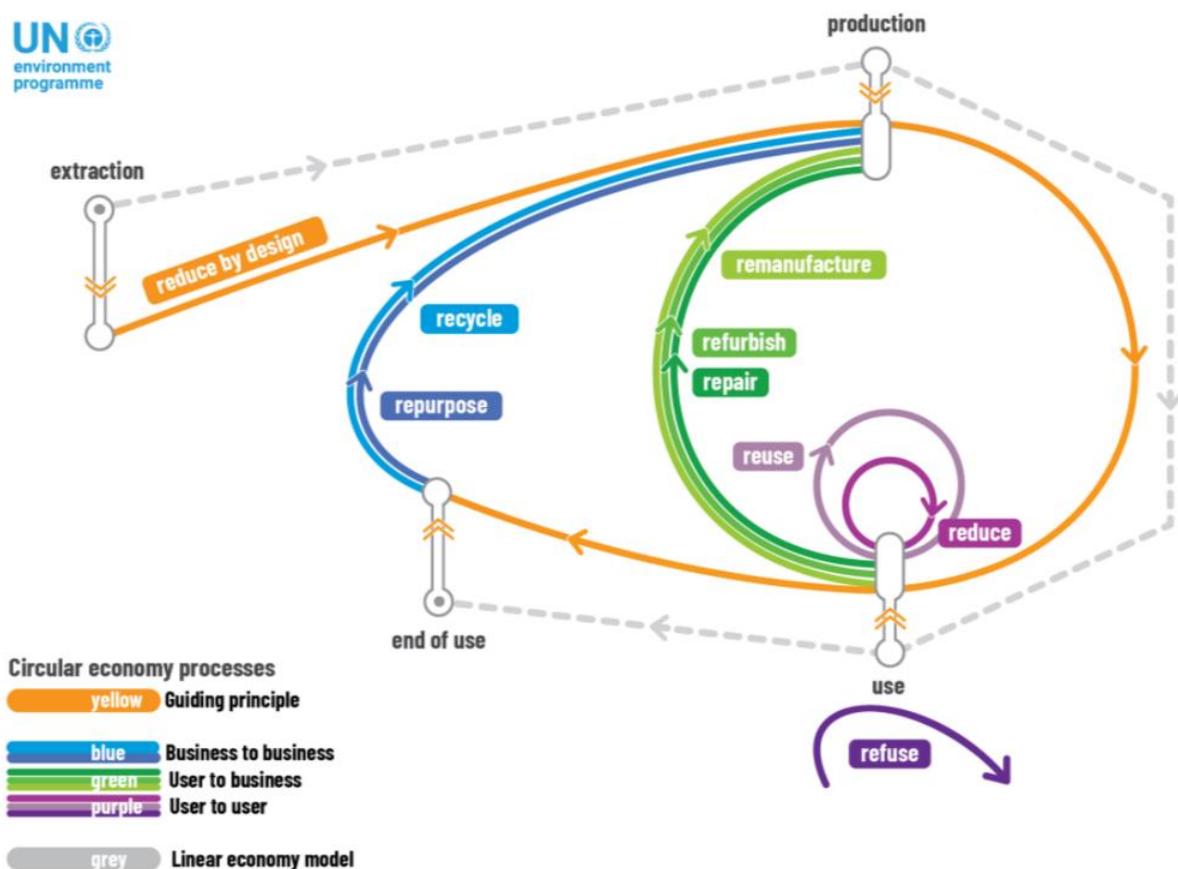
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<sup>6</sup> The Jordanian Sustainable Consumption and Production National Action Plan (SCP-NAP) was developed under the coordination of the Ministry of Environment in Jordan under the EU funded SwitchMed programme, with advisory services and technical support from the United Nations Environment Programme (UNEP). The Plan is part of Jordan's efforts to achieve Agenda 2030 and the Sustainable Development Goals.

<sup>7</sup> The World Bank, [The World Bank In Jordan](#), Washington, 14 June 2021

- Design out waste and pollution
- Keep products and materials in use
- Regenerate natural systems
- **Circularity**
  - Inspired by nature-based solutions, circular models keep material at the highest possible value along the value chain
  - The entire value chain matters more than each stage individually
  - All stakeholders are engaged in changing the system
  - Lifecycle thinking enables the identification of strategic intervention points
  - Disconnecting natural resource use and environmental impacts from economic activity and human well-being is essential
  - These points are illustrated below

Figure 1: Circular Economy Process



### 3.2 Population of interest

The assessment will focus on (stakeholder mapping) actors responsible for guiding humanitarian activities in Jordan under the JRP (e.g. national stakeholders, primarily line ministries), as well as implementing partners and donors whose activities under the JRP include one or more of the elements defining Circular Economy outlined in section 3.1 above. All such activities being implemented in Jordan will be considered (country-wide geographic scope). The unit of analysis will be the organization (for implementing partners and donors) and sector (for national stakeholders, implementing partners and donors). Outputs of the assessment will be structured to produce a discussion of findings by JRP Sector (Public Services,

Health, Education, Shelter, Economic Empowerment (Food Security, Livelihoods), WASH, Social Protection and Justice) as relevant. The research will not engage with affected populations at this stage.

### **3.3 Secondary data review**

The assessment will include a review of available secondary data to support framing of findings within the specific context of Jordan and broader global discussion on Circular Economy. This review will include general resources on circularity, more specific resources developed by humanitarian responders to guide their own organizational activities, other academic/market research pieces, and key documents produced by the Government of Jordan to guide their national approach to sustainability and green growth.

- Global Circular Economy Resources (non-exhaustive list)
  - [UNEP Circularity Platform](#)
  - [Ellen MacArthur Foundation](#)
  - [Life Cycle Initiative](#)
  - [Circular Action Hub](#)
- Humanitarian/ development partner research and guidance documents on Circularity and sustainability (non-exhaustive list)
  - [IOM Institutional Strategy on Migration and Sustainable Development](#)
  - [WFP Sustainability Guidelines](#)
  - [USAID Sustainability in Humanitarian Supply Chains](#)
  - ACTED Technical Guidance Note on Circular Economy
  - ACTED Circular Economy Assessment Report
- Jordanian Government Documents
  - [Jordan Response Plan 2020-2022](#)
  - [The Green Growth National Action Plan, 2021-2025](#)
    - Agriculture Sector
    - Water Sector
    - Waste Sector
    - Energy Sector
    - Tourism Sector
    - Transport Sector
  - [National Strategy and Action Plan for Sustainable Consumption and Production in Jordan, 2016-2025](#)
  - [Jordan Vision 2025](#)
  - Jordan 2020-2030 Energy Strategy
  - National Strategy for Solid Waste Management
  - [National Social Protection and Poverty Reduction Strategy](#)
  - The National Renaissance Plan
  - [Sustainable Consumption and Production National Action Plan \(SCP-NAP\) in Jordan](#)
  - [Jordan Nationally Determined Contribution Action Plan](#)
- Academic, market analysis, and other research
  - [Circular Economy and Regenerative Sustainability in Emergency Housing: Eco-Efficient Prototype Design for Subasi Refugee Camp in Turkey](#)
  - [Kenya is in Transition to a Circular Economy](#)
  - [CGIAR'S Resource Recovery and Reuse Series](#)

### **3.4 Primary Data Collection**

**Methods** – Data will be collected from Key Informants (KIs) engaged in the implementation, funding and guiding of humanitarian activities in Jordan under the JRP. Data collection will be led by IMPACT’s Global Partner Support Coordinator (GPSC)/ Senior Assessment Officer (SAO) and Senior Field Manager (SFM), who will jointly implement data collection. Where relevant (e.g. pre-existing relationship with critical KIs), ACTED’s Accountability, Monitoring and Evaluation Unit (AMEU) will support data collection activities. These KIs will include:

- *National Stakeholders* involved in the guidance of programming implemented under the JRP such as representatives from key line ministries will be interviewed to capture the perspective of response leadership on issues related to Circular Economy in Jordan. These will include:
  - Ministry of Planning and International Cooperation / National Planning Council (MOPIC/ NPC)
  - Ministry of Agriculture (MOA)
  - Ministry of Environment (MOENV)
  - Ministry of Local Administration (MOLA)
  - Ministry of Social Development (MOSD)
  - Ministry of Water and Irrigation (MOWI)
- *Implementing partners* such as UN Agencies, United Nations Country Team (UNCT), INGOs, NNGOs, and CSOs will be interviewed to identify the details of their programming and if/ how/ where they are implementing activities related to Circular Economy. Additionally, KIs from these organizations will including Heads of Programmes, Technical Coordinators, Project Managers and similarly placed mid-senior management with a clear understanding of the organizations’ activities. A full list of organizations is being developed and will be appended to this TOR once complete.
- *Donors* including bi-lateral, multi-lateral, institutional and private foundations will be interviewed to understand their strategy regarding investments in Circular Economy in Jordan, their perspective on programming delivered by their implementing partners. A full list of organizations is being developed and will be appended to this TOR once complete.

IMPACT, ACTED and UNEP colleagues will review tools in a joint training session, jointly (1 member from each organization) pilot the assessment with one respondent from each population group, then jointly revise tools if relevant.

**Sampling** – The research will purposively sample individuals from organizations relevant to the groups outlined above. At present, this sample is estimated at 58, with the sample by group shown below. As noted above, we are developing a comprehensive list of implementing partners and donors and will update the table once available.

<b>Group</b>	<b>Estimated Interviews</b>
National Stakeholders	11
Implementing Partners	30 <sup>8</sup>
Donors	17 <sup>9</sup>
<b>Total</b>	<b>58</b>

**Tools** – The partners (again, IMPACT, ACTED and UNEP) will use a series of complementary semi-structured tools to collection relevant information from each of the populations group to capture a 360-degree perspective of circularity from the perspective of the humanitarian response in Jordan.

<sup>8</sup> Current estimation of interviews derived from number of organizations identified in OCHA FTS for 2021. We assume reporting for the year is not complete and anticipate this to be as much as 50% higher based on previous year figures.

<https://fts.unocha.org/countries/114/flows/2021?f%5B0%5D=destinationPlanIdName%3A%21>

<sup>9</sup> *ibid*

- *National Stakeholders*: Questionnaires will focus on integration of Circular Economy in their sectors, where they see opportunity/ need for circularity, and the role of implementing partners and donors in the response
- *Implementing Partners*: Tools will profile each of their current activities that include one or more elements of Circular Economy (as defined above). This profile will include a summary of the project, identification of which element(s) or Circularity is/ are included, the sector of implementation, donor and approximate budget. They will further assess further plans for implementation of Circular Economy activities, and perspectives on barriers to implementation
- *Donors*: Data collection tools for donors will be similar to and serve the same purpose as those for implementing partners.
- *Impact of COVID-19*: There will be cross-cutting questions related to this critical theme integrated into all three tools.

**Triangulation** – Structured review sessions at the end of every day of data collection will be held between the GPSC/ SAO and the SFM, with ACTED AMEU staff joining as relevant (if they have conducted any data collection that day) to ensure completeness of information and share lessons learned among key staff. Additionally, data collected from partners and donor interviews will be triangulated to ensure coherence of narratives related to funding, sectors of implementation, etc. on weekly basis during data collection.

### **3.5 Data Processing & Analysis**

All interviews will be recorded and transcribed daily to supporting processing and analysis. Respondents will be informed that they can opt out of recording at the beginning of the interview. Original notes will be kept for reference until the end of the programme. After transcription is complete, data will be processed according to [IMPACT's qualitative data processing and analysis checklist and minimum standards](#). The results will be analysed by population group, theme and by sector, and support an indicative comparison within and between population groups.

### **3.6 Outputs**

An **initial presentation of findings** will be made at a **Joint Analysis Workshop (JAW)** hosted by the partners and consisting of key stakeholders from each of the 3 population groups. This element will be critical to establishing credibility of the findings of assessment, and will specifically be used to formalize recommendations for endorsement by participating stakeholder related to identifying and building linkages with circularity in the existing response plan.

Following the JAW, a **comprehensive report** addressing the research questions outlined in section one will be drafted for validation by the three partner organizations. This report will clearly map projects and stakeholders implementing Circular Economy activities under the JRP, outline barriers to implementation and the impact of COVID-19, and identify linkages with circularity within the JRP to encourage future programming.

Based on the outcomes of the assessment, IMPACT, ACTED and UNEP will design a **toolkit** to be used by all stakeholders working in the humanitarian sector to guide them through shifting their programmes towards circularity. The aim of this toolkit is to be used as a reference for all stakeholders who wishes to integrate circularity within their strategies and programmes. The toolkit will include:

- A holistic overview of Circularity within the humanitarian sector in Jordan, while highlighting key sectors, an executive summary of the assessment conducted during phase 1 should be included in this section, providing the reader with holistic understanding on what is defined as circularity as well as clear articulations of circularity by sector, in addition to listing main challenges and opportunities, and include Jordan's key sectors for circularity in the humanitarian field, using case studies to highlight their relevance



Supervising data collection	Muna Sadeq, IMPACT	Eric Kramak, IMPACT; ACTED AMEU	Eric Economy, IMPACT	Aline Milev, ACTED
Data processing (checking, cleaning)	Muna Sadeq, IMPACT	Nicola Mendes, IMPACT	Eric Kramak, IMPACT; IMPACT Research Department	Aline Milev, ACTED; Eric Economy, IMPACT
Data analysis	ACTED AMEU; Eric Kramak, IMPACT	Nicola Mendes, IMPACT	Bushra Hattab, UNEP; Aline Milev, ACTED	Tarek Alkhoury, UNEP
Output production	ACTED AMEU; Eric Kramak, IMPACT	Eric Kramak, IMPACT	Bushra Hattab, UNEP; Eric Economy, IMPACT; Aline Milev, ACTED; Emma Deneuve, ACTED; IMPACT Research Reporting Unit	Tarek Alkhoury, UNEP
Dissemination	Eric Economy, IMPACT; Aline Milev, ACTED; Bushra Hattab, UNEP;	Tarek Alkhoury, UNEP	Eric Kramak, IMPACT	IMPACT HQ Research Department
Monitoring & Evaluation (review of use of outputs)	Eric Kramak, IMPACT	Eric Economy, IMPACT	IMPACT HQ Research Department	Tarek Alkhoury, UNEP; Bushra Hattab, UNEP; Aline Milev, ACTED
Lessons learned	ACTED AMEU, Eric Kramak, IMPACT	Eric Economy, IMPACT	Bushra Hattab, UNEP; Aline Milev, ACTED; IMPACT HQ Research Department	Tarek Alkhoury, UNEP

**Responsible:** the person(s) who executes the task

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

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

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

## 5. Key ethical considerations and related risks

The proposed research design meets / does not meet the following criteria:

<b>The proposed research design...</b>	<b>Yes/ No</b>	<b>Details if no (including mitigation)</b>
... Has been coordinated with relevant stakeholders to <b>avoid unnecessary duplication</b> of data collection efforts?	yes	
... <b>Respects respondents, their rights and dignity</b> ( <i>specifically by: seeking informed consent, designing length of survey/ discussion while being considerate of participants' time, ensuring accurate reporting of information provided</i> )?	yes	
... Does not <b>expose data collectors to any risks as a direct result</b> of participation in data collection?	yes	The assessment considers risks related to the COVID-19 pandemic and follows the mitigation strategy outlined in the <a href="#">IMPACT SOPs</a> .
... Does not <b>expose respondents / their communities to any risks as a direct result</b> of participation in data collection?	yes	The assessment considers risks related to the COVID-19 pandemic and follows the mitigation strategy outlined in the <a href="#">IMPACT SOPs</a> .
... Does not involve <b>collecting information on specific topics which may be stressful and/ or re-traumatising</b> for research participants (both respondents and data collectors)?	yes	
... Does not involve <b>data collection with minors</b> i.e. anyone less than 18 years old?	yes	
... Does not involve <b>data collection with other vulnerable groups</b> e.g. persons with disabilities, victims/ survivors of protection incidents, etc.?	yes	
... Follows IMPACT SOPs for management of <b>personally identifiable information</b> ?	yes	

## 6. Data Analysis Plan

Research Questions	SUBQ#	Data collection method	Sub-research question group	Sub-research Question	Questionnaire QUESTION	Probes	Key disaggregations
	A.0.1.	KI Interview	Key characteristics (all groups)	Interview date	Interview date	N/A	
	A.0.2.	KI Interview	Key characteristics (all groups)	Interviewer name	Interviewer name	N/A	
	A.0.3.	KI Interview	Key characteristics (all groups)	Key Informant ID	What is the Key Informant's name?	N/A	
	A.0.4.	KI Interview	Key characteristics (all groups)	Key Informant gender	What is the Key Informant's gender?	N/A	
	A.0.5.	KI Interview	Key characteristics (all groups)	Organisation	Which organisation does the key informant represent?	N/A	
	A.0.6.	KI Interview	Key characteristics (all groups)	Key Informant position	What is the role of the key informant in the organisation?	N/A	

	<b>A.0.7.</b>	KI Interview	Key characteristics (all groups)		Welcome and thank you for volunteering to take part in this interview. You have been asked to participate as your point of view is very important. I realize you are busy and I appreciate your time. The main objectives of this assessment led and funded by UNEP, in collaboration with its strategic partner the Jordanian Ministry of Environment, and implemented by the NGO IMPACT. I work for IMPACT Initiatives – an NGO that responsible of conducting an assessment about the circular activities within the Jordan Response Plan.	N/A	
	<b>A.0.8.</b>	KI Interview	Key characteristics (all groups)		Do you consent to participate in this interview?	Yes No	

<p>1. What humanitarian programmes focused on Circular Economy are being implemented, by sector, under the Jordan Response Plan? What actors are implementing these programmes? Where are they being implemented? What is the</p>	<p><b>A.1.1.</b></p>	<p>KI</p>	<p>Implementing organisations</p>	<p>What programmes are being implemented by partners under the JRP that include elements of circularity?</p>	<p>What programme (s) is your organisation implementing that include elements of circularity (sustainability, environment, resource efficiency, conservation and regeneration)?</p>	<p>Title of project(s)?Could you please describe these activities?Which elements of circularity are included?Period of implementation?Which sector (s)?Target Populations, number and type (nationality, refugee status, gender) of beneficiaries?Governorate (s) of implementation?Donor?Approximate funding?</p>	<p>SectorElements of circularityGovernorate of implementation</p>
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scale of these programmes (beneficiaries, budgets, etc...)	A.1.2.	KI	Donors	What programmes are being funded by donors under the JRP that include elements of circularity?	What programme (s) is your organization funding that include elements of circularity (sustainability, environment, resource efficiency, conservation and regeneration)?	Could you please describe these projects? Which elements of circularity are included? Do you have partners? Whom? Which sector (s)? Governorate (s) of implementation? Target Populations, number and type (nationality, refugee status, gender) of beneficiaries? Approximate funding? Implementing partner?	Sector Elements of circularity Governorate of implementation
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	<b>A.1.3.</b>		National Stakeholders	What programmes are in place that the government aware of and include elements of circularity?	Please tell me about the projects that include elements of circularity (sustainability, environment, resource efficiency, conservation and regeneration) under the JRP that you are aware of?	Title of project(s)?Could you please describe these projects?Period of implementation?Which elements of circularity are included?Which sector (s)?Target Populations, number and type (nationality, refugee status, gender) of beneficiaries?Governorate (s) of implementation?Donor?Implementing partner?Approximate funding?	
2. What impact has Covid-19 had on the implementation of Circular Economy activities under the Jordan Response Plan?	<b>A.2.1.</b>	KI	Implementing organisations	How has Covid-19 impacted the programming of implementing partners?	What impacts has Covid-19 had on the programming your organization previously identified as containing environmental elements?	Are projects now designed more towards sustainability, environment? Or were these aspects reduced after Covid-19? What is the impact on scope? What are the changes to modality implementation? What is the impact on the target population? What is the impact on the overall strategy?	Levels of funding Changes to modality of implementation Overall strategy

	<b>A.2.2.</b>	KI	Donors	How has Covid-19 impacted donor programmes, business cases and strategies?	What impact, if any, has Covid-19 had on how your organisation fund activities?	Are projects now designed more towards sustainability, environment, resource efficiency, conservation and regeneration? Or were these aspects reduced after Covid-19? How has it impacted the scope of the project? Was the target population impacted? if yes, how? What is the impact of Covid 19 in the overall strategy?	Level of funding Overall Strategy
	<b>A.2.3.</b>	KI	National Stakeholders	How has Covid-19 impacted the sectoral programming from the perspective of the responsible line ministries?	What impact, if any, has Covid-19 had on these projects implemented in your sector?	What is the impact of Covid 19 in the overall Strategy? Are projects now designed more towards sustainability, environment, resource efficiency, conservation and regeneration? Or were these aspects reduced after Covid-19? How has it impacted the scope of the project? Was the target population impacted? if yes, how?	Overall strategy
3. What are the current and projected donor strategies for investing in Circular Economy activities in Jordan?	<b>A.3.1.</b>	KI	Donors	What are the current donor strategies for investing in Circular Economy activities in Jordan?	What is your organisation's current strategy, if any, for integrating sustainability, circularity, resource efficiency, conservation and regeneration within its projects?	Sectors?Partners?	Sectors

	<b>A.3.2.</b>	KI	Donors	What are the projected donor strategies for investing in Circular Economy activities in Jordan?	Will this strategy change in the future (or, are you expecting to develop one)?	Which sectors? What is the reason for change? If yes, how will your organization's strategy change in the next 10 years?	Sectors
4. What is the Government of Jordan's strategy for integrating circularity into the humanitarian response?	<b>A.4.1.</b>	KI	National Stakeholders	What are the current strategies for integrating Circular Economy activities into the humanitarian response in Jordan?	What is the current strategy in your sectors, if any, for integrating sustainability, circularity, resource efficiency, conservation and regeneration into the humanitarian response in Jordan (that are implemented in support of the JRP)?	Sectors? Key donors? Key partners?	Sectors

	<b>A.4.2.</b>	KI	National Stakeholders	What are the projected strategies for integrating Circular Economy activities into the humanitarian response in Jordan?	Will this strategy change in the future (or, are you expecting to develop one)?	Sectors? Key donors? Key partners? If yes, how will your sector's strategy change in the next 10 years?	Sectors
5. What barriers to planning and implementation of Circular Economy activities are encountered in the humanitarian response in Jordan	<b>A.5.1.</b>	KI	Implementing organisations	What barriers to planning of Circular Economy activities are encountered in the humanitarian response in Jordan for implementing partners?	What barriers does your organization face in integrating sustainability, circularity and resource efficiency, conservation and regeneration within its projects?	Organizational? (Not prioritized within your organization, lack of capacity/ understanding within you organization, etc....) Contextual? (social/ cultural norms, market issues) Structural? (Government regulations (host/ donor), political economy, funding mechanisms, etc....)	Organizational Contextual Structural

A.5.2.	KI	Implementing organisations	What barriers to implementation of Circular Economy activities are encountered in the humanitarian response in Jordan for implementing partners?	What barriers does your organization face while implementing activities that have environmental elements?	Organizational? Contextual? Structural?	Organizational Contextual Structural
A.5.3.	KI	Implementing organisations	What barriers to maintaining/ ensuring the sustainability of the environmental/ circular economy activities?	What barriers does your organization face in maintaining/ ensuring the sustainability of the environmental/ circular economy activities?	Organizational? Contextual? Structural?	Organizational Contextual Structural
A.5.4.	KI	Donors	What barriers to planning of Circular Economy activities are encountered in the humanitarian response in Jordan for donors?	What barriers does your organization face in integrating sustainability, circularity and resource efficiency, conservation and regeneration within its projects?	Organizational? (Not prioritized within your organization, lack of capacity/ understanding within you organization, etc....) Contextual? (social/ cultural norms, market issues Structural? (Government regulations (host/ donor), political economy, funding mechanisms, etc....)	Organizational Contextual Structural

	<b>A.5.5.</b>	KI	Donors	What barriers to implementation of Circular Economy activities are encountered in the humanitarian response in Jordan for donors?	What barriers does your organization face while implementing activities that have environmental elements?	Organizational? Contextual? Structural?	Organizational Contextual Structural
	<b>A.5.6.</b>	KI	Donors	What barriers to maintaining/ ensuring the sustainability of the environmental/ circular economy activities?	What barriers does your organization face in maintaining/ ensuring the sustainability of the environmental/ circular economy activities?	Organizational? Contextual? Structural?	Organizational Contextual Structural
	<b>A.5.7.</b>	KI	National Stakeholders	What barriers to planning of Circular Economy activities are encountered in the humanitarian response in Jordan for national stakeholders?	What barriers does your ministry face in integrating sustainability, circularity and resource efficiency, conservation and regeneration within its projects?	Organizational? (Not prioritized within your organization, lack of capacity/ understanding within you organization, etc....) Contextual? (social/ cultural norms, market issues) Structural? (Government regulations (host/ donor), political economy, funding mechanisms, etc....)	Organizational Contextual Structural

	<b>A.5.8.</b>	KI	National Stakeholders	What barriers to implementation of Circular Economy activities are encountered in the humanitarian response in Jordan for national stakeholders?	What barriers does your ministry face while implementing the activities that had environmental elements (that are implemented in support of the JRP)?	Organizational? Contextual? Structural?	Organizational Contextual Structural
	<b>A.5.9.</b>	KI	National Stakeholders	What barriers to maintaining/ensuring the sustainability of the environmental/circular economy activities?	What barriers does your ministry face in maintaining/ensuring the sustainability of the environmental/circular economy activities?	Organizational? Contextual? Structural?	Organizational Contextual Structural
6. What opportunities exist for further implementation of Circular Economy programming in the humanitarian response in Jordan?	<b>A.6.1.</b>	KI	Implementing organisations	What opportunities exist for further implementation of Circular Economy programming in the humanitarian response in Jordan?	What opportunities do you see for your organization or others like it for the further implementation of sustainability, circularity, resource efficiency, conservation and regeneration programming in the humanitarian response in Jordan?	Sector? What are the key enablers? If no opportunities, please explain why?	Sector

<p><b>A.6.2.</b></p>	<p>KI</p>	<p>Donors</p>	<p>What opportunities exist for further implementation of Circular Economy programming in the humanitarian response in Jordan?</p>	<p>What opportunities do you see for your organization or others like it to support further implementation of sustainability, circularity, resource efficiency, conservation and regeneration programming in the humanitarian response (programmes implemented in support of the JRP) in Jordan?</p>	<p>Sector? What are the key enablers? If no opportunities, please explain why?</p>	<p>Sector</p>
<p><b>A.6.3.</b></p>	<p>KI</p>	<p>National Stakeholders</p>	<p>What opportunities exist for further implementation of Circular Economy programming in the humanitarian response in Jordan?</p>	<p>What opportunities do you see in your sector for further implementation of programming of the activities that had environmental elements in the humanitarian response in Jordan?</p>	<p>Sector? What are the key enablers (related policy frameworks and strategies)? If no opportunities, please explain why?</p>	<p>Sector</p>

## 7. Monitoring &amp; Evaluation Plan

IMPACT Objective	External M&E Indicator	Internal M&E Indicator	Focal point	Tool	Will indicator be tracked?
Humanitarian stakeholders are accessing IMPACT products	Number of humanitarian organisations accessing IMPACT services/products  Number of individuals accessing IMPACT services/products	# of downloads of x product from Resource Center	Country request to HQ	User_log	<input checked="" type="checkbox"/> Yes
		# of downloads of x product from Relief Web	Country request to HQ		<input checked="" type="checkbox"/> Yes
		# of downloads of x product from Country level platforms	Country team		<input type="checkbox"/> Yes
		# of page clicks on x product from REACH global newsletter	Country request to HQ		<input checked="" type="checkbox"/> Yes
		# of page clicks on x product from country newsletter, sendingBlue, bit.ly	Country team		<input checked="" type="checkbox"/> Yes
		# of visits to x webmap/x dashboard	Country request to HQ		<input type="checkbox"/> Yes
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)	Country team	Reference_log	Jordan Response Plan 2022-2024
		# references in single agency documents			UNEP Jordan Country Strategy
Humanitarian stakeholders are using IMPACT products	Humanitarian actors use IMPACT evidence/products as a basis for decision making,	Perceived relevance of IMPACT country-programs	Country team	Usage_Feed back and Usage_Survey template	Usage Survey will be implemented 3 months after the release of the Circular Economy Toolkit with all KI's organizations
		Perceived usefulness and influence of IMPACT outputs			
		Recommendations to strengthen IMPACT programs			

	aid planning and delivery	Perceived capacity of IMPACT staff			
		Perceived quality of outputs/programs			
	Number of humanitarian documents (HNO, HRP, cluster/agency strategic plans, etc.) directly informed by IMPACT products	Recommendations to strengthen IMPACT programs			
<b>Humanitarian stakeholders are engaged in IMPACT programs throughout the research cycle</b>	Number and/or percentage of humanitarian organizations directly contributing to IMPACT programs ( <i>providing resources, participating to presentations, etc.</i> )	# of organisations providing resources (i.e.staff, vehicles, meeting space, budget, etc.) for activity implementation	Country team	Engagement _log	<input type="checkbox"/> Yes
		# of organisations/clusters inputting in research design and joint analysis			<input checked="" type="checkbox"/> Yes
		# of organisations/clusters attending briefings on findings;			<input checked="" type="checkbox"/> Yes

