

Research Terms of Reference

Multi-Sector Needs Assessment V

LBY1804

Libya

June 2018
V2

REACH Informing
more effective
humanitarian action

1. Executive Summary

Country of intervention	Libya		
Type of Emergency	Natural disaster	<input checked="" type="checkbox"/> Conflict	
Type of Crisis	Sudden onset	Slow onset	<input checked="" type="checkbox"/> Protracted
Mandating Body/ Agency	ECHO, ODFA, OCHA, UNHCR, WFP, FAO		
Project Code	14iAGL / 14iAGX / 14iAFZ / 14iAHO / 14iAHP		
Research Timeframe <i>Add planned deadlines (for first cycle if more than 1)</i>	1. Start collect data: 23/07/2018	4. Data sent for validation: 11/09/2018	
	2. Data collected: 05/09/2018	5. Outputs sent for validation: 15/11/2018	
	3. Data analysed: 14/09/2018	6. Outputs published: 31/12/2018	
Number of assessments	<input checked="" type="checkbox"/> Single assessment (one cycle)	<input type="checkbox"/> Multi assessment (more than one cycle)	
Humanitarian milestones <i>Specify what will the assessment inform and when e.g. The shelter cluster will use this data to draft its Revised Flash Appeal;</i>	Milestone	Deadline	
	<input type="checkbox"/> Donor plan/strategy	_/_/_/_/_	
	<input checked="" type="checkbox"/> Inter-cluster plan/strategy	08/10/2018	
	<input checked="" type="checkbox"/> Cluster plan/strategy	08/10/2018	
	<input type="checkbox"/> NGO platform plan/strategy	_/_/_/_/_	
	<input type="checkbox"/> Other (Specify):	_/_/_/_/_	
Audience Type & Dissemination <i>Specify who will the assessment inform and how you will disseminate to inform the audience</i>	Audience type	Dissemination	
	<input checked="" type="checkbox"/> Strategic	<input checked="" type="checkbox"/> General Product Mailing (e.g. mail to NGO consortium; HCT participants; Donors)	
	<input checked="" type="checkbox"/> Programmatic	<input checked="" type="checkbox"/> Cluster Mailing (Education, Shelter and WASH) and presentation of findings at next cluster meeting	
	<input type="checkbox"/> Operational	<input checked="" type="checkbox"/> Presentation of findings (e.g. at HCT meeting; Cluster meeting)	
	<input type="checkbox"/> Other (specify):	<input checked="" type="checkbox"/> Website Dissemination (Relief Web & REACH Resource Centre)	
Detailed dissemination plan required	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
M&E Matrix required	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
General Objective	Delivering updated information on the needs and priorities of crisis-affected populations (IDP, returnee and non-displaced groups) for humanitarian actors supporting vulnerable communities in Libya, with the aim of contributing to a more targeted and evidence based humanitarian response. Address gaps in geographic coverage of up-to-date information on the humanitarian situation across Libya.		

Specific Objective(s)	<ul style="list-style-type: none"> - Identify differences in humanitarian needs between population groups (IDPs, returnees and non-displaced communities) and across vulnerability profiles in Libya. - Identify multi-sector needs to provide robust evidence to support and inform: <ul style="list-style-type: none"> ▪ Key milestones documents such as the Humanitarian Needs Overview (HNO) and Humanitarian Response Plan (HRP) for 2019. ▪ The Libyan humanitarian response planning in general. - Conduct qualitative interviews (FGDs and KIs) using an already existing network of local partners and organisations to triangulate findings and provide in-depth context to specific follow-up questions. 										
Research Questions	<p>Overarching research questions:</p> <ul style="list-style-type: none"> - What are the current needs of affected populations, per sector? - How do these needs differ by population group? - How do these needs differ by household vulnerability profile? - What is the situation for IDPs, returnees and nondisplaced communities in terms of their access, needs, priorities and vulnerabilities across: <ul style="list-style-type: none"> ▪ Food Security, Cash & Markets, Shelter & NFI, WASH, Education, Health and Protection sectors? 										
Geographic Coverage	<p>20 locations in Libya:</p> <ul style="list-style-type: none"> - 19 Mantikas, Al Jabal al Akhdar (East), Al Jabal Al Gharbi (West), Al Jifarah (West)¹, Al Kufrah (South), Al Marj (East), Benghazi (East), Ejdabia (East), Ghat (South), Jufrah (South), Misrata (West), Murzuq (South), Sebha (South), Sirt (West) Tripoli (West), Tobruk (East), Ubari (South), Wadi Ashshati (South), Zawiyah (West) and Zwara (West). - 1 municipality: Derna city in Derna Mantika (East)² 										
Secondary data sources	<ul style="list-style-type: none"> - WorldPop, a GIS-based dataset that divides Libya into a grid of 50-metre pixels to estimate the non-displaced population within each pixel [data from January 2018]. - IOM-DTM, Round 18 dataset to identify target populations for displaced population (IDPs and returnees) [data from February-March 2018]. - Both datasets are used to determine the representative sampling frame at Mantika level/municipality level for Derna. 										
Population(s) <i>Select all that apply</i>	<table border="1"> <tr> <td><input type="checkbox"/> IDPs in camp</td><td><input type="checkbox"/> IDPs in informal sites</td></tr> <tr> <td><input checked="" type="checkbox"/> IDPs in host communities</td><td><input type="checkbox"/> IDPs Other (<i>Specify</i>):</td></tr> <tr> <td><input type="checkbox"/> Refugees in camp</td><td><input type="checkbox"/> Refugees in informal sites</td></tr> <tr> <td><input type="checkbox"/> Refugees in host communities</td><td><input type="checkbox"/> Refugees Other (<i>Specify</i>):</td></tr> <tr> <td><input checked="" type="checkbox"/> Non-displaced communities</td><td><input checked="" type="checkbox"/> Other (<i>Specify</i>): Returnees in host communities</td></tr> </table>	<input type="checkbox"/> IDPs in camp	<input type="checkbox"/> IDPs in informal sites	<input checked="" type="checkbox"/> IDPs in host communities	<input type="checkbox"/> IDPs Other (<i>Specify</i>):	<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 (<i>Specify</i>):	<input checked="" type="checkbox"/> Non-displaced communities	<input checked="" type="checkbox"/> Other (<i>Specify</i>): Returnees in host communities
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Stratification <i>Select type(s) and enter number of strata</i>	<table border="1"> <tr> <td><input checked="" type="checkbox"/> Geographical #: 19 Mantika and 1 municipality of Derna Population size per strata is known? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</td><td><input checked="" type="checkbox"/> Group #: 3 (Non-displaced, IDPs and returnees) Population size per strata is known? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</td><td><i>[Other Specify] #:</i> _ _ Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No</td></tr> </table>	<input checked="" type="checkbox"/> Geographical #: 19 Mantika and 1 municipality of Derna Population size per strata is known? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Group #: 3 (Non-displaced, IDPs and returnees) Population size per strata is known? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>[Other Specify] #:</i> _ _ Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No							
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Data collection tool(s)	<table border="1"> <tr> <td><input checked="" type="checkbox"/> Structured (Quantitative)</td><td><input checked="" type="checkbox"/> Semi-structured (Qualitative)</td></tr> </table>	<input checked="" type="checkbox"/> Structured (Quantitative)	<input checked="" type="checkbox"/> Semi-structured (Qualitative)								
<input checked="" type="checkbox"/> Structured (Quantitative)	<input checked="" type="checkbox"/> Semi-structured (Qualitative)										

¹ Due to security concerns in the Warshefana region of Al Jifarah, data collection is limited to accessible areas and the research design is updated to reflect this.

² Note that due to issues of accessibility, the full Mantika of Derna will not be assessed; data from this Mantika will be collected only in the city of Derna.

	Sampling method	Data collection method
Structured data collection tool # 1 <i>Select sampling and data collection method and specify target # interviews</i>	<input type="checkbox"/> Purposive <input type="checkbox"/> Probability / Simple random X Probability / Stratified simple random X Probability / Cluster sampling <input type="checkbox"/> Probability / Two-stage random cluster sampling	<input type="checkbox"/> Key informant interview (Target #):_____ <input type="checkbox"/> Group discussion (Target #):_____ X Household interview (Target #): 5,352 <input type="checkbox"/> Individual interview (Target #):_____ <input type="checkbox"/> Direct observations (Target #):_____ <input type="checkbox"/> [Other specify] (Target #):_____
Semi-structured data collection tool (s) # 1 <i>Select sampling and data collection method and specify target # interviews</i>	X Purposive <input type="checkbox"/> Snowballing <input type="checkbox"/> [Other specify]	X Key informant interview (Target #): 60 <input type="checkbox"/> Individual interview (Target #):_____ <input type="checkbox"/> Focus group discussion (Target #):_____ <input type="checkbox"/> [Other specify] (Target #):_____
Semi-structured data collection tool (s) # 2 <i>Select sampling and data collection method and specify target # interviews</i> <i>***If more than 2 structured tools please duplicate this row and complete for each tool.</i>	X Purposive <input type="checkbox"/> Snowballing <input type="checkbox"/> [Other specify]	<input type="checkbox"/> Key informant interview (Target #):_____ <input type="checkbox"/> Individual interview (Target #):_____ X Focus group discussion (Target #): 40 <input type="checkbox"/> [Other specify] (Target #):_____
Target level of precision if probability sampling	95% level of confidence	10 +/- % margin of error
Data management platform(s)	<input checked="" type="checkbox"/> IMPACT <input type="checkbox"/> [Other (Specify)]:	<input type="checkbox"/> UNHCR
Expected output type(s)	<input type="checkbox"/> Situation overview #: __ <input checked="" type="checkbox"/> Presentation (Preliminary findings) #: 7, one for each sector <input type="checkbox"/> Interactive dashboard #:_ <input checked="" type="checkbox"/> [Other Specify]: <ul style="list-style-type: none"> ToRs: 1 Assessment ToRs published on the REACH Resource Centre + questionnaire Dataset: Clean and anonymised dataset to be published on HDX 	<input type="checkbox"/> Report #: 1 MSNA report <input type="checkbox"/> Presentation (Preliminary) #: <input type="checkbox"/> Webmap #: __ <input type="checkbox"/> Profile #: __ <input checked="" type="checkbox"/> Factsheet #: 27, one for each Mantika and sector <input checked="" type="checkbox"/> Map #: as needed
Access	<input checked="" type="checkbox"/> Public (available on REACH resource center and other humanitarian platforms) <input type="checkbox"/> Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)	
Visibility <i>Specify which logos should be on outputs</i>	<i>ECHO/OFDA, REACH, Libaid, UNHCR, OCHA, WFP, FAO and other Libya partners involved in data collection on the first page inside, acknowledgement and logos for the implementing partners</i>	

2. Rationale

2.1. Rationale

Since 2011, Libya has experienced several waves of conflict, renewing in 2014 and with episodic escalation across different regions to date. In 2017, this protracted conflict affected an estimated 1.62 million people across Libya. Out of this 1.62 million, OCHA's 2017 Humanitarian Needs Overview identified 1.1 million people in need of humanitarian assistance, of which 170K were IDPs, 200K returnees and 376K non-displaced population groups. The humanitarian crisis in Libya has been defined by "pockets of acute needs prompted by outbreaks of violence"³, whereby shifting territorial control between state and non-state armed groups has been coupled with a deepening economic and liquidity crisis and large-scale-population movements. As the conflict stabilises, over 278K people have returned to their homes with the most urgent need identified as access to health services, access to education and inhabiting an area with adequate security. However, the human rights situation and the lack of durable solutions to the political process prevents many IDPs from returning back to areas of origin due to fear of being subjected to human rights violations by groups which are present in their areas.

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

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

3. Methodology

3.1. Methodology overview

The study adopts a mixed-methods approach to data collection. A household survey will be conducted to collect data that is statistically representative for each of the three targeted population groups in each Mantika (Admin 2 level). In addition to the assessment of 19 Mantikas, an additional sampling frame will be developed to be able to gather representative data at the level of the municipality of Derna, in the East. This is to ensure maximal geographical coverage while accounting for security and accessibility constraints. At both Mantika and municipality level in Derna, survey respondents are profiled by displacement status in order to understand the needs and vulnerabilities of different population groups across Libya. The focus population groups are IDPs, non-displaced and returnee populations.

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

³ 2018 Libya Humanitarian Needs Overview - (December 2017); UNOCHA.

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

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

Data collection will take place in one round, beginning on the 23 July and ending on 5 September with a pilot study conducted before data collection begins. In total, the assessment will cover 20 locations; 19 Mantikas and the municipality of Derna in Derna Mantika:

- Mantikas of Al Jabal al Gharbi, Al Jifarah, Misrata, Sirte, Tripoli, Zawiyah and Zwara in the West
- Mantikas of Al Jabal al Akhdar, Al Marj, Benghazi, Ejdabiya, Tobruk and Municipality of Derna in the East.
- Mantikas of Al Kufrah, Ghat, Jufrah, Murzuq, Sebha, Ubari, and Wadi Ashshati in the South

3.2. Population of interest

The geographical areas of assessment were jointly selected by the IMAWG and chosen based on **five main criteria**:

- Displacement levels among the Libyan population (IDPs and returnees)
- Continuity with Mantikas assessed in the 2017 MSNA (to enable the analysis of trends)
- Accessibility to humanitarian actors
- Interest to humanitarian actors
- Lack of information from other 2018 assessments or monitoring programs

Population group and unit of measurement:

The unit of measurement is the household level. The precise definitions adopted for the populations of interest are documented below. For IDPs and Returnees, definitions were adopted from the IOM-DTM Libya methodology in accordance with the Guiding Principles on Internal Displacement:

IDPs: internally displaced persons (IDPs) are “persons or groups of persons who have been forced or obliged to flee or 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 human-made disasters, and who have not crossed an internationally recognized state border.” (United Nations, 1998). DTM considers IDPs all those who have fled from their original home and are living outside their settlement of origin.

Returnees: A returnee is any person who was displaced internally or across an international border, but has since returned to his/her place of habitual residence. In the Libyan context, it is mostly observed that in a large majority of cases, returnees are back to their original dwelling without major damage— except in specific cases of violent and sudden onset of crises mainly in urban contexts such as Sirte or Benghazi.

Non-displaced: Households that have never been displaced 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 human-made disasters.

3.3. Secondary data review

Available secondary data such as population and population groups data are drawn from two sources for the year 2018 to inform the research design and sampling of households to be assessed during the study, as well as their geographical locations within the regions assessed. January 2018 data stemming from WorldPop is used to identify and sample non-displaced populations and IOM DTM Round 18 data for February – March 2018 on IDPs and returnees is used to identify and sample the two displaced population groups at Muhalla (Adm 4) level. Population density figures for WorldPop data are triangulated with the Libyan Bureau of Statistics for the year 2014 to ensure validity of the data source. UNOCHA's latest HNO document, wider humanitarian documents as well as previous humanitarian assessments and operations planning are important references to triangulate caseload figures of affected populations in the different Mantika, municipalities (baladiya) and localities (Muhalla) and of different statuses, be they non-displaced, returnees or IDPs.

In addition to this, prior to, throughout and after data collection, assessment teams will continue to monitor secondary data to inform definitions; the design and content of the questionnaires; inform the categorisation of areas and target populations/sampling for assessment; and to ensure contextualisation of findings for the final output production.

Example secondary data sources:

- **Definition of household:** Lopes Cardozo B, Bilukha OO, Gotway Crawford CA, Shaikh I, Wolfe MI, Gerber ML, Anderson M: Mental health, social functioning, and disability in postwar Afghanistan. JAMA. 2004, 292 (5): 575-584. 10.1001/jama.292.5.575.
- **Research design:** Galway, L. P., Bell, N., Al Shatari S.AE. et al: A two-stage cluster sampling method using gridded population data, a GIS, and Google Earth™ imagery in a population-based mortality survey in Iraq. Int J Health Geogr. 2012, 11(12). 10.1186/1476-072X-11-12
- **Indicator design:** Improving Cash-Based Interventions Multipurpose Cash Grants and Protection. *Enhanced Response Capacity Project 2014–2015: Operational Guidance and Toolkit for Multipurpose Cash Grants*. December 2015: <http://www.cashlearning.org/downloads/operational-guidance-and-toolkit-for-multipurpose-cash-grants---web.pdf>

3.4. Primary Data Collection

Primary data collection will be implemented following a mixed method: on the one hand, a household survey representative at Mantika level in 19 assessment locations; and at municipality level in Derna and FGDs and KI interviews to give more in-depth understanding and better details about targeted population groups' vulnerabilities. Local enumerators and REACH partners will begin data collection on 23 July 2018 using KoBo, a free open-source tool for mobile data collection. Focal points in each Mantika will be briefed on data collection practices during a training workshop in Tunis in early July.

Sampling

To enable comparison between IDPs, returnees and non-displaced populations, a stratified sample approach is used. A representative sample is drawn for each strata in each Mantika, with the aim of providing findings generalizable for each strata in each Mantika with a 95% level of confidence and a 10% margin of error.

The method of sampling was determined by the geographical characteristics of the surveyed population groups in each location. In general, non-displaced populations are large and widespread, and thus a cluster sampling method was used to sample this population group in the Mantika assessed. The population distribution in all assessed Mantikas will be derived from the January 2018 WorldPop dataset, a GIS-based dataset that divides Libya into a grid of 1km² pixels and estimates the population within each pixel. In the first stage, a cluster sample of the grid squares is drawn for each Mantika according to population density (meaning that areas with a higher population density are more likely to be selected). In each cluster, between 5-15 surveys are required. In the second stage of sampling, specific households are selected using random GIS

sampling techniques. A set of GPS points are randomly generated within a 2km² buffer equal to the number of surveys required in each cluster (grid) which will guide enumerators to the specific survey locations in each cluster. Once enumerators arrive at the GPS point, they interview the nearest household from the target population group (non-displaced). If the target population group cannot be located at the point, enumerators will interview the closest possible household to that point inside the 2km² buffer to restrict the enumerator from leaving the Muhalla.

For the displaced population groups (IDPs and returnees), the geographical location and data available was precise and concentrated enough so that a two-stage random sampling could be used. Mahalla-level displacement figures were drawn from Round 18 of IOM's Displacement Tracking Matrix for Libya (February-March 2018). Interviews were distributed based on the size of the IDP and returnee populations in every mahalla across all assessed Mantikas. Within each mahalla, interview locations are selected using randomly generated GPS points within a 2km² buffer and interviewees will be selected based on the status of the displaced household. Enumerators will interview the nearest household from the target population group to that point within the 2km² radius.

For each location and population group, the total number of surveys was designed with a 10% buffer. For the cluster sampling of non-displaced households, the number of surveys was adjusted for design effect. The sampling techniques enable the assessment to present an understanding in each Mantika the current situation and needs amongst IDPs, non-displaced and where relevant (i.e. where present) of returnees.

Following the household surveys, the qualitative component of the assessment will include a set of focus group discussions (FGDs) and key informant interviews (KIs). Participants will be selected purposively and FGDs will be stratified by population group based on the need for further information/context as identified in the household survey. For KIs, Field Coordinators will identify participants in consultation with REACH staff, with the aim to interview participants from government bodies, civil society organisations (CSOs) and professionals.

Sampling Framework

District		Al Jabal al Akhdar	Al Jabal al Gharbi	Al Kufra	Al Jifarah	Al Marj		Benghazi	Derna municipality	Total	
HH Survey	Population Figures (Number of Households)										
	Non-Displaced	42,337	41,591	1,656	109,761	33,499		134,621	70,018	433,483	
	IDPs	724	1,002	1,543	662	320		6,388	110	10,749	
	Returnees	-	2,473	349	1,379	-		34,980	555	39,736	
	Population sub-total	43,061	45,066	3,548	111,802	33,819		175,989	70,683	483,968	
	Sample size										
	Non-Displaced	133	134	133	134	134		126	77	871	
	IDPs	89	87	98	92	76		95	42	579	
	Returnees	-	100	80	100	-		106	137	523	
	Sample size sub-total	222	321	311	326	210		327	256	1,973	
District		Edjabia	Ghat	Jufrah	Misrata	Murzuq		Sebha		Total	
HH Survey	Population Figures (Number of Households)										
	Non-Displaced	41,292	5,598	3,097	130,282	18,760		32,993		232,022	
	IDPs	3,176	1,627	209	5,624	1,254		4,000		15,890	
	Returnees	100	185	-	2,344	73		5		2,707	
	Population sub-total	44,568	7,410	3,306	138,250	20,087		36,997		250,619	
	Sample size										
	Non-Displaced	122	115	132	134	131		122		756	
	IDPs	97	101	74	102	91		104		569	
	Returnees	56	71	-	98	47		5		277	
	Sample size sub-total	275	287	206	334	269		231		1,602	
District		Sirte	Tripoli	Tobruk	Ubari	Wadi Ashshati	Zawiyah	Zwara		Total	
HH Survey	Population Figures (Number of Households)										
	Non-Displaced	33,623	241,041	39,755	18,321	18,949	68,438	70,385		490,512	
	IDPs	349	4,869	215	641	220	1,284	682		8,260	
	Returnees	14,592	6,935	-	5,537	42	19	3,379		30,504	
	Population sub-total	48,564	252,845	39,970	24,499	19,211	69,741	74,446		529,276	
	Total population										1,263,863
	Sample size										
	Non-Displaced	34	133	122	134	130	134	135		822	
	IDPs	16	95	74	93	74	97	94		543	
	Returnees	58	99	-	100	32	19	104		412	
	Sample size sub-total	108	327	196	327	236	250	333		1,777	
	TOTAL	Total sample size									

	Method	Each location (maximum target)	Total
Qualitative Survey	FGDs	2	40
	KIIs	3	60

3.5. Data Processing & Analysis

Data entry will be conducted according to the KoBo data collection process. Survey data will be collected online or offline using smartphone and/or tablet devices through the OpenDataKit app. Once survey data is collected, it will be uploaded to the KoBo server where the data cleaning team will download it directly in Excel, CSV, SPSS and other formats for a smooth data cleaning process.

Data cleaning will be conducted by the Tunis Database Officer in consultation with enumerators on a daily basis to produce a consolidated and cleaned dataset for analysis.

During the data analysis phase, findings will be weighted based on the imbalance of the number of households assessed and actual population figures available to be representative at the Mantika level. As much as possible, data will be corroborated and/or crosschecked with secondary data as well as the qualitative findings of individual interviews and FGDs. A more detailed analysis plan corresponding to each research question, indicators and questions can be found below in these ToRs. A further expanded Analysis Framework is available upon request.

4. Roles and responsibilities

Table 2: Description of roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed
<i>Coordination with sectors and partners on indicators</i>	Senior Assessment Officer / Assessment Officer	Country Focal Point	Sector leads/HQ team	HQ team
<i>Research design</i>	Senior Assessment Officer / Assessment Officer	Country Focal Point	HQ team	HQ team
<i>Development of final indicators and tools</i>	Assessment Officer/Senior Assessment Officer	Country Focal Point	N/A	HQ team
<i>Supervising data collection</i>	Country Focal Point / Assessment Officer	Assessment Officer	HQ team	
<i>Data processing (checking, cleaning)</i>	Assessment Officer / Database Officer / GIS Officer	Assessment Officer	Country Focal Point / HQ team	
<i>Data analysis</i>	Database Officer / Assessment Officer	Assessment Officer	HQ team	Sector partners / HCT
<i>Mapping</i>	GIS Officer	Country Focal Point	HQ GIS Manager	HQ team
<i>Output production</i>	Assessment Officer	Assessment Officer		
<i>Dissemination</i>	Assessment Officer	Assessment Officer	Country Focal Point / HQ team	
<i>Monitoring & Evaluation</i>	Assessment Officer	Assessment Officer		
<i>Lessons learned</i>	Assessment Officer	Assessment Officer		

Data Analysis Plan

Research Question	IN #	Indicator / Variable	Question	Aggregation / Disaggregation	Aggregation / Disaggregation - First indicator / variable	Aggregation / Disaggregation - Second indicator / variable	Weighting?
Metadata	0.1	Consent	Introductory paragraph and consent to the questionnaire				
	0.2	Enumerator Information	Name of Enumerator/ID				
	0.3	GPS coordinates	Take the GPS coordinates				
	0.4	Population status	What is the displacement status of most members of this household?				
Bio-data	1.1	Place of actual residence	District (Admin 2)	N/A	Household location	Population group	no
			Municipality (Admin 3)				
			What is the unique ID of the location you are currently assessing?				
	1.2	% of HoH by age and sex	Is the interviewee the head of household?				
			[Follow up to 1.2.1] If No, what is your relationship to the head of household?				
			How old is the head of the household?				
			What is the sex of the head of household?				
	1.3	# individuals in HH	How many people live in your household (including the interviewee)?				
	1.4	% of HH members by sex and age	Please tell me how many there are of the following in your household (including the interviewee)?				
			Males				
			Females				
	1.5	% HH hosting displaced people	Are you currently hosting family members or others that have been displaced from another place in the mantika or Libya?				
			If Yes, how many?				
	1.6	Number of total cumulative separated and unaccompanied children identified	If yes, how many hosted persons are under 18?				
			How many children in your household do not have any family relationship to any adult member of the household?				
Food Security	2.1	Food Consumption Score	In the past 7 days, on how many days have the members of your household eaten the following food items?	Disaggregation	Household location	Population group	Yes
		Food sources	What are the top three sources from which your household typically acquires food?	Disaggregation	Household location	Population group	Yes

2.2	Reduced Coping Strategy Index	In the past 7 days, if there have been times when you did not have enough food or money to buy food, on how many days has your household had to: (Integer from 0 to 7 for each sub-question) 1. Rely on less preferred, less expensive food? 2. Borrow food or rely on help from friends or relatives? 3. Reduce the number of meals eaten per day? 4. Reduce the size of portions or meals? 5. Reduce the quantity consumed by adults so children could eat?	Disaggregation	Household location	Population group	Yes
2.3	Agricultural production	Is your household currently engaged in any form of agricultural production (for example, crop farming, gardening, raising livestock, fishing, etc.)?	Disaggregation	Household location	Population group	Yes
2.4	Usage of produced food	If answer is not "No": Do you do this for income generation or for your household's own consumption?	Disaggregation	Household location	Population group	Yes
2.5	Access to land or to the sea	If "No": Does your household currently have access to land or to the sea to engage in such activities?	Disaggregation	Household location	Population group	Yes
2.6	History of agricultural production	If "No": Did your household engage in such activities prior to 2014 but had to give them up?	Disaggregation	Household location	Population group	Yes
2.7	Crops grown	If "Yes, in crop farming or gardening": What are the main crops your household currently grows?	Disaggregation	Household location	Population group	Yes
2.8	Number of hectares cultivated	If "Yes, in crop farming or gardening": How much land does your household cultivate in hectares?	Disaggregation	Household location	Population group	Yes
2.9	Number of others employed	If "Yes, in crop farming or gardening": How many individuals, if any, did your household employ to support production in the last 12 months, including seasonal workers?	Disaggregation	Household location	Population group	Yes
2.10	Crop production affected by crisis	If "Yes, in crop farming or gardening": How has the current crisis affected your crop production, if at all?	Disaggregation	Household location	Population group	Yes
2.11	Number of animals owned	If "Yes, in raising livestock": How many of each type of animal does your household currently own? 1. Cattle 2. Donkeys and horses 3. Sheep 4. Goats 5. Poultry 6. Camels 7. Other (please specify)	Disaggregation	Household location	Population group	Yes
2.12	Livestock production affected by crisis	If "Yes, in raising livestock": How has the current crisis affected your livestock activities, if at all?	Disaggregation	Household location	Population group	Yes
2.13	Source of fish	If "Yes, in fishing or fisheries": What is the main source of your production or catch?	Disaggregation	Household location	Population group	Yes

	2.14	Fish production affected by crisis	If "Yes, in fishing or fisheries": How has the current crisis affected your fishing or fishery activities, if at all?	Disaggregation	Household location	Population group	Yes
Cash & Markets	3.1	% of adults (18+) in HH with permanent, temporary and daily jobs	How many adults (aged 18 and over) in your household have worked in the following types of jobs in the past 30 days?	Disaggregation	Household location	Population group	Yes
	3.2	% of children (17 and under) in HH with permanent, temporary and daily jobs	How many children (aged 17 and under) in your household have worked in the following types of jobs in the past 30 days?	Disaggregation	Household location	Population group	Yes
	3.3	Employment profile	In total, how many adults (aged 18 and over) in your household worked for the following types of institutions in the past 30 days?	Disaggregation	Household location	Population group	Yes
			Males	Disaggregation	Household location	Population group	Yes
			Females	Disaggregation	Household location	Population group	Yes
			In total, how many adults in your household did not work at all in the past 30 days?	Disaggregation	Household location	Population group	Yes
			Males	Disaggregation	Household location	Population group	Yes
			Females	Disaggregation	Household location	Population group	Yes
	3.4	Reported source of income in last 30 days	Can you estimate your household's income (in LYD) over the last 30 days from each of the following sources?	Disaggregation	Household location	Population group	Yes
	3.5	% of income received in cash	Approximately what percentage of your household's income over the last 30 days was received in cash (LYD)?	Disaggregation	Household location	Population group	Yes
	3.6	Reported main income challenges in location in last 30 days	Did your household face any challenges obtaining enough money to meet its needs over the last 30 days?	Disaggregation	Household location	Population group	Yes
			If yes: What were the main challenges to obtaining enough money to meet your household's needs in the last 30 days?	Disaggregation	Household location	Population group	Yes
	3.7	Reported withdrawal limits per month	Did you personally withdraw any money from banks or ATMs in the last 30 days?	Disaggregation	Household location	Population group	Yes
			How much money, in LYD, did you personally withdraw in total over the last 30 days?	Disaggregation	Household location	Population group	Yes
	3.8	Reported household expenditure in last 30 days	During the past 30 days, how much did your household spend, in LYD, on each of the following categories of items for domestic consumption? For each, please estimate the total amount spent by your household using all modalities (cash, credit, cheques, etc.).	Disaggregation	Household location	Population group	Yes
	3.9	Reported modality for expenditure in last 30 days	What was the payment modality most commonly used by your household in the past 30 days?	Disaggregation	Household location	Population group	Yes
	3.10	% of HH with access to market	Do you have access to a marketplace in your mahalla or close to your mahalla?	Disaggregation	Household location	Population group	Yes

			For how long do you have to travel by car to get to the nearest marketplace?	Disaggregation	Household location	Population group	Yes
	3.11	% reporting barriers to accessing marketplaces in last 30 days	In the last 30 days, did you face any barriers to consistently accessing marketplaces?	Disaggregation	Household location	Population group	Yes
	3.12	% reporting barriers to accessing market items in last 30 days	In the last 30 days, did you or anyone in your household face any barriers to regularly purchasing specific items on the market?	Disaggregation	Household location	Population group	Yes
If "Yes, some items are too expensive": Which items were too expensive to afford? (select category first, then list specific items)			Disaggregation	Household location	Population group	Yes	
If "Yes, some items are not available": Which items were not consistently available? (select category first, then list specific items)			Disaggregation	Household location	Population group	Yes	
	3.13	Access to financial service providers	What types of financial service providers do you have access to in or around your mahalla?	Disaggregation	Household location	Population group	Yes
	3.14	Reported coping mechanism used due to lack of resources in the last 30 days	During the past 30 days, did anyone in your household have to engage in any of the following activities due to a lack of money for food, medicine, or other items for survival?	Disaggregation	Household location	Population group	Yes
[Follow up to 3.14.1] If Yes to any of the options, for what reason were these coping strategies mainly used?			Disaggregation	Household location	Population group	Yes	
Shelter & NFI	3.15	Access to mobile networks	Which mobile networks does your household currently have access to? (hint: Please only select networks that the household is currently able to access through a functioning SIM card or mobile device.)	Disaggregation	Household location	Population group	Yes
	4.1	Population groups by shelter type and tenancy	What type of shelter do you live in?	Disaggregation	Household location	Population group	Yes
			How would you describe your household's occupancy status?	Disaggregation	Household location	Population group	Yes
	4.2	% of HHs living in damaged shelters	How many rooms in your household's shelter are: 1. Damaged? 2. Undamaged? 3. Open to the elements (e.g. broken or missing windows, holes in walls, etc.)?	Disaggregation	Household location	Population group	Yes
			Question for enumerator: How would you describe the overall condition of this household's shelter? Please refer to the reference pictures below. (Hint: Shelters that were damaged in the past but have been fully repaired should be coded as "No damage / negligible damage.")	Disaggregation	Household location	Population group	Yes
	4.3	% of HHs threatened with eviction from current shelter	Has your household experienced eviction or the threat of eviction within the past 6 months?	Disaggregation	Household location	Population group	Yes
			If yes: Why do you think your household was evicted / is being threatened with eviction?	Disaggregation	Household location	Population group	Yes
	4.4	% of HH requiring assistance to cover their energy needs	What is the most common source of electricity used by your household?	Disaggregation	Household location	Population group	Yes
			What is the second most common source of electricity used by your household?	Disaggregation	Household location	Population group	Yes

		Over the past 7 days, for how many hours per day, on average, has your household experienced power outages from the main network? (Hint: Please include hours when the household has needed to run a generator due to a lack of electricity.)	Disaggregation	Household location	Population group	Yes
	4.5	% of HHs with adequate access to fuel For each of the following types of fuel, is your household able to access sufficient fuel to meet its energy needs? For each sub-question: 1. Cooking fuel 2. Vehicle fuel 3. Generator fuel 4. Heating fuel	Disaggregation	Household location	Population group	Yes
	4.6	% of HHs with adequate access to heating Does your household have access to a functional heating system in your own shelter during the winter?	Disaggregation	Household location	Population group	Yes
WASH	5.1	% of households having access to an improved water source What was the main source of drinking water used by members of this household over the past 30 days?	Disaggregation	Household location	Population group	Yes
	5.2	Distance of primary drinking water source Where is this drinking water source located? (Hint: If the household obtains water from elsewhere and brings it back, please give the location of the original water source.)	Disaggregation	Household location	Population group	Yes
	5.3	% of households having access to an improved water source Does your household use a different water source for other purposes, such as hygiene?	Disaggregation	Household location	Population group	Yes
		If yes: What was the main source of water used by members of this household over the past 30 days for other purposes, such as hygiene?	Disaggregation	Household location	Population group	Yes
	5.4	% of households accessing adequate/sufficient quantity of water In the last month, has there been any time when your household did not have a sufficient quantity of drinking water?	Disaggregation	Household location	Population group	Yes
	5.5	Key barriers to collecting to access to water How would you describe the quality of the drinking water from the main source your household used during the last 30 days?	Disaggregation	Household location	Population group	Yes
	5.6	% of households who practice household water treatment What methods does your household use, if any, to improve the quality of its drinking water?	Disaggregation	Household location	Population group	Yes
	5.7	Quality of public network service Over the past 7 days, on how many days did your household have access to water from the public network?	Disaggregation	Household location	Population group	Yes
	5.8	% of HHs with access to functional sanitation facilities What kind of toilet does your household have access to?	Disaggregation	Household location	Population group	Yes

	5.9	% of HHs who practice safe disposal of solid waste	How did your household most often dispose of its trash over the past 30 days?	Disaggregation	Household location	Population group	Yes
	5.10	Frequency of trash collection	If "Collected by the municipality...": How frequently is your household's trash collected?	Disaggregation	Household location	Population group	Yes
Health	6.1	% of households who successfully received health care as a result of recent illnesses	Have you or anyone in your household been ill in the past 15 days?	Disaggregation	Household location	Population group	Yes
			[Follow up to 6.1.1] If Yes, did you/they go to a health facility to access the needed health care?	Disaggregation	Household location	Population group	Yes
			[Follow up to 6.1.1] If Yes, what kind of health facility did you/they visit	Disaggregation	Household location	Population group	Yes
			What were the criteria of your choice (3 reasons maximum)?	Disaggregation	Household location	Population group	Yes
	6.2	Target population with no access to health care when needed by main reason	Do you face any challenges accessing health facilities when you need them?	Disaggregation	Household location	Population group	Yes
			[Follow up to 6.2.1] If Yes, what are the main reasons for you to have limited or no access to healthcare (3 reasons maximum)?	Disaggregation	Household location	Population group	Yes
	6.3	Average time range to travel to nearest available health facility from place of current residence	How much time does it take you/they to travel by car from your place of residence to the nearest health service provider?	Disaggregation	Household location	Population group	Yes
	6.4	Number of women aged 15-49 years with a live birth in the last 2 years who were attended during their last pregnancy that led to a live birth (certified midwife, obstetrician)	How many women in the household gave live birth during the 2 last years?	Disaggregation	Household location	Population group	Yes
			[Follow up to 6.4.1] If (> 0), who assisted you in the delivery?	Disaggregation	Household location	Population group	Yes
	6.5	% of mothers who did not provide Exclusive Breastfeeding (only breast milk up to 6 months) to their last child by reason(s)	Of these women [who gave live birth during the last 2 years], how many fed their children using bottled milk or baby formula until 6 months of age?	Disaggregation	Household location	Population group	Yes
	6.6	% of households who have vaccination cards for all their children	How many children in your household have vaccination cards?	Disaggregation	Household location	Population group	Yes
	6.7	% of households members reported to be suffering from a medically diagnosed chronic disease by type of chronic disease	Does any members of your household suffer from any chronic disease?	Disaggregation	Household location	Population group	Yes
			[Follow up to 6.7.1] If yes, what do they suffer from? (Select medically-diagnosed disease(s) per person)	Disaggregation	Household location	Population group	Yes
			[Follow up to question 6.7.1] If Yes, do they have access to medicines?	Disaggregation	Household location	Population group	Yes

	6.8	Number of people who report having been diagnosed with a clinical mental disorder	Have you or anyone in your household been diagnosed with a clinical mental disorder?	Disaggregation	Household location	Population group	Yes
		Number of people with mental disorder who have adequate access to mental health care services by reason	[Follow up to 6.8.1] If Yes, do they have adequate access to mental health care services?	Disaggregation	Household location	Population group	Yes
			[Follow up to 6.8.2] If no or limited access, what are the services with access issues?	Disaggregation	Household location	Population group	Yes
	6.9	Number of people who report to have physical disability within the household	Have you or anyone in your household been diagnosed with a physical disability?	Disaggregation	Household location	Population group	Yes
		% of people reported to have physical disability who couldn't access to the needed health care, by type of service	[Follow up to 6.9.1] If Yes, did he/they have access to the needed health care	Disaggregation	Household location	Population group	Yes
			[Follow up to 6.9.2] If No access or Limited access, what are the services with access issues?	Disaggregation	Household location	Population group	Yes
Education	7.1	%/# school age children enrolled in school	How many school aged children (6-17) in your HH are enrolled in school?	Disaggregation	Household location	Population group	Yes
			Males	Disaggregation	Household location	Population group	Yes
			Females	Disaggregation	Household location	Population group	Yes
	7.2	%/# school age children regularly attending school	How many of them have regularly attended school during the 2017-2018 academic year?	Disaggregation	Household location	Population group	Yes
			Males	Disaggregation	Household location	Population group	Yes
			Females	Disaggregation	Household location	Population group	Yes
	7.3	Most cited reasons for dropping out of education services	What are the most cited reasons for not regularly attending and/or dropping out of education services?	Disaggregation	Household location	Population group	Yes
7.4	Number of children attending non-formal education programmes	Are the children in your household attending any kind of non-formal (completely out of the formal/informal school system) education?	Disaggregation	Household location	Population group	Yes	
Protection & Displacement	8.1	# of households reporting presence of explosive hazards at neighborhood level	Are you aware of the presence of any explosive hazards in your neighborhood?	Disaggregation	Household location	Population group	Yes
			If Yes, what course of action did you take?	Disaggregation	Household location	Population group	Yes
	8.2	Number of people who have been made aware of the risk of explosive hazards	Have any member of the household received any form of explosive hazards risk awareness?	Disaggregation	Household location	Population group	Yes
			If Yes, from what source?	Disaggregation	Household location	Population group	Yes
			If Yes, when were they made aware?	Disaggregation	Household location	Population group	Yes
	8.3	Number of household members injured, or killed, in an explosive hazard and not receiving specialized assistance	Has any member of your household been harmed as a result of being exposed to an explosive hazards in the past?	Disaggregation	Household location	Population group	Yes

	8.4	% of HHs by place of origin	Since 2011, has your household ever been displaced as a result of conflict?	Disaggregation	Household location	Displaced	Yes
			[Follow up to 8.4.1] If Yes, What do you consider to be your household's area of origin? (Mantika, Baladiya)	Disaggregation	Household location	Displaced	Yes
	8.5	Number of times displaced after 2011	[Follow up to 8.4.1] If Yes, Since 2011, how many times has your household been displaced?	Disaggregation	Household location	Displaced	Yes
			[Follow up to 8.4.1] In what year was your household most recently displaced?	Disaggregation	Household location	Displaced	Yes
			[Follow up to 8.4.1] Where were you most recently displaced to?	Disaggregation	Household location	Displaced	Yes
	8.6	% of IDPs by reasons for displacement % of returnees by reasons for displacement	What are the main reasons why your household left its area of origin?	Disaggregation	Household location	Displaced	Yes
			What are the main reasons why your HH has not returned to its area of origin?	Disaggregation	Household location	Displaced	Yes
			Why did your household choose to move/to come back to this area specifically?	Disaggregation	Household location	Displaced	Yes
	8.7	Main drivers of return by area	Who made the decision for your return (within or outside your HH)?	Disaggregation	Household location	Returnee	Yes
	8.8	% of returnees who faced problems upon return to area of origin	When you returned to your community did you experience any of the following?	Disaggregation	Household location	Returnee	Yes
	8.9	% of household having lost documentation because of conflict	Did you or some household member lose legal documentation because of the conflict (e.g. family book, birth certificate, marriage certificates...)?	Disaggregation	Household location	Population group	Yes
			[Follow up to 8.9.1] If Yes, please specify which documents?	Disaggregation	Household location	Population group	Yes
			[Follow up to 8.9.1] If Yes, has the loss of your documentation affected your access to any of the following?	Disaggregation	Household location	Population group	Yes
	8.10	% of household having applied or not applied for new documentation/civil documents, per reason	[Follow up to 8.9.1] If Yes, Have you applied to get new documentation?	Disaggregation	Household location	Population group	Yes
			[Follow up to 8.10.1] If No, Why haven't you applied to get new documentation?	Disaggregation	Household location	Population group	Yes
	8.11	% of HH with a missing family member	Do you have any missing family members?	Disaggregation	Household location	Population group	Yes
			[Follow up to 8.11.1] If Yes, how many below 18 years old and how many above 18 years old?	Disaggregation	Household location	Population group	Yes
			[Follow up to 8.11.1] If Yes, since when have they been missing?	Disaggregation	Household location	Population group	Yes
	8.12	% of HH with a family member intending to leave the country	Are you or any member of the HH intending to leave Libya?	Disaggregation	Household location	Population group	Yes
			[Follow up to 8.12.1] If Yes, why?	Disaggregation	Household location	Population group	Yes
Assistance	9.1	% HH having received assistance	Did your household receive humanitarian assistance during the previous 6 months?	Disaggregation	Household location	Population group	Yes
		% HH having received assistance, per modality	If yes, what was the modality of the assistance received?	Disaggregation	Household location	Population group	Yes

	% HH having received assistance, per source	If yes, from what source?	Disaggregation	Household location	Population group	Yes
	% HH reporting barriers to receiving humanitarian assistance	In the last year, did your household face any barriers to receiving humanitarian assistance?	Disaggregation	Household location	Population group	Yes
9.2	Preferred modality for assistance	If your household were to receive assistance in the future, what modality would you like it to be?	Disaggregation	Household location	Population group	Yes
9.3	Sources of information on humanitarian assistance	What is your primary source of information on the humanitarian assistance in your current area of residence?	Disaggregation	Household location	Population group	Yes
		What type of information would you like to receive from aid providers? Please specify your top 3 priorities.	Disaggregation	Household location	Population group	Yes
		Who/where would you prefer to receive information from?	Disaggregation	Household location	Population group	Yes

5. Data Management Plan

Administrative Data			
Research Cycle name	Libya Multi-Sector Needs Assessment		
Project Code	14iAGL / 14iAGX / 14iAFZ / 14iAHO / 14iAHP		
Donor	ECHO/OFDA/OCHA/UNHCR/WFP/FAO		
Project partners	ACTED		
Research Contacts	Vincent Annoni vincent.annoni@impact-initiatives.org Ayah Al Zayat ayah.alzayat@reach-initiative.org James Moody james.moody@reach-initiative.org		
Data Management Plan Version	Date: 12/06/2018	Version: 1	
Related Policies	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		
Documentation and Metadata			
What documentation and metadata will accompany the data? <i>Select all that apply</i>	<input checked="" type="checkbox"/>	Data analysis plan	<input checked="" type="checkbox"/> Data Cleaning Log, including: <input checked="" type="checkbox"/> Deletion Log <input checked="" type="checkbox"/> Value Change Log
	<input type="checkbox"/>	Code book	<input type="checkbox"/> Data Dictionary
	<input checked="" type="checkbox"/>	Metadata based on HDX Standards	<input type="checkbox"/> Other [specify]
Ethics and Legal Compliance			
Which ethical and legal measures will be taken?	<input checked="" type="checkbox"/>	Consent of participants to participate	<input checked="" type="checkbox"/> Consent of participants to share personal information with other agencies
	<input type="checkbox"/>	No collection of personally identifiable data will take place	<input checked="" type="checkbox"/> Gender, child protection and other protection issues are taken into account
	<input checked="" type="checkbox"/>	All participants reached age of majority	<input checked="" type="checkbox"/> Publicly shared data will be anonymised, removing personal identifiable information to minimize/eliminate protection concerns for the assessed population

Who will own the copyright and Intellectual Property Rights for the data that is collected?	The anonymized dataset will be uploaded on the OCHA HDX web portal under open data license. Any anonymized secondary data that is incorporated in datasets uploaded on the OCHA HDX web portal will be fully referenced acknowledging the original data source.		
Storage and Backup			
Where will data be stored and backed up during the research?	<input checked="" type="checkbox"/>	IMPACT/REACH Kobo Server	<input type="checkbox"/> Other Kobo Server: <i>[specify]</i>
	<input type="checkbox"/>	IMPACT Global Physical / Cloud Server	<input checked="" type="checkbox"/> Country/Internal Server
	<input checked="" type="checkbox"/>	On devices held by REACH staff	<input type="checkbox"/> Physical location <i>[specify]</i>
	<input type="checkbox"/>	Other <i>[specify]</i>	
Which data access and security measures have been taken?	<input checked="" type="checkbox"/>	Password protection on devices/servers	<input checked="" type="checkbox"/> Data access is limited to REACH staff members and server administrators
	<input type="checkbox"/>	Form and data encryption on data collection server	
	<input type="checkbox"/>	Other <i>[specify]</i>	
Preservation			
Where will data be stored for long-term preservation?	<input checked="" type="checkbox"/>	IMPACT / REACH Global Cloud / Physical Server	<input checked="" type="checkbox"/> OCHA HDX
	<input type="checkbox"/>	REACH Country Server	<input type="checkbox"/> Other <i>[specify]</i>
Data Sharing			
Will the data be shared publicly?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/> No, only with mandating agency / body
Will all data be shared?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> No, only cleaned and anonymised data will be shared
	<input type="checkbox"/>	No, other <i>[specify]</i>	
Where will you share the data?	<input checked="" type="checkbox"/>	REACH Resource Centre	<input checked="" type="checkbox"/> OCHA HDX
	<input checked="" type="checkbox"/>	HumanitarianResponse	<input type="checkbox"/> Other <i>[specify]</i>
Responsibilities			
Data collection	James Moody, Assessment Officer, james.moody@reach-initiative.org		
Data cleaning	Hedi Ben Mustapha, Database Officer tunis.database-officer2@reach-initiative.org		
Data analysis	Hedi Ben Mustapha, Database Officer tunis.database-officer2@reach-initiative.org		
Data sharing/uploading	James Moody, Assessment Officer, james.moody@reach-initiative.org		

6. Monitoring & Evaluation Plan

IMPACT Objective	External M&E Indicator	Internal M&E Indicator	Focal point	Tool	M&E Plan
Humanitarian stakeholders are accessing IMPACT products	Number of humanitarian organisations accessing IMPACT services/products	# of downloads of x product from Resource Center	Country request to HQ	User_log	X Yes <input type="checkbox"/> No
		# of downloads of x product from Relief Web	Country request to HQ		X Yes <input type="checkbox"/> No
		# of downloads of x product from Country level platforms	Country team		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Number of individuals accessing IMPACT services/products	# of page clicks on x product from REACH global newsletter	Country request to HQ		X Yes <input type="checkbox"/> No
		# of page clicks on x product from country newsletter, sendingBlue, bit.ly	Country team		X Yes <input type="checkbox"/> No
		# of visits to x webmap/x dashboard	Country request to HQ		<input type="checkbox"/> Yes <input type="checkbox"/> No
IMPACT activities contribute to better program implementation and coordination of the humanitarian response	Number of humanitarian organisations utilizing IMPACT services/products	# references in HPC documents (HNO, SRP, Flash appeals, Cluster/sector strategies)	Country team	Reference_log	Libya HNO 2019; Ad-hoc partner organisations/agencies documents published
		# references in single agency documents			
Humanitarian stakeholders are using IMPACT products	Humanitarian actors use IMPACT evidence/products as a basis for decision making, aid planning and delivery	Perceived relevance of IMPACT country-programs	Country team	Usage_Feed back and Usage_Survey template	Usage survey to be conducted in November 2018, following the release of factsheets and final report from the MSNA research
		Perceived usefulness and influence of IMPACT outputs			
		Recommendations to strengthen IMPACT programs			

	Number of humanitarian documents (HNO, HRP, cluster/agency strategic plans, etc.) directly informed by IMPACT products	<div></div> <div>Perceived capacity of IMPACT staff</div> <div>Perceived quality of outputs/programs</div> <div>Recommendations to strengthen IMPACT programs</div>			cycle, targeting at least 15 partners
Humanitarian stakeholders are engaged in IMPACT programs throughout the research cycle	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	X Yes <input type="checkbox"/> No
		# of organisations/clusters inputting in research design and joint analysis			X Yes <input type="checkbox"/> No
		# of organisations/clusters attending briefings on findings;			X Yes <input type="checkbox"/> No

ANNEX 1: QUESTIONNAIRE(S) / TOOL(S)

Household Survey Questionnaire + Indicators matrix

Final version: [link](#)

Questionnaire for Key Informants

KI Questionnaire Mantika: [link](#) (EN) [link](#) (AR)

Focus Group Discussions Questions

FGD Questionnaire Mantika: [link](#) (EN) [link](#) (AR)

Analysis Framework

Available upon request