Research Terms of Reference

Ar-Raqqa: Camps and Sites Updates
Syria

June 2017
v.1

REACH Informing
more effective
humanitarian action

1. Background & Rationale

On 6th November 2016, the Syrian Democratic Forces (SDF) announced the start of an operation to retake Ar-Raqqa city from ISIL. Following this, conflict around the city led to complex displacement across Northern Syria estimated at 171,524 people[1]. On 6th June, following four phases of conflict to isolate the city, the battle for Ar-Raqqa city officially commenced, comprising a ground incursion supported by airstrikes and leading to further large-scale displacement.

Humanitarian access to Ar-Raqqa governorate is limited and actors face multiple challenges. It is not possible to reach ISIL-held areas such as Ar-Raqqa city, and security and access constraints also hinder access to populations in areas under SDF control. Currently, response planning is organised from two main hubs in Turkey and North-East Syria/Iraq. The response in the North-East has previously been led primarily by NGOs on the ground in Al-Hasakeh and Ar-Raqqa governorates, with increasing involvement of UN agencies, whilst across the north-west there are multiple actors in northern Syria and operating cross-border from Turkey.

Given the limited humanitarian access to parts of the affected areas, there are currently large information gaps relating to movement of people, primary needs and the humanitarian situation in conflict-affected areas. Since the end of March, large scale displacement has led to a sharp increase of populations living in camps and informal sites across Ar-Raqqa governorate. Whilst a few of these are maintained by the SDF and supported by humanitarian actors, other sites are ad-hoc and hard to reach, and information on the needs of populations within these locations is sparse or non-existent.

Using two main networks, it is possible to contact Key Informants (KIs) in the majority of camps and sites across Ar-Raqqa: direct REACH enumerators in SDF-controlled areas of Ar-Raqqa governorate, and Syria Relief Network (SRN) enumerators based in Turkey who are able to contact KIs residing in Ar-Raqqa. These networks will be utilised to gather timely and relevant information on the humanitarian situation of populations staying in these camps and sites, in order to inform the current response.

2. Research Objectives

- Provide up-to-date data on population movements and IDP numbers in camps and informal sites across Ar-Raqqa governorate.
- Provide an overview of primary needs of people in camps and informal sites across Ar-Raqqa governorate on a bi-weekly basis, enabling ongoing monitoring of how the humanitarian situation in the locations are affected as conflict develops.

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[1] OCHA, Syria Crisis: Ar-Raqqa Situation Report No. 8, as of 10 June 2017

3. Research Questions

1) How many people are living in camps and informal sites across Ar-Raqqa, and what are the basic demographics of these populations?
2) What is the current humanitarian situation of populations living in camps and informal sites in terms of: shelter, NFIs, WASH, health, food security and protection?
3) What are the priority needs of populations currently in camps and informal sites?

4. Methodology

Population of interest

The assessment will cover all accessible camps and informal sites in Ar-Raqqa governorate, as well as Mabruka camp in Al-Hasakeh governorate (the camp is on the border of Al-Hasakeh and Ar-Raqqa governorates, was set up to host IDPs from Ar-Raqqa governorate, and is counted under Kurdish administration boundaries as within Ar-Raqqa). Camps and informal sites in Ar-Raqqa governorate primarily contain IDPs from elsewhere in Ar-Raqqa governorate, with some IDPs from neighbouring Aleppo governorate.

Initial scoping indicates that there are approximately 20-25 sites across Ar-Raqqa governorate, 2 of which are formal managed camps, though are fairly recently established with limited service provision (including Mabruka camp in Al-Hasakeh governorate, which primarily hosts IDPs from Ar-Raqqa, as well as Ein Issa cotton factory in northern Ar-Raqqa). The list of camps/sites will be updated on a regular basis, as will both REACH and SRN coverage.

Secondary data review

Available secondary data sources will be used to triangulate primary data collection. This includes CCCM tracking and displacement data, OCHA and UNHCR Flash Updates, and assessments conducted by humanitarian actors operating in the area.

Primary data collection

Primary data collection will be preceded by initial coverage mapping exercises to determine which areas can be assessed through REACH and SRN networks. SRN has a team of enumerators based in Turkey and northern Ar-Raqqa governorate who are able to contact a network of Key Informants across Ar-Raqqa governorate, whilst REACH has a team of enumerators in Ar-Raqqa governorate able to visit sites and establish contacts with KIs in hard-to-reach locations. Whilst the ultimate aim will be to assess and provide updates on all camps and sites in Ar-Raqqa governorate, initially it may be necessary to exclude certain areas whilst networks are being established and expanded to cover the whole governorate.

Once coverage has been established, primary data collection will be conducted by a combination of REACH enumerators in Ar-Raqqa governorate visiting sites and remotely contacting KIs in hard-to-reach locations, and SRN enumerators based in Turkey and northern Ar-Raqqa able to contact KIs across Ar-Raqqa governorate remotely.

Data will be collected using structured closed-question KI interviews requesting information at the camp/site level with one Key Informant per site, who will preferably be:

- Camp/site management member
- Community or religious leader either living in the camp/site or assisting with management
- Humanitarian actors working in the camp/site
- Resident of the camp/site, preferably for a period of greater than one week (if not possible to access one of the three KI types listed above)

For each camp/site, one interview will be conducted to produce one entry in the dataset per camp/site. In the case that a KI is not able to answer all questions, the interview may be completed by a number of KIs.

Indicators and tools

Indicators will be based on CCCM global standards and previous camp/site profiling conducted by REACH and North-East Syria, aiming to fill key information gaps identified during the secondary data review. Indicators will cover: demographics,

movement, shelter, NFIs, WASH, health and protection. Indicators will be shared with humanitarian actors operating in North-East Syria for their feedback, to ensure that information gapsare identified and responded to.

Data analysis

Data will be analysed and reported on at the camp level, to detail the situation within each camp/site assessed, and maps and visualisations will be used to demonstrate key indicators such as population numbers and locations of camps/sites.. Data will also be aggregated for a few select indicators across camps and sites to give an overview of the general situation of populations living in camps and sites. This will be done as follows:

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Variable type	Indicator	Aggregation
Continuous variables (#, %)	• Number of camps/sites in Ar-Raqqa • IDP population in camps/sites in Ar-Raqqa	Total across all entries
	• Average site population	Average across all entries
Categorical variables	• Sites with insufficient shelter • Sites without access to latrines • Sites drinking untreated water • Sites without access to medical facilities • Sites without access to CFS / education facilities	% of 'yes' or 'no' answers (depending on indicator) across all entries

5. Product Typology

Ar-Raqqa city

Type of Product	Number of Product(s)	Additional information
Camps and sites overview factsheet	1, to be updated bi-weekly	Regularity of output to be assessed as the conflict develops
Maps	1 map showing the location of all camps and sites, as well as maps showing individual camps / sites	

6. Management arrangements and work plan

Roles and responsibilities

- REACH Syria Regional Coordinator
    - Overall oversight
    - Review of tools, methodology, plans and outputs
- REACH Assessment Officers x 2
    - Coordinate data collection processes
    - Coordinate with SRN
    - Develop research design, methodology, workplans, assessment implementation plans
    - Create data collection tools and training materials
    - Create factsheets
- REACH GIS Officer – 1 Turkey
    - Mapping and analysis support for information products
    - Lead mapping component
- REACH Senior Field Coordinator – North-East Syria

- o Obtain approvals for conducting assessment
- o Translations of tools and training materials
- o Conduct training for enumerators
- o Management of enumerators, communication point between enumerators and assessment teams
- SRN Focal point
  - o Coordinate SRN data collection processes
  - o Focal point between SRN enumerators and REACH assessment teams
- Enumerators – SRN and REACH
  - o Locate Key Informants
  - o Conduct data collection directly in camps/sites and remotely through contacting KIs

Work plan
First round

		June 18	19	20	21	22	23	24	25	26	27	28	29	30	July 1	2	3	4	5	6	7	8	9	10	11	12	13
	Raqqa Camps and Sites Overview								Eid																		
Assessment planning	Obtain approvals from authorities; hire staff	■	■	■	■	■																					
	Assessment methodology / ToR	■	■	■	■	■																					
	Tools: KI questionnaire	■	■	■	■	■																					
	Tools: Arabic translations											■	■			■	■	■									
	Tools: Kobo form											■	■			■	■	■									
	Training materials: create																		■	■							
	Training materials: translations																		■	■							
Data collection	Train enumerators																						■				
	Field data collection - round 1																						■	■	■		
	Ongoing data checking / cleaning																						■	■	■		
Outputs: first round	Outputs - factsheet																								■	■	
	Outputs - maps																								■	■	
	Finalise outputs after feedback																										■

Updates: bi-weekly basis

		Day 1	2	3	4	5	6	7
Following rounds (one week turnaround; to be conducted when necessary)	Approvals: renew	■						
	Staffing: renew contracts / hire additional	■						
	Update tools / approach		■					
	Data collection			■	■			
	Outputs					■	■	■

7. Risks & Assumptions

Risk	*Mitigation Measure*
Enumerators on the ground in North-East Syria are not able to access all camps/sites in Ar-Raqqa governorate.	Where possible, remote networks through both SRN and REACH will be utilised.
It will not be possible to find KIs from all camps / sites with sufficient information across all sectors to answer the entire questionnaire accurately.	Contact mutiple KIs where necessary to gather the required information, include the option to state when not sure, and continue to build networks as the assessment is ongoing.

8. Monitoring and Evaluation

Objective	Indicator	Target	Data collection methodology
Humanitarian stakeholders use the output	Number of organisations accessing the output Number of individuals accessing the output	75+ organisations, 500 individuals	# of downloads of output from Resource Center # of people on the mailing list that the output is sent to # of downloads of output from Relief Web # of page clicks on output from country newsletter, sendingBlue, bit.ly
Contributinog to better programme implementation and coordination of the humanitarian response	Number of humanitarian organisations utilizing IMPACT services/products	20+ organisations	# references in single agency documents # requests for additional information or future outputs
Humanitarian stakeholder are using the outputs	Actors use the output as a basis for decision making, aid planning and delivery	Qualitative feedback	Perceived relevance and usefulnes of the output, gathered by obtaining feedback from NGOs (e.g. if they are using them in proposals) Recommendations to include other indicators in the output Perceived quality of the output, gathered by obtaining feedback from NGOs

9. Documentation Plan

- Terms of reference
- Indicator list
- Data collection tools – KI questionnaire

- Raw dataset and cleaning log
- Clean datasets
- Factsheets
- Maps