|  |  |
| --- | --- |
| **Research Terms of Reference**  **UNHCR Shelter / NFI Assessment and Water, Sanitation and Hygiene Assessment**  **Whole of Syria** | |
| **June 2017**  **Version 1** | **C:\Users\Megan\AppData\Local\Microsoft\Windows\INetCache\Content.Word\REACH logo white (for a coloured background).jpg** |

# 1. Summary

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Country of intervention** | Syria | | | | | | |
| **Type of Emergency** |  | Natural disaster | **X** | Conflict | |  | Emergency | |
| **Type of Crisis** |  | Sudden onset |  | Slow onset | | **X** | Protracted | |
| **Mandating Body/ Agency** | UNHCR | | | | | | |
| **Project Code** | 16CVD | | | | | | |
| **REACH Pillar** | **X** | Planning in Emergencies |  | Displacement | |  | Building Community Resilience |
| **Research Timeframe** | June – September 2017 | | | | | | |
| **General Objective** | To provide comprehensive information on current needs and access to non-food items (NFIs) and Shelter in order to inform Shelter/NFI Clusters members’ programming and the 2018 Humanitarian Needs Overview (HNO). | | | | | | |
| **Specific Objective(s)** | 1. Identify current Shelter and NFI needs of households across accessible areas of Aleppo, Al-Hasakeh, Ar-Raqqa, Deir-ez-Zor, Hama, Homs, Idleb, Dar’a and Quneitra governorates. 2. Identify changes in the humanitarian situation in assessed areas in Syria since the previous round of the Shelter/NFI assessment in December 2016. 3. Assess disparities in needs and vulnerabilites between areas assessed, assisted by triangulation of findings with other data sources. 4. Produce generalisable findings for the Shelter and NFI assessment, where possible, to enable conclusions to be drawn and recommendations to be made with a specified confidence level and margin of error. Where it is not possible to produce generalisable findings, produce indicative findings which are as robust as possible given security and access constraints. | | | | | | |
| **Research Questions** | 1. What is the current shelter adequacy and status of populations living in Syria? 2. What are the shelter needs of populations living in Syria? 3. What is the current availability and access to NFIs of populations living in Syria? 4. What are the NFI needs of populations living in Syria? 5. Are there disparities in the shelter/NFI situation and needs of popualtions living in different areas across Syria, between governorates, sub-districts and urban/rural areas? 6. What are the characteristics of households most in need of shelter / NFI support in the areas assessed? 7. How has the humanitarian situation with regard to shelter and NFIs changed since the previous SNFI assessment in December 2016? | | | | | | |
| **Research Type** |  | Quantitative |  | Qualitative | | **X** | Mixed methods |
| **Geographic Coverage** | Accessible areas of Aleppo, Al-Hasakeh, Ar-Raqqa, Deir-ez-Zor, Hama, Homs, Idleb, Dar’a and Quneitra governorates | | | | | | |
| **Target Population(s)** | People living within Aleppo, Al-Hasakeh, Ar-Raqqa, Deir-ez-Zor, Hama, Homs, Idleb, Dar’a and Quneitra governorates. | | | | | | |
| **Data Sources** | **Secondary Data:** Northern Syria Shelter/NFI household and KI assessment (REACH / partners, December 2016), Al-Hasakeh governorate MSNA (REACH, June 2016), HSOS data (REACH), Northern Syria market monitoring data (REACH), Syria Shelter / NFI cluster monitoring reports  **Primary Data:** To be collected between July and August 2017 | | | | | | |
|  | | | | | | |
| **Expected Outputs** | SNFI: Cleaned and raw datasets, report, governorate-level factsheets, preliminary findings presentation, final analysis presentation, maps. | | | | | | |
| **Audience** |  | | | | | | |
| **Audience type** | | | | **Specific actors** | | |
| **X** | Operational | | | UNHCR, Shelter / NFI cluster, wider humanitarian community including cross-border and Whole of Syria actors | | |
| **X** | Programmatic | | | UNHCR, Shleter / NFI cluster | | |
|  | Strategic | | |  | | |
|  | Other | | |  | | |
| **Access** | **X** | Public (available on REACH Resource Centre and other humanitarian platforms) | | | | | |
|  | Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms) | | | | | |
|  | Other | | | | | |
| **Visibility** | REACH, UNHCR and Shelter Cluster visibility will be present on all published outputs  Outputs branind will be in compliance with S/NFI branding policies | | | | | | |
| **Dissemination** | All outputs disseminated through REACH Syria mailing list (over 200 individuals including SIMAWG mailing list, cluster leads and chairs, WoS actors and hubs); presentation of findings to regional actors, presentation of findings at cluster meetings both in northern and southern hubs. | | | | | | |

# 2. Background & Rationale

Since the beginning of the crisis in March 2011, conflict has caused 4.8 million Syrians to flee to neighbouring countries and further abroad. Within Syria, 6.3 million people are internally displaced, and an estimated 13.5 million are in need of humanitarian assistance (HNO 2017). The volatile security and access situation within the country commonly impedes the response; this is exacerbated by a lack of detailed information on humanitarian needs and vulnerabalities.

In order to strengthen the sectorial evidence-based approach, REACH will build upon the first comprehensive SNFI assessment carried out in December 2016, by implementing a second assessment round of data collection and analysis on behalf of UNHCR and the Shelter Cluster. The assessment will take place across accessible areas of the Governorates of Idleb, Hama, Homs, Aleppo, Ar-Raqqa, Deir-Ez-Zor, Al-Hasakeh, Dar’a and Quneitra, collecting information on NFI availability, shelter conditions and status of households. This second round will allow gathering updated data to inform the HNO 2018 as well as allowing comparability with the previous round, which was conducted during winter months. In addition, REACH will coordinate a household-level data collection on behalf of the WASH cluster across Al-Hasakeh governorate and in selected sub-districts of Aleppo and Idleb governorates, to build on the previous round of data collection in April 2017 and to inform the HNO 2018. In order to conduct more efficient data collection, the WASH and SNFI surveys will be administered jointly in sub-districts of overlapping coverage.

# 3. Research Objectives

**Primary objective :** To provide comprehensive information on current access to NFI and Shelter as well as needs and current coping mechanisms.

**Specific objectives :**

1. Identify current shelter adequacy and availability/access to NFIs of households across accessible areas of Aleppo, Al-Hasakeh, Ar-Raqqa, Deir-ez-Zor, Hama, Homs, Idleb, Dar’a and Quneitra governorates.
2. Identify changes in the humanitarian situation in assessed areas in Syria since the previous round of the Whole of Syria (WoS) Shelter/NFI assessment in December 2016.
3. Identify priority shelter and NFI needs of households across Syria.
4. Assess disparities in needs and vulnerabilites between areas assessed, assisted by triangulation of findings with other data sources.
5. Produce generalisable findings for the Shelter and NFI assessment, where possible, to enable conclusions to be drawn and recommendations to be made with a specified confidence level and margin of error. Where it is not possible to produce generalisable findings, produce indicative findings which are as robust as possible given security and access constraints.

# 4. Research Questions

1. What is the current shelter adequacy and status of populations living in Syria?
2. What are the shelter needs of populations living in Syria?
3. What is the current availability and access to NFIs of populations living in Syria?
4. What are the NFI needs of populations living in Syria?
5. Are there disparities in the shelter/NFI situation and needs of popualtions living in different areas across Syria, between governorates, sub-districts and urban/rural areas?
6. What are the characteristics of households most in need of shelter / NFI support in the areas assessed?
7. How has the humanitarian situation with regard to shelter and NFIs changed since the previous SNFI assessment in December 2016?

# 5. Methodology

##### 5.1. Methodology overview

The assessment will use a mixed methodology approach in order to gather data on as wide an area as possible, using a combination of REACH enumerators and partner enumerators. Where access and security considerations permit, data will be collected through direct randomly selected household interviews. Where security considerations render these methods unfeasible, specifically in Deir-ez-Zor and Ar-Raqqa governorates, direct Key Informant (KI) interviews with purposively sampled members of the community will be the primary method of data collection.

For areas in which household interviews are possible, approximately 106 interviews per sub-district will be conducted to allow findings to be representative at the sub-district level with a confidence level of 95% and a margin of error 10% and at the governorate level with a confidence level of at least 95% and maximum margin of error 5%. Further, the sample will be designed to enable representative comparison between urban and rural areas*.*

For areas in which KI interviews are the primary method of data collection, approximately 10 KI interviews will be conducted at the community level in each sub-district and aggregated to the sub-district level during analysis. The alternative option of having KIs report at the sub-district level is not preferred as it is difficult for KIs to report on the larger geographical area due to a lack of detailed knowledge of multiple communities. In each sub-district, the exact number of KI interviews will depend on the number and size of communities in the sub-district: the aim will be one KI reporting on each community with a greater number of KIs where a community is larger than 20,000 people. Where it is not possible to assess every community in the sub-district, the aim will be to cover at least 80% of the sub-district population within the assessed communities. KIs will be selected on the basis of relevant shelter/NFI specific knowledge.

##### 5.2. Population of interest and sampling

The population of interest consists of households living within Aleppo, Al-Hasakeh, Ar-Raqqa, Deir-ez-Zor, Hama, Homs, Idleb, Dar’a and Quneitra governorates. To determine the sampling frame, an extensive mapping exercise was conducted in these locations to give an indication of the likely possible level of access.

Overall, of the 174 sub-districts in these 9 governorates, 102 will be assessed. All 14 sub-districts in Deir-ez-Zor governorate and all 10 in Ar-Raqqa governorate will be assessed through KI interviews, whilst 78 sub-districts in Aleppo, Al-Hasakeh, Hama, Homs, Idleb, Dar’a and Quneitra will be assessed through representative household interviews (Table 1).

A WASH survey will be administered along with the SNFI survey in 22 out these 78 sub-districts, comprising all of Al-Hasakeh governorate, 2 sub-districts in Aleppo governorate and 4 in Idleb governorate. As the last WASH survey was administered as recently as April 2017 in most sub-districts of northwest Syria, the sub-districts in Idleb and Aleppo chosen for this round are those that have seen large IDP inflows since the previous assessment. Al-Hasakeh governorate, which was not covered in the last round, is being assessed in its entirety for this round.

The ability to collect the targeted sample may change due to the dynamic security and access situation inside Syria; as such these tables display initial aims rather than guaranteed final coverage and may be updated whilst data collection is ongoing.

Table 1: Coverage Overview

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Governorate** | **Method** | **Sub-districts covered** | | **% pop covered** |  | **Total HH** | **Total KI** |
| **Aleppo** | HH | 18 / 40 | Afrin, Aghtrin, Ain al Arab, Atareb, A'zaz, Bulbul, Daret Azza, Haritan, Jandairis, Ma'btali, Mare', Menbij, Raju, Sharan, Sheikh El-Hadid, Suran, Tall Ed-daman, Zarbah | 40% |  | 1,908 |  |
| **Al-Hasakeh** | HH | 16 / 16 | All | 100% |  | TBC |  |
| **Ar-Raqqa** | KI | 10 / 10 | All | 100% |  |  | TBC |
| **Deir-ez-Zor** | KI | 14 / 14 | All | 100% |  |  | TBC |
| **Hama** | HH | 6 / 22 | As-Saan, As-Suqaylabiyah, Hamra, Kafr Zeita, Madiq Castle, Ziyara | 7% |  | 636 |  |
| **Homs** | HH | 3 / 23 | Homs, Taldu, Ar Rastan | 52% |  | 318 |  |
| **Idleb** | HH | 22 / 26 | Abul Thohur, Ariha, Armanaz, Badama, Bennsh, Dana, Ehsem, Heish, Idleb, Janudiyeh, Jisr-Ash-Shugur, Kafr Nobol, Kafr Takharim, Khan Shaykun, Maaret Tamsrin, Ma'arrat An Nu'man, Mhambal, Sanjar, Saraqab, Sarmin, Tamanaah, Teftnaz | 86% |  | 2,332 |  |
| **Dar’a** | HH | 10 / 17 | As-Sanamayn, Busra Esh-Sham, Dar'a, Hrak, Izra', Jasim, Jizeh, Mseifra, Mzeireb, Nawa | 78% |  | 1,175 |  |
| **Quneitra** | HH | 3 / 6 | Quneitra, Khan Arnaba, Al-Khashniyyeh | 97% |  | 322 |  |
|  |  | **102 / 174** | |  |  | **TBC** | **TBC** |

Household interviews

Where household-level data collection is possible, random household sampling will be implemented using a statistically significant stratified sample designed to allow findings to be representative at the sub-district level with a 95% confidence level and 10% margin of error[[1]](#footnote-1). As such, approximately 106 interviews will be conducted in each sub-district. Further, during data analysis weighting will be conducted to account for the fact that a household in a smaller sub-district will be more likely to be selected across the entire area assessed; this will allow results to be representative at the governorate level with a confidence level of at least 95% and maximum margin of error 5%. Findings at the governorate level will only be generalisable to the sub-districts included in the sampling frame.

Further, the sample will allow for results to be compared between rural and urban areas in order to identify disparities. For the purposes of the assessment, the classification of communities of urban or rural in the HNO 2017 will be used.

The sampling frame will consist of populations in all accessible communities within the sub-districts to be assessed. In some sub-districts, certain communities or parts of communities may be inaccessible due to security constraints (for example, parts of Al-Hasakeh city in Al-Hasakeh governorate, parts of Ariha sub-district in Idleb governorate.

The unit of measurement to be used in the survey is the household, though respondents will also be asked to detail the number of household members disaggregated by age and sex, to allow responses to certain questions to be analysed at the individual level or by population group. Further, initial questions will be asked regarding the total number of households and people within a shelter to allow the total number of people per shelter to be determined. For the purposes of this assessment, a household is defined as a group living together, generally eating with one pot (sharing food); as such, within one shelter there may be several households.

Within each sub-district, two stage random sampling will be implemented. First, Probability Proportional to Size (PPS) methods will be used to randomly generate a list of communities to survey within each sub-district, along with a targeted number of surveys for each community. The probability that a community is selected, as well as the number of surveys to conduct per community, will therefore be influenced by the comparative population size of the community; this ensures that all households within the sub-district have the same probability of being selected for the survey. After the random sample is generated, a threshold will be applied wherein no fewer than five surveys will take place in any assessed community. Communities failing to meet the threshold are then removed from the list, with the targeted surveys for those communities randomly distributed amongst communities that are still on the list. This is done to rationalise enumerator movements and ensure that the number of targeted communities is not higher than what is feasible for enumerators to assess during the data collection period. Within selected communities, the targeted number of surveys to conduct will be distributed across the community using randomization methods to obtain a simple random sample from each community. However, for communities that contain a camp or collective shelter, the random sampling for the community will be stratified between the camp/collective shelter and the community, with the target number of surveys for the camp/collective shelter and the rest of the community to be determined based on the population ratio between the two and specified to enumerators in advance.

KI community-level interviews

Where access to the population of interest is possible but restricted, hence ruling out implementation of random sampling methods, information will be gathered through community-level KI interviews with purposively sampled members of the community. Initial access mapping exercises indicate that this will primarily be relevant for Deir-ez-Zor and Ar-Raqqa governorates.

KIs will be selected on the basis of relevant shelter/NFI specific knowledge, and asked to report at the community level, which is preferred over the alternative option of having KIs report at the sub-district level because it is often difficult for KIs to report on the larger geographical area due to a lack of detailed knowledge of multiple communities. The KI questionnaire will be harmonised with the household questionnaire to ensure that findings are as comparable as possible, as detailed in the analysis plan (Annex X).

In each sub-district, approximately 10 KIs will be interviewed and asked to report about their community. KIs will be selected from the 10 largest communities in each sub-district, with more KIs where this does not amount to coverage of at least 80% of the population. Furthermore, to account for difficulties reporting across large communities, where a community is larger than 20,000 people, a greater number of KIs will be interviewed and their responses aggregated. The rule used for number of KIs per community is as follows:

|  |  |
| --- | --- |
| Community size | Min number of KIs |
| 0-20,000 | 1 |
| 20-40,000 | 2 |
| 40-60,000 | 3 |
| 60-80,000 | 5 |
| 80,000 + | 6 |

During analysis, records will be weighted by size of community, and aggregated to the sub-district level in order to give results for the population across the sub-district. However, it should be noted that this methodology does not result in representative findings, which will be indicative only.

##### 5.3. Primary Data Collection

Primary data will be collected in accessible areas through a combination of household-level interviews, and direct KI interviews, with coverage and sampling as detailed above. Primary data collection will involve the following stages: indicator and questionnaire design, tool development, recruitment and training, pilot, data collection including ongoing data checking and cleaning, and final data cleaning.

Data collection and fieldwork will be conducted by REACH enumerators managed from Turkey, Jordan and Kurdistan Region of Iraq (KRI), as well as partner enumerators managed from Turkey and Jordan to increase accessible coverage. The largest partner organisation is the Syria Relief Network (SRN), which will conduct data collection under REACH assessment team supervision in 14 sub-districts in Aleppo, Hama and Homs governorates assessed using household surveys and in all 24 sub-districts of Ar-Raqqa and Deir-ez-Zor governorates assessed using KIs. Data collection in Al-Hasakeh governorate will be implemented by operational partners, with REACH coordinating and providing training and technical guidance.

Indicators and questionnaire design

Indicators were designed in collaboration with UNHCR and the Shelter Cluster and were based on a) the indicators used in the previous rounds of the SNFI (December 2016) household surveys; b) input received from cluster members at the WoS level, as well as the Northern and Southern hubs in Gaziantep and Amman respectively; c) Global Shelter Cluster indicator lists; and d) shelter/NFI components of previous assessments in Syria and elsewhere globally. To enable comparability of findings with previous assessments, where possible indicators were aligned with indicators used in previous assessments such as those for the HNO 2017 and the December 2016 SNFI assessment.

Following finalisation of indicators, tools will be developed with and approved by the SNFI cluster and UNHCR, using the indicator list and past tools as a basis. Overall, three questionnaires will be developed for the assessment, covering as many of the indicators as are appropriate for the method of data collection.

* Household level surveys with both SNFI and WASH components (for the 22 sub-districts where both assessments are being carried out)
* Household level surveys with only a SNFI component
* KI interview questionnaires with only a SNFI component for areas in which household surveys are not possible

The SNFI component of the household-level surveys will be the same, regardless of whether or not the WASH component is included. The KI interview questionnaire will be designed with the aim to cover as many indicators as possible as those covered by household surveys, recognising that this may not be possible in all instances; where possible questions will be designed to allow comparability with the household level results when aggregated to the sub-district level. See Annex 3 for a full list of indicators, summary of which indicators will be covered in each tool, and the full questionnaires.

Tool development

Tools will include the English versions of the questionnaires (HH and KI), Arabic translations of these, development of Kobo forms and development of paper forms for use in the field. Arabic translations will be led by Syrian nationals to ensure appropriate language. Kobo forms will be developed following finalisation of Arabic translations, and tested thoroughly. Use of the Kobo Collect platform allows data entry errors to be limited through building constraints and relevancy expressions into the tool. Following the finalisation of the Kobo tool, paper forms will be developed based off them. Paper forms are developed for use in the field due to security constraints that prevent enumerators from using Kobo in the field. As a result, enumerators collect data on paper forms and then enter data from these paper forms into Kobo every evening once they come back home.

Training

REACH Field Coordinators both inside Syria and in Turkey, Jordan and Iraq will be involved throughout the tool development and planning stage, to allow for feedback on proposed questions and feasibility of methodology. Once tools, sampling and the data collection strategy have been finalised, a specific day-long training will be conducted for enumerators via Skype, with detailed Powerpoint created to allow teams to refer to details when necessary. Training will include modules on: details of tasks and logistics, Kobo download and use (though enumerators will preferably and where possible have prior experience with data collection platforms), transfer of data from paper forms to Kobo, final questionnaire training and planning for field operations.

Partners – both SRN and cluster members wishing to contribute to data collection in Hasakeh, will be trained using a Training of Trainers approach, comprising modules detailing the assessment, methodology and approach; Kobo download, use, and how to train enumerators on Kobo remotely; sampling for each method of data collection; questionnaires for each method of data collection; and data checking / cleaning procedures.

Pilot

Once training is complete, teams will conduct a simulation of data collection in order to practice identifying households or KIs according to the relevant sampling methodology, administering the questionnaire and using the Kobo form. This will allow identification of any additional required training or adjustments to the tool. Feedback from this process will be immediate, allowing issues to be addressed before the commencement of data collection and the tool to be amended if necessary.

Data collection

Data collection will be conducted through a combination of REACH enumerators and partner enumerators, in order to maximise coverage across as wide an area as possible. SRN enumerators will assess 38 sub-districts (24 with KI interviews in Ar-Raqqa and Deir-ez-Zor governorates and 14 with household surveys in Aleppo, Hama and Homs governorates), operation partner enumerators will assess 16 (all in Al-Hasakeh governorate) and REACH will assess the remaining 48. All enumerators will be trained using the same materials, be expected to implement the same sampling methodology and will use the same tools in the field.

For the areas in which household level interviews are possible, households will be randomly accessed according to the sampling framework. The questionnaire will be administered to Heads of Households, defined as those in charge of making decisions for the household and managing resources. If Heads of Households are not available, the questionnaire will be administered to someone above the age of 18 able to speak on behalf of the household. If such a person is not available, the household should not be assessed. Only when the security situation permits, data will be entered directly onto smartphones during household interviews using the Kobo platforms, with all completed interviews uploaded to the server at the end of each day. In areas where use of mobile technology is deemed unsafe, data will be collected using paper forms with data entry conducted by enumerators. Enumerators will check and review forms before uploading to Kobo, and where Field Coordinators are part of the team structure, they should conduct additional spot checks each day. In general, Kobo can be used directly in the field in the south (Dar’a and Quneitra governorates) and Al-Hasakeh governorate, while the security situation and the restrictions of local authorities necessitate the use of paper forms in the field in Aleppo, Hama, Homs and Idleb governorates.

For areas in which KI interviews are the primary method of data collection, KIs will be selected on the basis of their ability to give community-level information on populations’ shelter status and access to NFIs. Enumerators will directly interview KIs and enter data either directly onto smartphones using the Kobo Collect platform, or onto paper forms to be transferred to Kobo afterwards, depending on the security situation.

Where possible, all data collection will be undertaken by mixed-sex teams to enable access to all sampled respondents and ensure gender sensitive contextualisation of findings during enumerator de-briefings. However, this may not be possible in all locations in Northern Syria due to security constraints.

Data checking and cleaning

Throughout data collection, the assessment team will monitor incoming data on a daily basis, tracking the locations from which surveys are submitted to ensure that they conform to the sampling frame. Ongoing communication between the assessment team and REACH field teams will allow for immediate follow-up on errors occurring during interviews. Similarly, follow-up identified will be sent to partners for immediate follow-up with their enumerators. Data collected by partner enumerators will also be securely sent to them so they are able to conduct their own data quality and cleaning checks, and correct any errors using an agreed cleaning log.

Immediately following completion of data collection, a final review of data will be undertaken to identify any errors, recode and translate entries. Assessment teams will conduct outlier checks, analysis of ‘other’ responses, identification and removal or replacement of incomplete or inaccurate records, and recoding and standardisation of entries.

##### 5.5. Data Analysis Plan

Once the dataset has been cleaned, preliminary analysis will be conducted according to the analysis plan developed in collaboration with UNHCR. Analysis will be conducted using a combination of SPSS and Excel, with additional data visualisation using Tableau and GIS mapping software. Primary data will be triangulated with secondary data from available sources, to verify the accuracy of information gathered. Once preliminary analysis has been finalised, a presentation of findings to partners (UNHCR and the Shelter / NFI cluster) will occur, to allow further contextualisation of findings and gain feedback on additional analysis required. This will result in the production of the specified final outputs. See Annex X for full analysis plan.

# 6. Product Typology

Table 1 : Type and number of products required

|  |  |  |
| --- | --- | --- |
| **Type of Product** | **Number of Product(s)** | **Additional information** |
| Dataset | 2 | 2 separate datasets for SNFI household data and SNFI KI data, accompanied with cleaning log and raw dataset |
| Report | 1 | 1 report of household and KI findings |
| Factsheet | 9 | 1 detailed factsheet for each governorate in which data collection occurred = 9 |
| Presentation | 1 | 1 preliminary analysis presentation |
| Map |  | Coverage maps, indicator maps where appropriate |

# 7. Management arrangements and work plan

##### 7.1. Roles and Responsibilities, Organogram

Regional

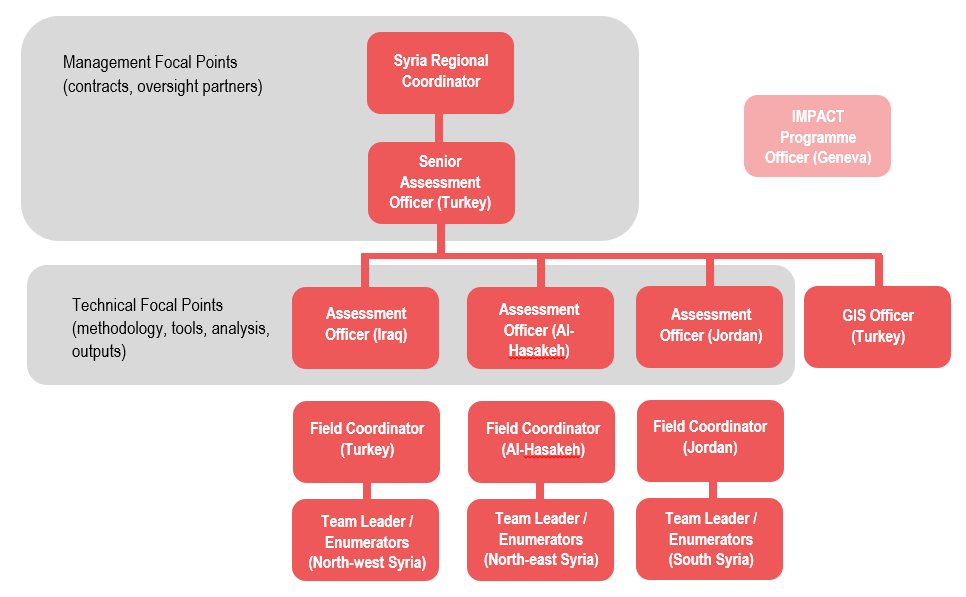
* REACH Senior Assessment Officer
  + Coordinate with partners
  + Manage donor relations
  + Manage budget for the programme
  + Manage contractual arrangements with partners and donors
  + Review all project documentation, plans and information products
* IMPACT Programme Officer
  + Review and support for project ToRs and methodology
  + Analysis support for information products
  + Final review and validation of information products

Turkey / KRI – programme staff

* REACH Assessment Officers
  + Develop ToRs, workplans and assessment implementation plans
  + Create data collection tools and training materials
  + Develop research design, methodology and sampling plans
  + Responsible for data checking and cleaning on a daily basis, and final cleaning
  + Troubleshooting for problems faced in the field, coordination of field team recruitment and workplans
  + Analyse data collected, produce all information products
  + Ensure FLATs and HR arrangements for field teams
* REACH GIS Officer
  + Initial and ongoing coverage mapping
  + Sampling target mapping for field teams
  + Dataset cleaning and finalisation
  + Mapping and analysis support for information products
* REACH Field Coordinators
  + Translations of tools, training materials etc
  + Identification, interviews and hiring of enumerators
  + Conduct training for field teams remotely
  + Creation of field workplans, coordination of teams during data collection
  + Manage teams of enumerators and Team Leaders/DCOs in the field, ensuring methodology adhered to and targets met
  + Communication point between field and assessment teams to immediately address challenges

Syria – field staff

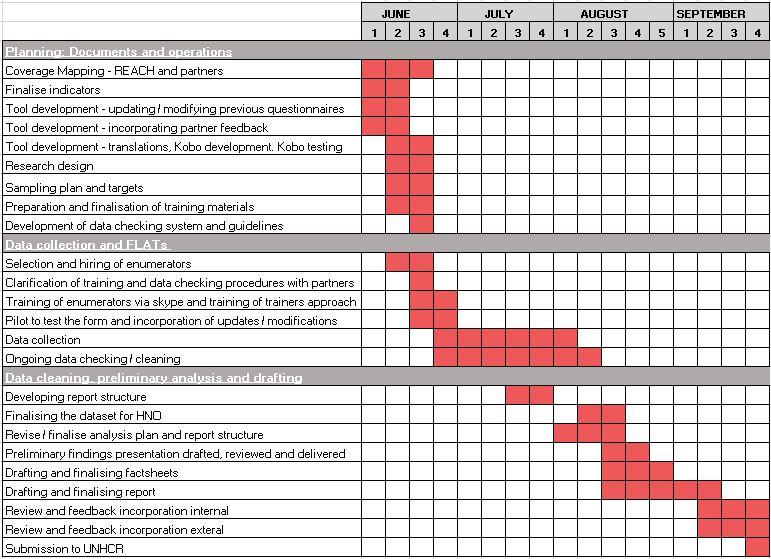
* Team Leaders / Data Collection Officers (REACH and partners)
  + Coordinate enumerators covering specific areas, act as liaison with staff in Jordan / Syria / Turkey
  + Conduct data collection in the field in line with methodology and under guidance of Field Coordinators
* Enumerators (REACH and partners)
  + Conduct all data collection in the field in line with methodology and under guidance of Team Leaders / Data Collection Officers



##### 7.2. Resources: HR, Logistic and Financial

The project will have HR, logistical and financial support from ACTED/REACH offices in Turkey, Jordan, KRI and Syria (Amuda).

##### 7.3. Work plan



# 8. Risks & Assumptions

Table 3 : List of risks and mitigating action

|  |  |
| --- | --- |
| **Risk** | **Mitigation Measure** |
| **Change in security situation makes areas inaccessible to REACH or partner enumerators** | Security situation will be monitored up to the start of data collection with a clear back-up plan allocating enumerators to collect data from other areas; if the security situation subsides data can be collected at a later point in the data collection period. If it is not possible to gather data from certain locations, analysis will make clear that these locations are excluded when generalising findings across the area |
| **Security situation results in travel time to certain areas being increased** | The security situation will be continually monitored and alternative routes identified. |
| **It is not possible to obtain approvals to collect data from certain areas** | REACH Field Coordinators will start the approvals applications with sufficient time and will be on call throughout data collection to solve any issues in the field. Approvals are only required for specific areas such as Hasekeh governorate. |
| **Randomly selected sample of households generate non-responses** | Ensure overall sample contains a 10% buffer, with the aim to survey 10% more respondents than needed to reach the target sample size |
| **Interviewees in some areas are unwilling to participate in the assessment** | Survey questions will respect humanitarian protection guidelines and respondents will be approached in a courteous and respectful manner, while emphasising the importance of the information gathered. If households remain unwilling to participate, enumerators will be instructed to move on to other hosueholds. |

# 9. Monitoring and Evaluation

Table 4 : Monitoring and evaluation targets

|  |  |  |  |
| --- | --- | --- | --- |
| **Objective** | **Indicator** | **Target** | **Data collection methodology** |
| Produce information products | Production of reports and factsheets | 1 Report and 9 factsheets | Number of outputs shared |
| Ensure that relevant actors are able to access products | Number of actors disseminated to | 50 organisations | List of email recipients |

# 10. Documentation Plan

* Terms of reference
* Indicator list
* Data collection tools
* Raw datasets
* Cleaning log
* Clean datasets
* Preliminary findings presentation
* Full report
* Executive summary report
* Factsheets
* Maps

Other internal documents :

* Workplans
* Detailed sampling plan
* Data collection strategy
* Analysis plan
* Indicator matrix
* Kobo/ODK xls
* Training materials

# 11. Annexes

1. Data Management Plan
2. Coverage tables / maps
3. Indicators / Questionnaire(s) / Tool(s)
4. Analysis Plan

# Annex 1 : Data Management Plan

|  |  |
| --- | --- |
|  |  |
| **Administrative Data** | |
| Project Name | UNCHR Shelter / NFIs Assessment |
| Project Code | 16CVD |
| Donor | UNHCR |
| Project partners | UNHCR, Shelter / NFI cluster |
| Project Description | Comprehensive assessment of shelter / NFI status and needs across Northern Syria |
| Project Data Contacts | Zulfiye Kazim (Syria Regional Coordinator): zulfiye.kazim@reach-initiative.org  Augusto Come (Senior Assessment Officer): augusto.come@reach-initiative.org |
| **Data Collection** | |
| What data will you collect or create? | 1. Quantitative dataseta from Household level SNFI interviews (for fully accessible areas) 2. Dataset from KI interviews (for partially accessible areas) 3. Maps |
| How will the data be collected or created? | 1. Household level interviews (for fully accessible areas): collected with Kobo on smartphones, sent to Kobo server, exported to Excel 2. Focus Group Discussions (for fully accessible areas): digitally recorded where possible, transcribed, recorded in a spreadsheet 3. KI interviews (for partially accessible areas): collected with Kobo on smartphones, sent to Kobo server, exported to Excel 4. Maps made in ArcGIS |
| **Documentation and Metadata** | |
| What documentation and metadata will accompany the data? | Date, time, enumerator IMEI, enumerator code (assigned using internal system). Data cleaning logs will be kept. |
| **Ethics and Legal Compliance** | |
| How will you manage any ethical issues? | Liaise with UNHCR and partners on the ground, explain the assessment, and ensure that the principles of ethical data collection are adhered to. |
| How will you manage copyright and Intellectual Property Rights (IPR) issues? | Outputs will be provided to the public on the REACH Resource Centre with data available on request. Data will also be used in the HNO 2018. |
| **Storage and Backup** | |
| How will the data be stored and backed up during the research? | Data from the household interviews, KI interviews and collective shelter surveys is uploaded to Kobo before being downloaded as an excel sheet. Any personal data collected will be stored only on password-protected servers and devices. Mapped data will be digitised in Arc GIS.  All data will be backed up on the REACH dropbox system. |
| How will you manage access and security? | Access to the dropbox is only available to REACH staff who are part of the MENA regional team. The Kobo server and REACH staff computers are protected with passwords. |
| **Selection and Preservation** | |
| Which data should be retained, shared, and/or preserved? | Final copies with data cleaning logs will be kept. |
| What is the long-term preservation plan for the dataset? | Long term, will be kept on the dropbox system. |
| **Data Sharing** | |
| How will you share the data? | Final outputs will be shared to the public via the REACH Resource Centre, and an anonymised dataset will be shared on request. |
| Are any restrictions on  data sharing required? | No personal details identifying interviewees will be shared. |
| **Responsibilities** | |
| Who will be responsible for data management? | The AO will be responsible for the cleaning, documentation and uploading data. |
|  |  |

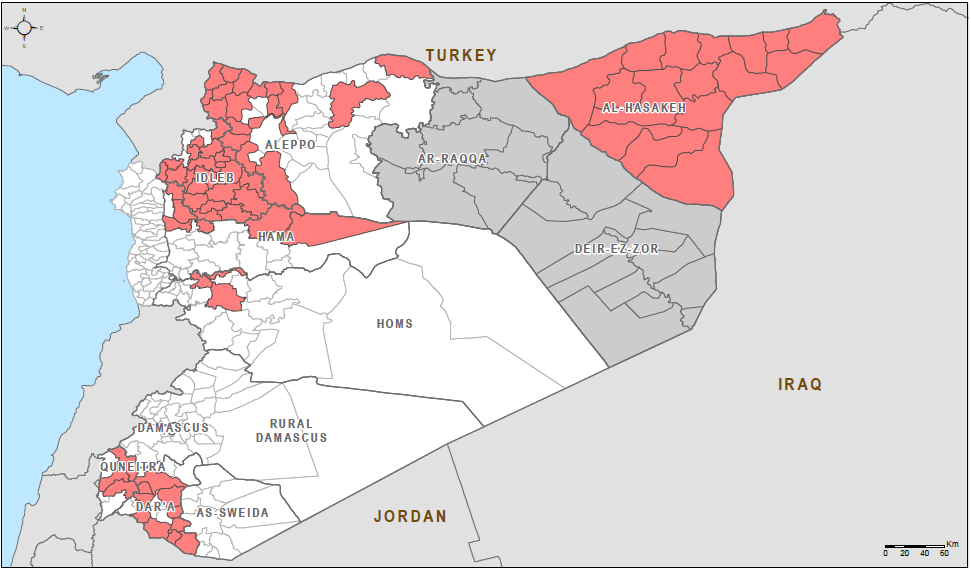
Adapted from:

DCC. (2013). Checklist for a Data Management Plan. v.4.0. Edinburgh: Digital Curation

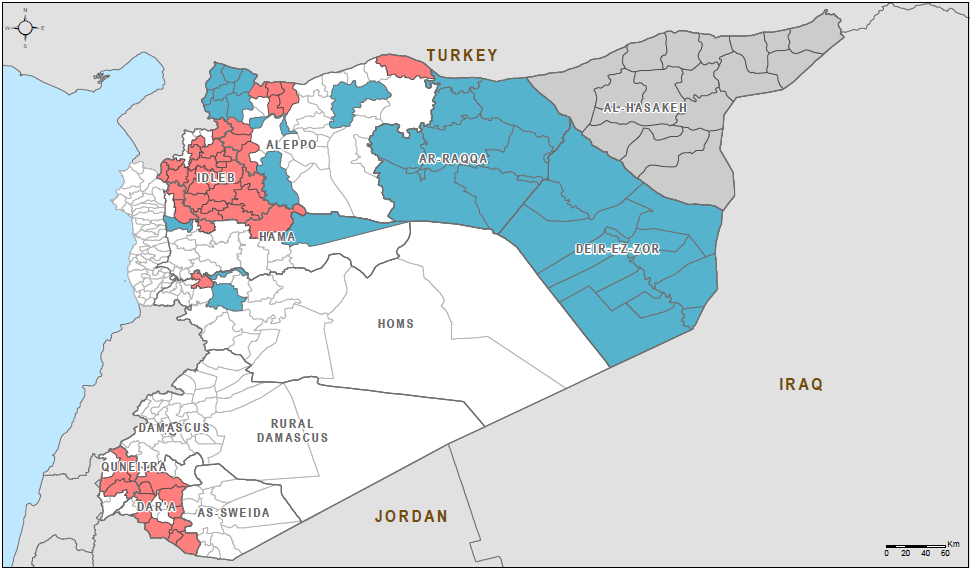
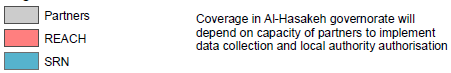
Centre. Available online: http://www.dcc.ac.uk/resources/data-management-plans

# Annex 2 : Coverage maps

**Map 1: Sub-district coverage by data collection methodology used**

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**Map 2: Sub-district coverage by organisation collecting data**



**Table 1: Covered sub-districts**

|  |  |  |  |
| --- | --- | --- | --- |
| **Governorate** | **District** | **Sub-district** | **Sub-district p-code** |
| Aleppo | Afrin | Afrin | SY020300 |
| Aleppo | A'zaz | Aghtrin | SY020401 |
| Aleppo | Ain Al Arab | Ain al Arab | SY020600 |
| Aleppo | Jebel Saman | Atareb | SY020001 |
| Aleppo | A'zaz | A'zaz | SY020400 |
| Aleppo | Afrin | Bulbul | SY020301 |
| Aleppo | Jebel Saman | Daret Azza | SY020004 |
| Aleppo | Jebel Saman | Haritan | SY020003 |
| Aleppo | Afrin | Jandairis | SY020302 |
| Aleppo | Afrin | Ma'btali | SY020306 |
| Aleppo | A'zaz | Mare' | SY020403 |
| Aleppo | A'zaz | Suran | SY020405 |
| Aleppo | Menbij | Menbij | SY020500 |
| Aleppo | Afrin | Raju | SY020303 |
| Aleppo | Afrin | Sharan | SY020304 |
| Aleppo | Afrin | Sheikh El-Hadid | SY020305 |
| Aleppo | Jebel Saman | Tall Ed-daman | SY020002 |
| Aleppo | Jebel Saman | Zarbah | SY020005 |
| Al-Hasakeh | Al-Hasakeh | Al-Hasakeh | SY080000 |
| Al-Hasakeh | Al-Malikeyyeh | Al-Malikeyyeh | SY080300 |
| Al-Hasakeh | Quamishli | Amuda | SY080202 |
| Al-Hasakeh | Al-Hasakeh | Areesheh | SY080005 |
| Al-Hasakeh | Al-Hasakeh | Be'r Al-Hulo Al-Wardeyyeh | SY080004 |
| Al-Hasakeh | Ras Al Ain | Darbasiyah | SY080401 |
| Al-Hasakeh | Al-Hasakeh | Hole | SY080006 |
| Al-Hasakeh | Al-Malikeyyeh | Jawadiyah | SY080301 |
| Al-Hasakeh | Al-Hasakeh | Markada | SY080003 |
| Al-Hasakeh | Quamishli | Qahtaniyyeh | SY080203 |
| Al-Hasakeh | Quamishli | Quamishli | SY080200 |
| Al-Hasakeh | Ras Al Ain | Ras Al Ain | SY080400 |
| Al-Hasakeh | Al-Hasakeh | Shadadah | SY080002 |
| Al-Hasakeh | Quamishli | Tal Hmis | SY080201 |
| Al-Hasakeh | Al-Hasakeh | Tal Tamer | SY080001 |
| Al-Hasakeh | Al-Malikeyyeh | Ya'robiyah | SY080302 |
| Ar-Raqqa | Ath-Thawrah | Mansura | SY110301 |
| Ar-Raqqa | Ath-Thawrah | Al-Thawrah | SY110300 |
| Ar-Raqqa | Ar-Raqqa | Ar-Raqqa | SY110100 |
| Ar-Raqqa | Tell Abiad | Ein Issa | SY110202 |
| Ar-Raqqa | Ar-Raqqa | Maadan | SY110103 |
| Ar-Raqqa | Ath-Thawrah | Jurneyyeh | SY110302 |
| Ar-Raqqa | Ar-Raqqa | Karama | SY110102 |
| Ar-Raqqa | Ar-Raqqa | Sabka | SY110101 |
| Ar-Raqqa | Tell Abiad | Suluk | SY110201 |
| Ar-Raqqa | Tell Abiad | Tell Abiad | SY110200 |
| Dar'a | As-Sanamayn | As-Sanamayn | SY120200 |
| Dar'a | Dar'a | Busra Esh-Sham | SY120001 |
| Dar'a | Dar'a | Dar'a | SY120000 |
| Dar'a | Izra' | Hrak | SY120302 |
| Dar'a | Izra' | Izra' | SY120300 |
| Dar'a | Izra' | Jasim | SY120301 |
| Dar'a | Dar'a | Jizeh | SY120006 |
| Dar'a | Dar'a | Mseifra | SY120007 |
| Dar'a | Dar'a | Mzeireb | SY120005 |
| Dar'a | Izra' | Nawa | SY120303 |
| Deir-ez-Zor | Abu Kamal | Abu Kamal | SY090200 |
| Deir-ez-Zor | Al Mayadin | Al Mayadin | SY090300 |
| Deir-ez-Zor | Al Mayadin | Ashara | SY090302 |
| Deir-ez-Zor | Deir-ez-Zor | Basira | SY090102 |
| Deir-ez-Zor | Deir-ez-Zor | Deir-ez-Zor | SY090100 |
| Deir-ez-Zor | Abu Kamal | Hajin | SY090201 |
| Deir-ez-Zor | Abu Kamal | Jalaa | SY090202 |
| Deir-ez-Zor | Deir-ez-Zor | Khasham | SY090105 |
| Deir-ez-Zor | Deir-ez-Zor | Kisreh | SY090101 |
| Deir-ez-Zor | Deir-ez-Zor | Muhasan | SY090103 |
| Deir-ez-Zor | Deir-ez-Zor | Sur | SY090106 |
| Deir-ez-Zor | Abu Kamal | Susat | SY090203 |
| Deir-ez-Zor | Deir-ez-Zor | Tabni | SY090104 |
| Deir-ez-Zor | Al Mayadin | Thiban | SY090301 |
| Hama | As-Salamiyeh | As-Saan | SY050302 |
| Hama | As-Suqaylabiyah | As-Suqaylabiyah | SY050200 |
| Hama | Hama | Hamra | SY050103 |
| Hama | Muhradah | Kafr Zeita | SY050501 |
| Hama | As-Suqaylabiyah | Madiq Castle | SY050204 |
| Hama | As-Suqaylabiyah | Ziyara | SY050202 |
| Homs | Ar-Rastan | Ar-Rastan | SY040400 |
| Homs | Homs | Homs | SY040100 |
| Homs | Homs | Taldu | SY040101 |
| Idleb | Idleb | Abul Thohur | SY070001 |
| Idleb | Ariha | Ariha | SY070500 |
| Idleb | Harim | Armanaz | SY070305 |
| Idleb | Jisr-Ash-Shugur | Badama | SY070401 |
| Idleb | Idleb | Bennsh | SY070002 |
| Idleb | Harim | Dana | SY070301 |
| Idleb | Ariha | Ehsem | SY070501 |
| Idleb | Al Ma'ra | Heish | SY070205 |
| Idleb | Idleb | Idleb | SY070000 |
| Idleb | Jisr-Ash-Shugur | Janudiyeh | SY070403 |
| Idleb | Jisr-Ash-Shugur | Jisr-Ash-Shugur | SY070400 |
| Idleb | Al Ma'ra | Kafr Nobol | SY070203 |
| Idleb | Harim | Kafr Takharim | SY070303 |
| Idleb | Al Ma'ra | Khan Shaykun | SY070201 |
| Idleb | Idleb | Maaret Tamsrin | SY070005 |
| Idleb | Al Ma'ra | Ma'arrat An Nu'man | SY070200 |
| Idleb | Ariha | Mhambal | SY070502 |
| Idleb | Al Ma'ra | Sanjar | SY070202 |
| Idleb | Idleb | Saraqab | SY070003 |
| Idleb | Idleb | Sarmin | SY070006 |
| Idleb | Al Ma'ra | Tamanaah | SY070204 |
| Idleb | Idleb | Teftnaz | SY070004 |
| Quneitra | Quneitra | Al-Khashniyyeh | SY140002 |
| Quneitra | Quneitra | Khan Arnaba | SY140001 |
| Quneitra | Quneitra | Quneitra | SY140000 |

# Annex 3 : Indicators and questionnaires

Table 1: Household indicators and questionnaire

|  |  |  |  |
| --- | --- | --- | --- |
| **Indicator** | **Q no** | **HH Questions - Common Floor (with suggested changes from SNFI South Hub)** | **Question Options HH** |
| **Basic info** |  |  |  |
| Start |  | Start |  |
| End |  | End |  |
| Device ID |  | Device ID |  |
| Enumerator organisation name |  | Enumerator organisation name | REACH, SRN, Other (specify) |
| Enumerator code |  | Enumerator code |  |
| Date of survey |  | Date of survey |  |
| **Survey Profile** |  |  |  |
| Governorate | 1.1.1 | Enter governorate | Cascade list |
| District | 1.1.2 | Enter district | Cascade list |
| Sub-district | 1.1.3 | Enter sub-district | Cascade list |
| Community, neighbourhood | 1.1.4 | Enter community / neighbourhood | Cascade list or enter 'Other' |
| Interviewee head of household (HoHH, yes / no) or relationship to HoHH | 1.2 | Is the interviewee the head of household? | Yes; No |
| 1.3 | What is the relationship of the interviewee to the head of household? | Wife/husband; Daughter/son; Mother/father; Mother/father in law; Other family (nephew/niece, uncle/aunt, cousin etc.); Other non-family; Prefer not to say |
| Gender interviewee | 1.4 | What is the gender of the interviewee? | Male; Female; Prefer not to say |
| Age of interviewee | 1.5 | What is the age of the interviewee? | Enter number; Prefered not to say |
| **HH Profile** |  |  |  |
| % HH by sex of head of HH | 2.1 | What is the gender of the head of household? | Male; Female; Prefer not to say |
| % HH by age of head of HH | 2.2 | What is the age of the head of household? | Enter number; Prefered not to say |
| % HH by marital status of head of HH | 2.3 | What is the marital status of the head of household? | Married; Divorced; Single; Widowed; Prefer not to say |
|  | 2.4 | How many individuals does this household consist of? | Enter number |
|  | 2.5 | Please explain why the household size is so large | Enter text |
| # HHs sharing a space | 2.6 | How many households are sharing this shelter? | Enter number |
| # individuals per shelter | 2.7 | How many people share this shelter, in total (all households)? | Enter number |
| breakdown of individuals by age and gender | 2.8 | How many household members do you have in each of the following age groups? | Male: i) 0-2y; ii) 3-5y; iii) 6-10y; iv) 11-14y; v) 15-17y; vi) 18-59y vii) 60+y // Female:i) 0-2y; ii) 3-5y; iii) 6-10y; iv) 11-14y; v) 15-17y; vi) 18-59y vii) 60+y |
|  |
| Breakdown of individuals by displacement status | 2.9 | Of the individuals living in the household, how many fit into the following categories? | i) Non-displaced / host population \_\_\_ ii) Returnees \_\_\_ iii) IDPs \_\_\_ |
| Reasons for displacement | 2.9.1 | Why did IDPs in this household move to this location? | Relative access to employment/income/shelter; Family ties / good relations with the host community; Conflict in area of origin; Relative safety and security (other accessible locations/routes to other locations less safe than this location); Physical obstacles to other locations; Relative distance to location compared to elsewhere; No money to pay for movement to elsewhere; In transit (on the way somewhere else); Other (Specify) |
| Area of origin of IDPs by sub-district | 2.9.2 | Where are the IDPs in the household from in Syria? | Cascade lists: governorate, sub-district; Prefer not to say |
| Time since last displacement | 2.9.3 | What was the date (mm/yy) of the most recent displacement of IDPs in this household? | Cascade lists: month; year; Prefer not to say |
|  | 2.9.4 | How much time did the household have to prepare prior to being most recently displaced? | i. Less than one day ii. More than one day but less than one week iii. More than one week but less than one month iv. More than one month; Prefer not to say |
| # of times IDPs displaced | 2.9.5 | How many times have the IDPs in the household been displaced? | Enter number; Prefer not to say |
|  | 2.9.6 | Please explain why the household has been displaced so many times | Enter text |
| Returnees' motivations | 2.10 | Why did returnees in this household choose to return to this community? | Access to employment/income/shelter; Family ties; Safety and security situation changed; Protecting assets; Physical obstacles to move elsewhere; No money to pay for movement elsewhere; In transit (on the way somewhere else); Other (Specify) |
| Returnees' main locations of displacement | 2.10.1 | Where did the returnees in this household spend most of their time while displaced? | Enter governorate (with option for "outside of Syria") -> district -> sub-district -> community (with specify other). If outside of Syria is chosen for governorate, add a text entry option for country name. |
| Returnees' most recent point of displacement | 2.10.2 | What was the last location of displacement (most recent before returning) of the returnees in this household? | Enter governorate (with option for "outside of Syria") -> district -> sub-district -> community (with specify other). If outside of Syria is chosen for governorate, add a text entry option for country name. |
| **Shelter availability** |  |  |  |
| Number of rooms in shelter | 3.1 | How many of the following types of room are there in the shelter? | Total; Bedrooms; Kitchens; Toilets |
| Time spent in current shelter | 3.2 | When did the household start living in the current shelter? | Cascade lists: month and year; Prefer not to say |
| Previously held property | 3.3 | What type of property did you and your immediate family possess before displacement? | None (cannot be selected with any other option); House; Apartment; Room; Land for housing; Land for agriculture; Shop or small business; Prefer not to say; Other (specify) |
| Condition of previously held property | 3.3.1 | Please indicate what happened to your properties after your displacement | Unaffected; Damaged; Destroyed; Looted; Rented out by yourself; Sold by yourself; Occupied without your consent; Rented out without your consent; Sold without your consent; Not sure; Other (specify) |
| Intention to remain / leave | 3.4 | Does your household intend to move from your current shelter in the next month? | Yes; No; Not sure |
| Intended destinations | 3.4.1 | (If household intends to leave) Where does the household intend to go? | Move to a different shelter in the same community; Move to a different community in the governorate; Move to a different community in another governorate; Move outside of Syria; Not sure |
| Reasons for intention to leave | 3.4.2 | (If household intends to leave) Why does the household intend to leave? | Improve access to income and employment; Improve access to or upgrade shelter; Improve access to basic services; Cheaper rent or housing prices elsewhere; Cheaper cost of living elsewhere; Proximity to relatives/friends; Safety/security; Other (specify)\_\_\_\_; Not sure |
|  | 3.4.3 | (If household does not intend to leave) Why does the household intend to stay in its current shelter? | Access to income and employment; Shelter meets household needs; Access to basic services; Cheap rent or housing prices; Cheap cost of living; Proximity to relatives/friends; Area of shelter is safe/secure; Other areas are not as safe/secure; not able to leave due to financial reasons; not able to leave due to security reasons, Other (specify)\_\_\_\_; Not sure |
| % HH in different shelter types | 3.5 | What type of dwelling does the household live in? | Solid/finished apartment; Solid/finished house; Collective center; Unfinished building; Informal settlement / camp; Managed camp; Non-residential/public building; Other (specify); Not sure |
| # HH different occupancy status | 3.5.1 | What is the household’s occupancy arrangement in your current dwelling? | Ownership; Renting; Hosting without rent (personal charity); Squatting; User rights; Formalized Squatting; Other (specify); Not sure |
| # paying rent for accomodation, average rent per property | 3.6.1 | What is the current monthly rent of the space rented in the shelter? | Enter number; Prefer not to say |
| 3.6.2 | Does monthly rent include electricity and water? | Yes; No; Prefer not to say |
| Ability to afford rental prices | 3.6.3 | In the last three months could you afford to pay your rent on time? | Yes, paid on time or almost on time; Partially, missed a payment but will be able to cover it in the next month; No, missed a rent payment and won't be able to cover it in the future; No, I've missed multiple rent payments |
| Change in rental prices | 3.6.4 | Over the past three months, has rent increased, decreased or stayed the same? | Increased; Decreased; Stayed the same; Prefered not to say |
| **Housing, Land and Property (HLP)** |  |  |  |
| # HH facing HLP problems, frequency of HLP problems | 4.1 | Do you have any of the following housing, land and property (HLP) problems? | No HLP problems (cannot be selected with any other option); Lack / loss of HLP documentation; Disputes about rent (including payment of utilities bills); Ownership dispute; Property unlawfully occupied; Secondary occupation; Looting of private property; Change of housing rules and procedures; Threat of eviction or harassment by landlord/others; Other disputes (e.g. Dispute with neighbors); Property has been expropriated without compensation; Illegal alteration of land records; Inheritance issues; Boundary dispute; Access and use dispute; Other (specify) |
|  |  | (If yes) Do any of the the HLP issues listed make you feel insecure or uncertain of your abiltiy to remain in your current shelter? | Yes, No. |
| Inability to access housing or shelter due to lack of legal authorization during past 3 months | 4.2 | Have you been unable to access shelter / housing in the past three months due to a lack of documentation or other legal obstacle? | Yes; No; Haven't attempted to access shelter / housing in the past three months |
| Frequency of legal authorisation issues | 4.2.1 | (If yes) Why? | Lack of identification documents; Lack of current housing documents; Lack of connections; Certain groups denied legal authorisation; Legal authorisation system too difficult to navigate; Lack of security clearance; Other (specify); Not sure |
| Existence/type of rental contract; Documentation/certification of ownership | 4.3 | Do you have a legal or other official document to prove your current ownership/tenancy status? | No; Yes; Not sure |
| 4.3.1 | (If yes) What legal or other official document do you have? | Formal (real estate registry); buyer-seller contract; Court contract; User rights; Other (specify); Not sure |
| 4.3.2 | (If not) Why not? | Could not obtain necessary documents; Necessary documents were lost; Necessary documents damaged/in poor condition; Other (specify); Not sure |
| 4.3.3 | Do you have a legal or other official document to prove the ownership/tenancy status of the property you inhabited in your area of origin? | No; Yes; Not sure |
| 4.3.4 | (If not) Why not? | Could not obtain necessary documents; Necessary documents were lost; Necessary documents left behind when household was displaced; Necessary documents damaged/in poor condition; Other (specify); Not sure |
| # HH experienced eviction in past year | 4.4 | Have you experienced eviction in the past year? | No; Yes, in the last month; Yes, in the last 1-3 months; Yes, in the last 4-6 months; Yes, in the last 7-12 months |
| Reasons for experiencing eviction | 4.4.1 | (If yes) Why did you experience eviction? | Unable to pay rent; Disputes about rental price; Dispute about ownership; Other disagreements with landlord; Dispute with host family; Other (specify) |
| **Shelter conditions** |  |  |  |
| Current shelter conditions; Frequency of shelter adequacy issues | 5.1 | Do you have any of the following issues with your shelter? … | None (cannot select with any other option); Lack of insulation from cold; Leaking during rain; Limited ventilation (minimum 1m2 opening on one side of house, 0.5m2 on other); Lack of space inside shelter (min 3.5 m2 per person); Lack of privacy inside shelter (no partitions, no doors); Unable to lock home securely; Lack of access to cooking facilities; Lack of access to latrines; Lack of access to bathing facilities; Lack of access to safe drinking water; Lack of lighting; Lack of heating |
| # HH in damaged shelters; type of damage | 5.2 | Does your shelter have any damage? | Shelter in good condition (cannot select with any other option); Broken or cracked windows; Doors unable to shut properly; Some cracks in some walls; Large cracks in most walls; Some walls partially collapsed; Some walls fully collapsed; Gaps or cracks in roof; Roof partially collapsed; Unstable floors; Moderate fire damage; Heavy fire damage; Total collapse; Other (specify) |
| Cause of damage | 5.2.1 | (If yes) What was the cause(s) of damage? | Conflict damage- airstrikes, explosives; Conflict damage- gunfire, battle; Weather; General disrepair, Other (specify); Not sure |
| Ability to improve damaged or unfinished shelter over past 3 months; availability of basic shelter supplies | 5.2.2 | In the past three months, have you needed to make repairs to your shelter but been unable to do so? | Yes; No; No repairs required |
| 5.3 | (If yes) Why not? | Repairs require a professional but no professionals available; Repairs require professional but cannot afford to pay professional; Able to make repairs but shelter and repair materials too expensive; Lack of authorization to do repairs; Lack of availability of shelter and repair materials in markets; Other (specify); Not sure |
| 5.3.1 and 5.3.2 | (If repair/shelter supply not available or not affordable) Which repair /shelter supply did you need but were unable to find or afford? | Plastic sheeting/tarpaulin; Iron sheeting; Timber; Nails/screws; Concrete; Bricks; Wood; Basic electrical items; Basic tools; Others (specify) |
| Availability/access to information about shelter support | 5.4 | In the past year, have you had access to information on how to receive shelter support? | Yes; No |
| Source of information about shelter support | 5.4.1 | (If yes) What was the source of this information? | Media (internet, radio etc); Friends / relatives; Approached directly by assistance provider; Community representatives (sheikhs, mukhtars etc); Local council; Other (specify); Not sure |
| Preferences for different shelter modalities | 5.5 | Do you have a preference regarding the modality of any shelter support available? | No preference; Shelter/repair materials; Unconditional cash support; External actor to directly assist with repairs (e.g. NGOs, local council); Other (specify) |
| **NFI** |  |  |  |
| Availability of NFIs in HH | 6.1 | Do you currently have the following NFI items in your household? | Bedding items; Mattresses/Sleeping mats; Cooking utensils; Cooking fuel; Water containers; sources of light torches, solar lamps, solar panels, Clothing; Shoes; Batteries; Winter heaters; Heating fuel; Winter clothes; Winter shoes; Winter blankets; Disposable diapers; Sanitary pads; Soap; Washing powder; Cleaning liquid (for house); Detergent (for dishes); Baby diapers; Adult diapers; None of the above items (cannot be selected with any other options) |
| Priority NFI needs per group | 6.2 | What are the top 3 NFI needs of the following groups? | i) Men ii) Women iii) Boys iv) Girls v) Elderly: Bedding items; Mattresses/Sleeping mats; Cooking utensils; Cooking fuel; Water containers; sources of light torches, solar lamps, solar panels, Clothing; Shoes; Batteries; Winter heaters; Heating fuel; Winter clothes; Winter shoes; Winter blankets; Disposable diapers; Sanitary pads; Soap; Washing powder; Cleaning liquid (for house); Detergent (for dishes); Baby diapers; Adult diapers |
| Means of accessing NFIs | 6.3 | How does your household access NFIs? | (Select all that apply) Through humanitarian aid distributions delivered directly to households, Through humanitarian aid distributions at collection points and distribution points, Through distributions by local authorities directly to households, through distributions by local authorities at distribution points or collection points, In the market, Through relatives and friends, Other, specify |
|  | 6.3.1 | Have you faced any challenges with accessing NFIs through distributions by humanitarian actors and/or local authorities? | (Select all that apply) No challenges (cannot select with any other option); Physical constraints preventing access to distribution and collection points (e.g. roads damaged, blockages); Lack of transportation to distribution or collection points (private or public); certain population groups are less able or blocked from accessing aid; Distance to distributon and collection points too far; Safety or security constraints restricting movement to collect items at distribution points; Safety or security concerns during distributions; Lack of access for persons with restricted mobility; Lack of access / unsuitability for women; Other (specify)\_\_\_\_\_; Not sure |
|  | 6.3.2 | Did your household have to pay for any NFIs received as part of a distribution by humanitarian actors or local authorities? | Yes, during distributions by local authorites, yes, during distributions by humanitarian actors; No; Not sure |
| Ability to access markets in past 3 months & reasons for inability to access | 6.4 | Have you faced any challenges to accessing markets (to purchase NFIs and/or shelter materials) in the past month? | No challenges (cannot select with any other option); Physical constraints preventing access to markets (e.g. roads damaged, blockages); Lack of transportation to markets (private or public); Markets do not function at times of conflict; Certain population groups unable to access markets; Distance to markets too far; Safety or security constraints restricting movement to markets; Safety or security concerns at markets; Lack of access for persons with restricted mobility; Lack of access / unsuitability for women; Other (specify)\_\_\_\_\_; Not sure |
| Availability of NFIs in past 3 months & reason | 6.5 | Was there one/ multiple NFI you needed to procure in the last three months but were unable to afford or access in markets? | Bedding items; Mattresses/Sleeping mats; Cooking utensils; Cooking fuel; Water containers; Sources of light; Clothing; Shoes; Batteries; Winter heaters; Heating fuel; Winter clothes; Winter shoes; Winter blankets; Disposable diapers; Sanitary pads; Soap; Washing powder; Cleaning liquid (for house); Detergent (for dishes); Baby diapers; Adult diapers |
| 6.5.1 | (If yes) Please specify why you couldn't access each item | Wasn't available in markets; Couldn't afford it |
| Change in NFI availability | 6.6 | Do you feel that your access to basic household items has gotten better or worse over the past three months | a) Has gotten better, b) Has gotten worse, c) Has not changed |
| Coping mechanisms for lack of NFIs | 6.7 | What coping strategies, if any, are used by the household to cope with a lack of NFIs? | No need to use coping strategy as no lack of NFIs; Selling household assets / goods (jewellery, phone, furniture etc); Selling productive assets or means of transport (sewing machine, wheelbarrow, bicycle, car, motorbike); Selling house or land; Reducing non-food expenses (e.g. health, education); Reducing food intake; Spending savings; Borrowing money / buying on credit; High risk / illegal work; Begging; Other (specify) \_\_\_\_\_\_\_ |
| # HH using different types of cooking fuel | 6.8 | What is the main source of cooking fuel used by the household? | None; Electricity; Gas; Kerosene / kaz; Diesel; Wood / charcoal; Other (specify) \_\_\_\_\_\_\_ |
| Top 3 strategies to cope with lack of cooking fuel | 6.8.1 | Did your household have to resort to any of the following strategies over the past month to cope with a lack of cooking fuel? | No coping strategies needed (cannot select with any other option); Reduce amount of food eaten; Change in diet to prefer food that doesn't require cooking; Purchase food in restaurants; Reduce amount of fuel used for other purposes; Reduce expenditure on other items to pay for fuel; Borrow fuel from friends / relatives; Other (specify) |
| # housholds using different types of heating fuel | 6.9 | What is the main source of heating fuel used by the household? | None; Electricity; Gas; Kerosene / kaz; Diesel; Wood / charcoal; Other (specify) \_\_\_\_\_\_\_ |
| Top 3 strategies to cope with lack of heating fuel | 6.9.1 | Did your household have to resort to any of the following strategies over the past month to cope with a lack of heating fuel? | No coping strategies needed; Purchase blankets or other items to help with cold; Stay elsewhere during cold periods; Reduce amount of fuel used for other purposes; Reduce expenditure on other items to pay for fuel; Borrow fuel from friends / relatives; Other (specify) |
| # HH accessing different primary sources of electricity | 6.10 | What is the main source of electricity used by the household? | Main network (grid); Solar panels; Car Batteries; Other battters; Generator; No source of electricity; Other (specify)\_\_\_ |
| HH using multiple sources of electricity | 6.10.1 | Does the household use any other sources of electricity? | Main network (grid); Solar panels; Car Batteries; other batteries; Generator; No source of electricity; Other (specify)\_\_\_ |
| Average hours of electricity per day | 6.10.2 | Overall, how many hours of electricity does the household have access to per day? | Enter number; Prefer not to say |
| Top 3 strategies to cope with lack of electricity | 6.10.3 | What coping strategies, if any, are used by the household to cope with a lack of electricity? | No need to use coping strategies as no lack of electricity; Remain without electricity and do not use coping strategies; Use electricity at certain times in the day only; Reduce usage of electricity to conserve it; Use electricity for certain purposes only; Use battery powered devices such as torches; Other (specify)\_\_\_ |
| Availability/access to information about NFI support | 6.11 | In the past year, have you had access to information on how to receive NFI support? | Yes; No |
| Source of information about NFI support | 6.11.1 | (If yes) Where was this information from? | Media (internet, radio etc); Friends / relatives; Approached directly by assistance provider; Community representatives (sheikhs, mukhtars etc); Local council; Other (specify); Not sure |
| Preferences for different NFI solutions | 6.12 | Do you have a preference regarding the modality of any NFI support available? | No preference; Unconditional cash distribution; NFI distributions; Conditional vouchers; Other (specify) |
| Access to cash | 6.13 | What types of cash distribution points do you have access to in your community? | Banks; ATMs; Money remittance pawnshops; Others, please specify; None |
|  | 6.14 | If you had the opportunity to receive aid in the form of cash or vouchers, what are the top three NFIs you would prefer to purchase yourself using this type of aid? | Bedding items; Mattresses/Sleeping mats; Cooking utensils; Cooking fuel; Water containers; Sources of light; Clothing; Shoes; Batteries; Winter heaters; Heating fuel; Winter clothes; Winter shoes; Winter blankets; Disposable diapers; Sanitary pads; Soap; Washing powder; Cleaning liquid (for house); Detergent (for dishes); Baby diapers; Adult diapers |

**Table 2: KI indicators and questionnaire**

|  |  |  |  |
| --- | --- | --- | --- |
| **Indicator** | **Q No.** | **Question label** | **Question Options** |
| **Basic info** |  |  |  |
| Start |  | Start |  |
| End |  | End |  |
| Device ID |  | Device ID |  |
| Enumerator organisation name |  | Enumerator organisation name | REACH, SRN, Other (specify) |
| Enumerator code |  | Enumerator code |  |
| Date of survey |  | Date of survey |  |
| **Survey Profile** |  |  |  |
| Governorate | 1.1.1 | Enter governorate | Cascade list |
| District | 1.1.2 | Enter district | Cascade list |
| Sub-district | 1.1.3 | Enter sub-district | Cascade list |
| Community, neighbourhood | 1.1.4 | Enter community / neighbourhood | Cascade list or enter 'Other' |
| Type of key informant | 1.2 | Type of Key Informant | Imam/sheikh; Mukhtar; Local council member; Local relief committee member; Local aid worker; Construction worker; Other (specify) |
| Gender interviewee | 1.3 | What is the gender of the interviewee? | Male; Female; Prefer not to say |
| Age of interviewee | 1.4 | What is the age of the interviewee? | Enter number; Prefer not to say |
| **HH Profile** |  |  |  |
|  | 2.1 | Approximately what percentage of households in this community are sharing a shelter space with other households? | None; 10%; 20%; 30%; 40%; 50%; 60%; 70%; 80%; 90%; 100%; Not sure |
| # individuals per shelter | 2.1.1 | What is the average number of people who share a shelter? | Select "Not sure" OR Enter number |
| breakdown of individuals by age and gender | 2.2 | Approximately what % of people in the community are male and female? | Select 'Not sure' OR Enter: \_\_\_\_% female; \_\_\_\_% male |
| 2.3 | Approximately what % of people in the community are within the following age groups? | i) 0-5y \_\_\_%; ii) 6-18y \_\_\_%; iii) 19-59y \_\_\_% v) 60+y \_\_\_% |
| Breakdown of individuals by displacement status | 2.4 | Approximately what % of your community fit into the following categories? | i) Non-displaced / host population \_\_\_ ii) Returnees \_\_\_ iii) IDPs \_\_\_ |
| Reasons for displacement | 2.4.1 | What are the top 3 main reasons why IDPs generally move to this location? | Relative access to employment/income/shelter; Family ties / good relations with the host community; Conflict in area of origin; Relative safety and security (other accessible locations/routes to other locations less safe than this location); Physical obstacles to other locations; Relative distance to location compared to elsewhere; No money to pay for movement to elsewhere; In transit (on the way somewhere else); Other (Specify); Not sure (cannot be selected with any other option) |
| Area of origin of IDPs by sub-district | 2.4.2 | What are the top 3 areas of origin of the IDPs in the community? | Cascade lists: governorate, sub-district |
|  | 2.4.3 | What is the average length of displacement of IDPs in the community? | \_\_\_\_\_ months; Not sure |
| # of times IDPs displaced | 2.4.4 | What is the average number of times that IDPs in the community have been displaced? | Select "Not sure" OR Enter number |
| Returnees' motivations | 2.5 | What are the top 3 main reasons why returnees generally chose to return to this community? | Access to employment/income/shelter; Family ties; Safety and security situation changed; Protecting assets; Physical obstacles to move elsewhere; No money to pay for movement elsewhere; In transit (on the way somewhere else); Other (Specify); Not sure (cannot be selected with any other option) |
| Returnee most common location of longest displacement | 2.5.1 | Where did returnees spend most of their time during displacement? (Most common location only) | [See the question type column for details] |
| Returnee most common last point of dispacement | 2.5.2 | What was the last displacement location for returnees before they returned to the assessed community? (Most common location only) | [See the question type column for details] |
| **Shelter availability** |  |  |  |
| Number of rooms in shelter | 3.1 | On average, how many of the following types of room are there in a shelter? | Total; Bedrooms; Kitchens; Toilets |
| Intention to remain / leave | 3.2 | Do you expect people in the community to leave to elsewhere in the next 6 months? | Yes; No; Not sure |
| 3.2.1 | What percentage of the population do you expect to leave in the next month? | Less than 10%; 10%; 20%; 30%; 40%; 50%; 60%; 70%; 80%; 90%; 100%; Not sure |
| Intended destinations | 3.2.2 | Where do you expect the majority of people will go? | Move to a different shelter in the same community; Move to a different community in the governorate; Move to a different community in another governorate; Move outside of Syria; Not sure |
| Reasons for intention to leave | 3.2.3 | What are the top three reasons for people leaving? | Improve access to income and employment; Improve access to or upgrade shelter; Improve access to basic services; Cheaper rent or housing prices elsewhere; Cheaper cost of living elsewhere; Proximity to relatives/friends; Safety/security; Other (specify)\_\_\_\_; Not sure |
| % HH in different shelter types | 3.3 | What percentage of your community live in each of the following type of dwelling? | Solid/finished apartment; Solid/finished house; Collective center; Unfinished building; Informal settlement / camp; Managed camp; Non-residential/public building; Other (specify); Not sure |
| # HH different occupancy status | 3.4 | What percentage of your community have the following tenancy types? | Ownership; Renting; Hosting without rent (personal charity); Squatting; User rights; Formalized Squatting; Other (specify); Not sure |
| # paying rent for accomodation, average rent per property | 3.5 | What is the average minimum and maximum monthly rent per property across the community in SYP? | Maximum \_\_\_\_ ; Minimum \_\_\_\_ ; Not sure |
| 3.5.1 | Does monthly rent usually include electricity and water? | Yes; No; Not sure |
|  | 3.5.2 | In the last three months, what proportion of your community could afford rental prices? | a) 0  b) Very few (>10)  c) Less than a quarter (>=11, <25%) d) About a quarter (~ 25%) e) About half (~50%) f) About three quarters (~75%) g) All (100%) h) Not sure |
| Change in rental prices | 3.5.3 | On average, over the past three months, has average rent in the community increased, decreased or stayed the same? | Increased; Decreased; Stayed the same; Not sure |
| Perceived sufficiency of available rental space in the community over the past 3 months | 3.5.4 | Over the past three months, has affordable rental space typically been available in the community? | Yes, rental space available and typically affordable; Rental space available but not affordable for most people; Some availability of affordable space but insufficient to meet demands of the community; No, there were no availabile rental properties at all (whether affordable or unaffordable); Not sure |
| **Housing, Land and Property (HLP)** |  |  |  |
| # HH facing HLP problems, frequency of HLP problems | 4.1 | What percentage of your community do you estimate have HLP problems? | a) 0  b) Very few (>10)  c) Less than a quarter (>=11, <25%) d) About a quarter (~ 25%) e) About half (~50%) f) About three quarters (~75%) g) All (100%) h) Not sure |
| 4.1.1 | What are the top 3 most common HLP problems in the community? | No HLP problems (cannot be selected with any other option); Lack / loss of HLP documentation; Disputes about rent (including payment of utilities bills); Ownership dispute; Property unlawfully occupied; Secondary occupation; Looting of private property; Change of housing rules and procedures; Threat of eviction or harassment by landlord/others; Other disputes (e.g. Dispute with neighbors); Property has been expropriated without compensation; Illegal alteration of land records; Inheritance issues; Boundary dispute; Access and use dispute; Other (specify); Not sure (cannot be selected with any other option) |
| Actors dealing with HLP issues | 4.2 | Which actors most commonly deal with HLP disputes in your area? | None; Official Arbitration Committee; Official Government of Syria Court; Sharia Court; Other Court; Customary Committee; Local Mukhtar; Local Council; Police; Other (specify); Not sure |
| Most effective ways to resolve HLP issues | 4.3 | What is the most effective way of resolving HLP disputes in your area? | In the family; Mediation between the parties; Official Arbitration Committee; Official Government of Syria Court; Sharia Court; Other Court; Customary Committee; Local Mukhtar; Local Council; Police; Other; Not sure |
|  | 4.4 | In the last 3 months was there anyone in your community who could not access housing or shelter due to lack of legal authorization? | a) Yes; b) No; c) Not sure |
| Frequency of legal authorisation issues | 4.4.1 | If yes, what are the most common (top 3) legal authorisation issues in the community? | Lack of identification documents; Lack of current housing documents; Lack of connections; Certain groups denied legal authorisation; Legal authorisation system too difficult to navigate; Lack of security clearance; Other (specify); Not sure |
|  | 4.5 | What type of legal document is most common in the community? | Formal (real estate registry); buyer-seller contract; Court contract; User rights; Other (specify); Not sure |
| 4.6 | Is the Land Registry in the area where you reside currently functioning? | Yes; No; Not sure |
| 4.6.1 | (If no) Why not? | Land Registry office is destroyed; Land Registry office is damaged; Lack of staff for office; Lack of appropriate authority to run the Land Registry; Alternative system of land allocation in operation; Other (specify); Not sure |
| Prevalence of evictions in community | 4.7 | In the community over the past year, have evictions been common in the community? | No, evictions did not occur in the community; Somewhat, a few reports of evictions in the community; Yes, evictions were common in the community; Not sure |
| Reasons for experiencing eviction | 4.7.1 | (If yes) What were the most common reasons for eviction? | Unable to pay rent; Disputes about rental price; Dispute about ownership; Other disagreements with landlord; Dispute with host family; Other (specify) |
| **Shelter conditions** |  |  |  |
| Current shelter conditions; Frequency of shelter adequacy issues | 5.1 | What are the most common adequacy issues faced? | None (cannot select with any other option); Lack of insulation from cold; Leaking during rain; Limited ventilation (minimum 1m2 opening on one side of house, 0.5m2 on other); Lack of space inside shelter (min 3.5 m2 per person); Lack of privacy inside shelter (no partitions, no doors); Unable to lock home securely; Lack of access to cooking facilities; Lack of access to latrines; Lack of access to bathing facilities; Lack of access to safe drinking water; Lack of lighting; Lack of heating; Not sure (cannot select with any other option) |
| 5.1.1 | What percentage of households face at least one of these issues? | a) 0  b) Very few (>10)  c) Less than a quarter (>=11, <25%) d) About a quarter (~ 25%) e) About half (~50%) f) About three quarters (~75%) g) All (100%) h) Not sure |
| 5.1.2 | What percentage of households face more than one of these issues? | a) 0  b) Very few (>10)  c) Less than a quarter (>=11, <25%) d) About a quarter (~ 25%) e) About half (~50%) f) About three quarters (~75%) g) All (100%) h) Don’t know / Unsure i) No answer |
| # HH in damaged shelters; type of damage | 5.2 | What are the most common damage issues faced? | Shelter in good condition (cannot select with any other option); Broken or cracked windows; Doors unable to shut properly; Some cracks in some walls; Large cracks in most walls; Some walls partially collapsed; Some walls fully collapsed; Gaps or cracks in roof; Roof partially collapsed; Unstable floors; Moderate fire damage; Heavy fire damage; Total collapse; Other (specify); Not sure (cannot select with any other option) |
| Cause of damage | 5.2.1 | What are the most common cause(s) of shelter damage in the community? | Conflict damage- airstrikes, explosives; Conflict damage- gunfire, battle; Weather; General disrepair, Other (specify); Not sure |
|  | 5.3 | What proportion of the households in your community who needed to repair their damaged or unfinished shelter were unable to do so in the last 3 months? | a) 0  b) Very few (>10)  c) Less than a quarter (>=11, <25%) d) About a quarter (~ 25%) e) About half (~50%) f) About three quarters (~75%) g) All (100%) h) Not sure |
| 5.3.1 | Why were people unable to make repairs in the community? | Repairs require professional but no professionals available; Repairs require professional but cannot afford to pay professional; Able to make repairs but shelter and repair materials too expensive; Lack of authorization to do repairs; Lack of availability of shelter and repair materials in markets; Other (specify); Not sure |
| 5.3.2 | Were any of the following repair /shelter supplies unavailable or unaffordable in your community in the past three months? | Plastic sheeting/tarpaulin; Iron sheeting; Timber; Nails/screws; Concrete; Bricks; Wood; Basic electrical items; Basic tools; Ohters (specify) |
| Availability/access to information about shelter support | 5.4 | In the past year, has information on how to receive shelter support been available in your community? | Yes; No; Not sure |
| Source of information about shelter support | 5.4.1 | What were the sources of this information? | Media (internet, radio etc); Friends / relatives; Approached directly by assistance provider; Community representatives (sheikhs, mukhtars etc); Local council; Other (specify); Not sure |
| Preferences for different shelter modalities | 5.5 | Does the community have a preference regarding the modality of any shelter support available? | No preference; Shelter/repair materials; Unconditional cash support; External actor to directly assist with repairs (e.g. NGOs, local council); Other (specify) |
| **NFI** |  |  |  |
| Availability of NFIs in HH | 6.1 | Which of the following items are available to households in your community? | Bedding items; Mattresses/Sleeping mats; Cooking utensils; Cooking fuel; Water containers; sources of light torches, solar lamps, solar panels, Clothing; Shoes; Batteries; Winter heaters; Heating fuel; Winter clothes; Winter shoes; Winter blankets; Disposable diapers; Sanitary pads; Soap; Washing powder; Cleaning liquid (for house); Detergent (for dishes); Baby diapers; Adult diapers; Not sure (cannot select with any other option) |
| Priority NFI needs per group | 6.2 | What are the top 3 NFI needs of the following groups in your community? | i) Men ii) Women iii) Boys iv) Girls v) Elderly: Bedding items; Mattresses/Sleeping mats; Cooking utensils; Cooking fuel; Water containers; sources of light torches, solar lamps, solar panels, Clothing; Shoes; Batteries; Winter heaters; Heating fuel; Winter clothes; Winter shoes; Winter blankets; Disposable diapers; Sanitary pads; Soap; Washing powder; Cleaning liquid (for house); Detergent (for dishes); Baby diapers; Adult diapers; Not sure (cannot select with any other option) |
| Means of accessing NFIs | 6.3 | How do households in the community access NFIs? | Through humanitarian aid distributions delivered directly to households, Through humanitarian aid distributions at collection points and distribution points, Through distributions by local authorities directly to households, through distributions by local authorities at distribution points or collection points, In the market, Through relatives and friends, Other (specify); Not sure (cannot select with any other option) |
| Ability to access markets in past 3 months & reasons for inability to access | 6.4 | Were there any challenges to accessing markets (to purchase NFIs and/or shelter materials) in your community in the past month? | No challenges (cannot select with any other option); Physical constraints preventing access to markets (e.g. roads damaged, blockages); Lack of transportation to markets (private or public); Markets do not function at times of conflict; Certain population groups unable to access markets; Distance to markets too far; Safety or security constraints restricting movement to markets; Safety or security concerns at markets; Lack of access for persons with restricted mobility; Lack of access / unsuitability for women; Other (specify)\_\_\_\_\_; Not sure (cannot select with any other option) |
| Availability of NFIs in past 3 months & reason | 6.5 | Were there one/multiple NFI items which were commonly needed and unavailable or unaffordable in markets within your community over the past three months? | Bedding items; Mattresses/Sleeping mats; Cooking utensils; Cooking fuel; Water containers; Sources of light; Clothing; Shoes; Batteries; Winter heaters; Heating fuel; Winter clothes; Winter shoes; Winter blankets; Disposable diapers; Sanitary pads; Soap; Washing powder; Cleaning liquid (for house); Detergent (for dishes); Baby diapers; Adult diapers |
| 6.6 | Please specify why the population couldn't access each item | Wasn't available in markets; Couldn't afford it |
| Change in NFI availability | 6.7 | Do you feel that the community's access to basic household items has gotten better or worse in the past 3 months? | a) Has gotten better, b) Has gotten worse, c) Has not changed |
| Coping mechanisms for lack of NFIs | 6.8 | What are the most common strategies, if any, used by the community to cope with a lack of NFIs? | No need to use coping strategy as no lack of NFIs (cannot select with any other option); Selling household assets / goods (jewellery, phone, furniture etc); Selling productive assets or means of transport (sewing machine, wheelbarrow, bicycle, car, motorbike); Selling house or land; Reducing non-food expenses (e.g. health, education); Reducing food intake; Spending savings; Borrowing money / buying on credit; High risk / illegal work; Begging; Not sure (cannot select with any other option); Other (specify) \_\_\_\_\_\_\_ |
| # HH using different types of cooking fuel | 6.9 | What percentage of the community used the following as their main source of cooking fuel? | None; Electricity; Gas; Kerosene / kaz; Diesel; Wood / charcoal; Other (specify) \_\_\_\_\_\_\_ |
| Top 3 strategies to cope with lack of cooking fuel | 6.9.1 | What are the most common strategies, if any, used by the community to cope with a lack of cooking fuel? | No coping strategies needed (cannot select with any other option); Reduce amount of food eaten; Change in diet to prefer food that doesn't require cooking; Purchase food in restaurants; Reduce amount of fuel used for other purposes; Reduce expenditure on other items to pay for fuel; Borrow fuel from friends / relatives; Other (specify) ; Not sure (cannot select with any other opton) |
| # housholds using different types of heating fuel | 6.10 | What percentage of the community used the following as their main source of heating fuel? | None; Electricity; Gas; Kerosene / kaz; Diesel; Wood / charcoal; Other (specify) \_\_\_\_\_\_\_ |
| Top 3 strategies to cope with lack of heating fuel | 6.10.1 | What are the most common strategies, if any, used by the community to cope with a lack of heating fuel? | No coping strategies needed; Purchase blankets or other items to help with cold; Stay elsewhere during cold periods; Reduce amount of fuel used for other purposes; Reduce expenditure on other items to pay for fuel; Borrow fuel from friends / relatives; Other (specify) |
| # HH accessing different primary sources of electricity | 6.11 | What percentage of the community used the following as their main source of electricity? | Main network (grid); Solar panels; Car Batteries; Other battters; Generator; No source of electricity; Other (specify)\_\_\_ |
| Average hours of electricity per day | 6.11.1 | What is the average number of hours access to electricity that households have each day? | Enter number; Not sure |
| Top 3 strategies to cope with lack of electricity | 6.11.2 | What are the most common strategies, if any, used within the community to cope with a lack of electricity? | No need to use coping strategies as no lack of electricity; Remain without electricity and do not use coping strategies; Use electricity at certain times in the day only; Reduce usage of electricity to conserve it; Use electricity for certain purposes only; Use battery powered devices such as torches; Other (specify)\_\_\_ |
| Availability/access to information about NFI support | 6.12 | In the past year, has information on how to receive NFI support been available in your community? | Yes; No; Not sure |
| Source of information about NFI support | 6.12.1 | What were the sources of this information? | Media (internet, radio etc); Friends / relatives; Approached directly by assistance provider; Community representatives (sheikhs, mukhtars etc); Local council; Other (specify); Not sure |
| Preferences for different NFI solutions | 6.13 | Does the community have a preference regarding the modality of any NFI support available? | No preference; Unconditional cash distribution; NFI distributions; Conditional vouchers; Other (specify) |
| Access to cash | 6.14 | What types of cash distribution points does the community have access to? | Banks; ATMs; Money remittance pawnshops; Others, please specify; None |

1. The formula used by REACH to calculate the sample size was first outlined by Krejcie and Morgan in 1970 and has been widely used in social research, including humanitarian research, ever since (3,313 known citations). It is described as follows: n= X2 x N x (1-P) / (ME2 x (N-1)) + (X2 x P x (1-P))  
   Where: n = Sample size, X2 = Chi-square for the specified confidence level at 1 degree of freedom, N = Population size, P = Population proportion (assumed to be 0.5 to generate maximum sample size), ME = desired Margin of Error (expressed as proportion)  
   - Krejcie and Morgan (1970) “Determining Sample Size for Research Activities” (Educational and Psychological Measurement, 30, pp. 607-610) [↑](#footnote-ref-1)