**Disability Statistics in Humanitarian Action**

***‘****From evidence to action: Filling the data gap by enhancing the availability and use of quality disability data by humanitarian actors’*

**- Inception Report & Research Protocol -**

Contents

[1. Executive summary 2](#_Toc480800343)

[2. Introduction 3](#_Toc480800344)

[2.1 Context 3](#_Toc480800345)

[2.2 The Washington Group Questions 4](#_Toc480800346)

[2-2-1- The Short Set of Disability Questions 4](#_Toc480800347)

[2-2-2- The Extended Set of Questions on Functioning 4](#_Toc480800348)

[2-2-3- The Child Functioning Module 4](#_Toc480800349)

[2.3 State of the art information 4](#_Toc480800350)

[2.3 Why this study/ research? 6](#_Toc480800351)

[3 Objectives and hypothesis presentation 6](#_Toc480800352)

[3.1 General objectives of the study/ research 6](#_Toc480800353)

[3.2 Specific objectives 6](#_Toc480800354)

[3.3 Hypothesis 6](#_Toc480800355)

[4 Study/ Research methodology 7](#_Toc480800356)

[4.1 Location 7](#_Toc480800357)

[4.2 Target population 8](#_Toc480800358)

[4.3 Study/ Research design 9](#_Toc480800359)

[4.4 Rules for selection of individuals / or sampling procedures 9](#_Toc480800360)

[4-4-1- Humanitarian Actors 9](#_Toc480800361)

[4-4-2- Humanitarian Staff 9](#_Toc480800362)

[4-4-3- Surveyed population from humanitarian actors participating in the action-research 10](#_Toc480800363)

[4.5 Data collection 10](#_Toc480800364)

[4-5-1- Methods and tools 10](#_Toc480800365)

[4-5-2- Team and training 15](#_Toc480800366)

[4-5-3- Field organisation 15](#_Toc480800367)

[4-5-4- Data treatment 16](#_Toc480800368)

[4-5-5 Data analysis 17](#_Toc480800369)

[4-5-6 Quality Monitoring 18](#_Toc480800370)

[5. Human resources: tasks & responsibilities 18](#_Toc480800371)

[6. Ethics and Risk Management 18](#_Toc480800372)

[6.1 Ethics 18](#_Toc480800373)

[6.2 Risk Management 19](#_Toc480800374)

[6-2-1- Risks linked to the implementation of the action-research 20](#_Toc480800375)

[6-2-2- Risks linked to the dissemination and uptake of the action-research 21](#_Toc480800376)

[7. Gender and Social Inclusion mainstreaming approach 21](#_Toc480800377)

[7.1 Gender Mainstreaming 21](#_Toc480800378)

[7.2 Social Inclusion Approach 21](#_Toc480800379)

[8. Research engagement, dissemination and uptake strategy 22](#_Toc480800380)

[9. Value for Money 23](#_Toc480800381)

[10. Study/ Research time framework 24](#_Toc480800382)

[11. Logframe 24](#_Toc480800383)

[12. Bibliography 24](#_Toc480800384)

# Executive summary

From July 2016 to March 2019, Handicap International (HI) is implementing a project focusing on data collection on persons with disabilities in humanitarian action. The aim of the project is to test and assess the Washington Group (WG) questions[[1]](#footnote-1) for use in humanitarian response contexts and, to use the learning to develop guidance on the use of the WG questions specifically for humanitarian actors to use in humanitarian contexts.

The first one year phase of the project is an action research which will involve supporting a wide range of humanitarian actors in Jordan, the Democratic Republic of Congo (DRC) and the Philippines to assess the feasibility of using the WG tools in humanitarian action. The objectives of the action-research are twofold: (1) to understand how the WG questions perform in different humanitarian settings and sectors of intervention; and (2) determine the process necessary for humanitarian actors to collect useful and quality data using the WG questions. In the second phase of the project, HI will develop learning materials (training, guidance etc.) using the results from the action-research. Learning materials will be aimed at humanitarian actors and be produced in different formats. The final phase of the project will focus on dissemination, capacity building and advocacy to ensure the uptake of the learning materials produced and the use of the WG questions by humanitarian actors more widely.

An Advisory Steering Group involving senior headquarters representation from key international humanitarian organisations, United Nations (UN) agencies, WG on Disability Statistics, global humanitarian networks, international Disabled People’s Organisations (DPOs), International Non-Governmental Organisation (INGO) and the United Kingdom Department of International Development (DFID) will, at the global level, to guide, support and promote the project throughout all of its phases. Meetings will take place quarterly to review progress and discuss next steps.

# Introduction

## Context

**Humanitarian actors** are often unaware of the number of people with disabilities in a given disaster or crisis.[[2]](#footnote-2) Without people who had a disability prior due to crisis or as a result of the crisis being systematically identified, humanitarian actors are not in a position to implement an appropriate inclusive response and often do not address specific challenges faced by people with disabilities in emergencies. This was reflected by the *Charter on Inclusion of Persons with Disabilities in Humanitarian Action*[[3]](#footnote-3) launched at the World Humanitarian Summit in 2016, which to date has been endorsed by more than 140 stakeholders.

A number of substantial challenges remain as regards to the collection and use of data on persons with disabilities in humanitarian response contexts:

* Regularly-used humanitarian assessment tools use a binary “yes-no” question to capture disability, which reinforces a medical interpretation of disability and does not generate data that is sufficiently comparable or reliable to inform humanitarian programming. This does not take into account the wide range in levels of disability which might require different types or degrees of intervention.
* Humanitarian actors lack information and knowledge about other available or appropriate tools to collect data on persons with disabilities and how to use them.
* Mainstream humanitarian actors often rely on disability-focused organisations to take ownership over rights of persons with disabilities. Yet these organisations usually have very limited capacity and have little experience or expertise in humanitarian response. They also sometimes are disability specific organisations and do not focus on the full range of types of disability. They are therefore not equipped to identify and address the needs of all people with disabilities affected in a given crisis.
* While an internationally standardised set of questions to assess disability prevalence exists, the use of the WG questions has been limited and unsystematic in humanitarian action.

For this reason, HI will pilot the use of the WG questions in three humanitarians contexts selected for their geographical and thematic diversities. In **Jordan**, a large-scale protracted refugee crisis is ongoing, with the government leading on the overall strategic humanitarian coordination, and the UN humanitarian agencies and large INGOs actively engaged in the coordination and delivery of humanitarian assistance and protection services at sector and inter-sector levels. **DRC** is among the poorest countries in Africa, 89% of people live on less than $2 per day. Over the last 20 years, civil war in eastern DRC has resulted in millions of deaths and injuries and massive population displacement[[4]](#footnote-4). HI has been performing emergency and development actions in war-torn North and South Kivu since 1995. **The Philippines** is one of the world’s most disaster prone countries, particularly vulnerable to tropical cyclones and floods, earthquakes, landslides and volcanic eruptions. The country is home to approximately 300 volcanoes, of which 23 are considered active. On average the country experiences 20 tropical typhoons a year, which is the highest frequency in the world. The Philippines is situated between two major active fault lines and experiences a high level of seismic activity[[5]](#footnote-5).

## The Washington Group Questions

The action-research aims to use the different set of questions of the WG: the short set, the extended set and the child module on functioning and disability. All of which were developed and tested in conjunction with National Statistical Offices from a wide range of countries, including high, middle, and low income.

### 2-2-1- The Short Set of Disability Questions

The Short Set[[6]](#footnote-6) is designed to identify people at greater risk than the general population for participation restrictions due to the presence of difficulties in six core functional domains, if appropriate accommodations are not made.

### 2-2-2- The Extended Set of Questions on Functioning

The WG Short Set of questions was developed primarily for use in national censuses or surveys which are on topics other than disability where space for questions is limited. It will identify the majority of persons with disabilities but not all. As such, the WG developed an extended set of questions[[7]](#footnote-7). The questionnaire contains 38 questions and include the use of assistive devices/aids, functioning with and without the use of devices/aids where applicable, age at onset of functional difficulty and the impact of the difficulty on certain life activities. It also includes two additional domains compared to the WG Short Set of Questions: upper body mobility and psychosocial. With the Short Set people with those types of disabilities are only identified if they are severe enough to affect self-care

### 2-2-3- The Child Functioning Module

While the Short and Extended Set questions can identify many children with functional difficulties, it will not identify them all. Therefore, in partnership with UNICEF, the Washington Group developed a set of survey questions for identifying children with disabilities. The reference age is 2-17 years and there are different question sets for children age 2-4 and those age 5-17. These are particularly important for the identification of children with development disabilities and psychosocial issues.

## State of the art information

Furthermore, there are a number of global initiatives pushing for disaggregation of data by disability:

* **A joint statement**[[8]](#footnote-8) by a number of UN agencies, organisations of persons with disabilities, civil society and independent experts recommend the use of the WG short set of questions and UNICEF/WG’s Child Module on Functioning and Disability to ensure international comparability over time for the purposes of Sustainable Development Goal (SDG) data disaggregation.
* **The Charter on Inclusion of Persons with Disabilities in Humanitarian Action launched at the World Humanitarian Summit** states that data collected on persons with disabilities is to be disaggregated by age and sex, and analysed and used on an ongoing basis to assess and advance accessibility of humanitarian services and assistance, as well as participation in policy and programme design, implementation and evaluation.
* **Sendai framework for Disaster Risk Reduction**[[9]](#footnote-9) states that Disaster Risk Reduction (DRR) requires a multi-hazard approach and inclusive risk-informed decision-making based on the open exchange and dissemination of disaggregated data, including sex, age and disability.
* **OCHA’s indicator registry** contains recommendations for disaggregation of some indicators by disability[[10]](#footnote-10).
* **DFID’s Disability Framework**[[11]](#footnote-11) states that all partners should use the WG Short Set of questions on disability to disaggregate programme data by disability status using the approach outlined in annex B of the document. DFID also developed a **data disaggregation action plan**[[12]](#footnote-12)to build the culture within DFID to systematically collect and report data which has been disaggregated, and to work with others to change the international development system on disaggregated data.
* **DFAT’s Disability-inclusive development initiatives[[13]](#footnote-13)** includes various commitments on disability data including UNICEF Partnership on Disability-Inclusive Data Collection, Strengthening disability statistics for the post-2015 development agenda, Supporting the institutional capacity of the Washington Group on Disability Statistics

Despite these global recommendations, there is a need for evidence that the WG questions can be used in various contexts of humanitarian action in order to collect data on persons with disabilities.

At the start of the project, a survey was sent to 33 professionals with interest or experience in data collection on persons with disabilities to understand their expectations of the project and their knowledge of the WG questions. We received 24 responses (including 10 members of the Advisory Steering Group) - giving us a 73% response rate. Around a third of respondents were working in the pilot locations: DRC (32%), Jordan (32%) and the Philippines (38%) and all expressed an interest in taking part in the action research (pending country offices / partners’ approval). The majority of respondents (83%) had experience in collecting data on persons with disabilities and the remaining respondents expressed an interest in doing so (17%). Of the people already collecting data on persons with disabilities, 60% have already used the Washington Group Short Set (WGSS) of questions. The main reasons for their interest on collecting data on persons with disabilities were: programme design and implementation (9 respondents), inclusion in humanitarian actions (6) and donor requirements (3). 63% of the respondents believed that the WGSS questions could be used to collect data on persons with disabilities in humanitarian action and 33% had some concerns. At what stage of the humanitarian project cycle should the data be collected? (3 respondents)

* What is the purpose of collecting data on persons with disabilities? (2)
* How is the collected data going to be used in each context? (2)
* To what extent can the WG Short Set of questions identify mental health? (2)

However they all believed that these main concerns could be addressed:

When asked about the focus of the action research, respondents were interested to find out more on the use of the WG questions in different contexts and existing programmes. They are interested to know how the data collected will be used to improve inclusion and engage other actors participating in the humanitarian responses.

In each of the three project locations, in-country Project Officers will perform a desk based literature review of existing disability data, existing resources and best practices. This will be used as a baseline for the project.

## 2.3 Why this study/ research?

The interest of the study is to understand how the WG questions – that were initially designed for census and surveys – can be used in different humanitarian contexts by humanitarian actors to identify people at risk of exclusion from humanitarian programming. By working through humanitarian actors using an action-research methodology HI will better understand how the WG questions perform in these settings and compare how different humanitarian actors working in different humanitarian contexts (Philippines, DRC and Jordan) are using the WG questions. This information is needed in order to gather evidence on the feasibility of using the WG questions in different humanitarian contexts as well as showing humanitarian actors that the WG questions provide quality data that is relevant and useful data in different contexts/sectors of interventions.

Evidence will be gathered for each humanitarian organisation taking part in the action-research. It will then be aggregated at sector level, country level and programme level. The evidence gathered during the action-research will be used to develop a set of guidance and learning materials on the use of the WG questions in humanitarian action designed specifically for humanitarian actors; as well as for advocacy purposes in order to reach consensus on the use of the WG questions in humanitarian action. This project will also support donors, UN agencies and other stakeholders to achieve their commitments in terms of requirements expressed in data disaggregation (e.g. DFID in the Disability framework and the Data Disaggregation Action plan etc.).

# Objectives and hypothesis presentation

## General objectives of the study/ research

The objective of the action-research is to assess and understand the use of the WG questions in humanitarian action by supporting different types of humanitarian actors working in different sectors and different humanitarian contexts to integrate the questions in their existing practices.

## Specific objectives

1. Understand how the WG questions perform in different humanitarian settings / sectors of intervention to identify people with disabilities.
2. Determine the necessary process for humanitarian actors to collect useful and quality data using the WG questions

## Hypothesis

Humanitarian actors currently do not systematically collect comparable data on disability in their projects and are unable to clearly determine whether people with disabilities are accessing their services. Without data on persons with disabilities, it is impossible for humanitarian actors to design and implement projects that are inclusive of people with disabilities. At the global level, it is becoming a wider requirement for humanitarian actors to disaggregate data by disability. However, organisations lack awareness on the tools available for them to do so in a quick and efficient way. The WG on Disability Statistics has developed a set of tested tools to identify people with disabilities in survey / census data collections exercises. For example, the WG Short Set of questions is a quick and tested way to collect data on disability – our hypothesis is that it can be used in humanitarian action and integrated in existing data collection tools but this needs to be systematically demonstrated to optimise use.

# Study/ Research methodology

## Location

The research will take place in DRC, Jordan and the Philippines. The geographical scope of the research in each country is not determined yet and depends on the humanitarian actors participating in the research and their project location. HI is currently mapping all of the humanitarian actors working in Jordan, North Kivu in DRC and the Philippines.

In **DRC** HI will work through the Inclusion Technical Unit based in Goma. In 2015, HI’s Inclusion Technical Unit undertook an inclusion assessment of the *Rapid Response to Movements of Populations* (RRMP) programme[[14]](#footnote-14) to ensure that the activities and structures are accessible to vulnerable people and people with disabilities in North Kivu. One of the key recommendations focuses on the improvement of identification, targeting processes and tools used to identify and serve vulnerable people, including people with disabilities. Agencies taking part in the assessment process expressed their interest in getting support on this matter. Among the organisations and coordination mechanisms having already received technical support on inclusive humanitarian action from HI, and potential interest on receiving support on the use of the WGSS of questions, are Solidarités International, AVSI, Action Agro Allemande, Première Urgence International, Norwegian Refugee Council, Congo Handicap, Danish Refugee Council, the Education cluster and the Protection cluster. The Protection cluster has also established a *vulnerability* *group* that would need further support. In addition, the country has used data on persons with disabilities via the national statistical office and is interested to use it further. The United Nations High Commissioner for Refugees (UNHCR) also seems open to work on including WG questions in their verification exercise.

The government of **Jordan** used the WG Short Set of questions in the 2015 census and has, therefore, already translated the questions into Arabic for this purpose. Moreover, with the on-going refugee crisis, UNHCR has paid particular attention to the challenges of identifying and meeting the needs of refugees with disabilities in recent years[[15]](#footnote-15). HI is registered to implement programmes in Jordan and has staffing and technical capacity there to provide direct in-country support. A *Disability Task Force* (DTF)[[16]](#footnote-16), co-chaired by UNHCR and HI, has been established with the aim of improving access to services to refugees with disabilities in Jordan. Two of the three overall objectives of the DTF are related to identification and consolidation of information on refugees and vulnerable host populations with disabilities in Jordan and the establishment of a platform for information sharing on data on persons with disabilities. Among the actions under discussion for the period 2016-2018 is the establishment of data sharing agreements and training UNHCR registration staff on better identification of refugees with disabilities. The need of technical support in the use of the WG Short Set of questions has already been identified, and its application in the following data collection processes/systems is being currently discussed:

* Profile Global Registration System (PROGRES), the UNHCR data management system for registration.
* The Vulnerability Assessment Framework (VAF), used by UNHCR in Jordan at household level in host communities (not camps) to assess needs and establish eligibility and priority criteria.
* Refugee Assistance Information System (RAIS), developed to share information about identification and assistance needed and received within refugee and migrant population. Humanitarian actors are called to upload the services they have provided to people registered with UNHCR and also to migrants not officially registered with UNHCR, aiming to avoid duplication in services provision. HI is currently working on drafting a data sharing agreement with UNHCR to access RAIS.

We already know that the following UNHCR refugee camps and urban areas will participate in the research: Irbid, Mafraq, Zaatari, Azraq and Amman

The **Philippines’** National Council on Disability Affairs is a national government organisation mandated to formulate policies and coordinate the activities of all agencies, both public and private, concerning disability issues and concerns. There are a number of national DPOs with increasing experience and capacity in responding to humanitarian crises. HI works in partnership with Plan International on a livelihoods project with an important DRR component that also promotes disability inclusion and data collection during identification of beneficiaries for livelihoods activities and those at-risk of facing natural disasters. Plan International and other national agencies would be potentially interested on using the WG questions in this identification exercises. A consultancy for inclusive service delivery is also ongoing with the Australian Red Cross.

The *LAHAT Handa Manual* is an inclusive community-based DRR and management training manual that supplements the Basic Instructor’s Guide (BIG) Manual of the National Disaster Risk Reduction and Management-Office of Civil Defence (HI had an active role in the development of these manuals). HI receives on-going demands to provide training on inclusive DRR and the use of this manual; these training opportunities could be used to introduce disaggregated data collection on persons with disabilities that could be further followed up for testing the questions. At an advocacy level, the 46 members of the Philippines INGO Network (PINGON) in April 2016 validated a *Statement for Disability Indicators for the Sustainable Development Goals* that was submitted to the UN Humanitarian Country Team. The statement asks the government to include persons with disabilities explicitly in DRR and climate change national indicators, and lists many other indicators where disability disaggregation is needed. Discussions on how to move forward on the statement are taking place during this year, and could be a good entry point to reach agencies interested in receiving support on the use of the WG Short Set of question. Finally, the United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP) is developing an e-learning module about ‘Disability Inclusive Disaster Risk Reduction’ (DiDRR) and they have expressed their interest both in reflecting the data on persons with disabilities project as a good practice in DiDRR and supporting with their existing network further opportunities to test the questions in the Philippines.

## Target population

The target group for this action research project are humanitarian actors working in DRC, Jordan and the Philippines. In each humanitarian organisation, HI will target staff at headquarter level who have the decision-making power at global level; and field level staff (country / project managers/ data users and enumerators). HI will also work indirectly with the surveyed population of the humanitarian actors participating in the action-research.

## Study/ Research design

A qualitative action-research will be implemented among a selection of humanitarian actors working in different contexts and sectors in DRC, the Philippines and Jordan.

## Rules for selection of individuals / or sampling procedures

### ****4-4-1- Humanitarian Actors****

This is a qualitative action-research so, if necessary, HI will limit the number of humanitarian actors participating in the action research and the geographical scope. This is to ensure that the Project Officers in-country, who will be responsible for the implementation of the action-research, have the capacity to carry out the activities required. For comparison purposes and to ensure a representative sample, HI is also interested to work with different types of humanitarian actors in different sectors.

HI will prioritise organisations according to the following criteria:

* Humanitarian stakeholders working in different sectors of the humanitarian action (with different types of beneficiaries),
* Humanitarian actors of different types for example UN / coordination, governmental organisations, national and international NGOs, DPOs and local services providers,
* Humanitarian actors participating in the advisory steering groups at global level
* Humanitarians actors interested in using the different WG modules (short set, extended set and child functioning)
* Humanitarian actors willing to share their data with HI
* Humanitarian actors already working with HI country offices on inclusion support
* Humanitarian actors working with HI in the region

HI Project Officers in-country will be responsible to create a mapping of humanitarian actors in their respective locations, using the criteria above. They will liaise with the HI Inclusion team in each country to determine if they already have links with humanitarian actors. Organisations will be prioritised according to the criteria above and meetings will be organised to explain the project to the different organisations and discuss potential collaboration.

During the action research, HI will report on:

* Number of humanitarian actors identified through mapping
* Number of humanitarian actors contacted to participate in the action-research
* Number of meetings with humanitarian actors to introduce the project
* Number of humanitarian actors participating in the action research

For each indicator, the in-country Project Officer will disaggregate as follows:

* Breakdown by humanitarian actors type (UN, NGO, local)
* Breakdown by humanitarian actors sector (shelter, WASH…)

### ****4-4-2- Humanitarian Staff****

In each organisation, HI will reach out to individuals with different roles in the data collection process: decision-makers, data users, data collectors and analysts to understand their experience of using the WG questions in humanitarian contexts. In-country Project Officers will map the data collection process of each organisation (from tool creation, data collection, collation, analysis and decision making) and identify: the decision makers, the data users, enumerators, data analysts to engage the key stakeholders at each stage.

During the action research, HI will report on:

* Number of people participating in the steering group from their headquarters,
* Number of enumerators trained at field level
* % of staff from humanitarian actors reporting a positive level of acceptability of the WG questions in the three pilot locations during the action-research

For each indicator, the in-country Project Officer will have to disaggregate as follow:

* Breakdown per sex (male, female)
* Breakdown per age
* Breakdown per disability (using the WG Short Set of Questions). Information regarding the type of disability and severity will also be collected and reported.
* Additional criteria could be added depending on the specificities of the project or the organisation.

### ****4-4-3- Surveyed population from humanitarian actors participating in the action-research****

HI will ask each humanitarian actor taking part in the action-research to share the data collected using the WG. Moreover, for some of the action-research activities, HI will also work directly with the surveyed population of the humanitarian actors to perform some follow-up activities.

Figure 1: Data Collection Process

## Data collection

### 4-5-1- Methods and tools

The data collection for the action-research can be broken down in different phases:

1. Stakeholder engagement
2. Testing of the questionnaire
3. Training of enumerators
4. Data collection
5. Review period/ Evaluation

During the **stakeholder engagement** phase, HI will meet with the humanitarian actors (decision-makers and data used) identified as part of the mapping and agree on the modalities of the collaboration. HI will then **test the WG questionnaire** for two reasons; first to confirm the validity of the translation in the context and second to understand how people understand the question in a particular setting. Once we are confident in the questionnaire within the selected setting, HI will work with humanitarian actors to adapt their data collection tool to include the WG questions in the most relevant way for them and **train the enumerators.** It will be an opportunity to gather qualitative information on the training needs and revised data collection tool. The **data collection** phase is where the majority of the data will be collected for the action-research. It is where HI will gather qualitative data to (1) assess how the WG performs in humanitarian actions and in different contexts, and (2) understand the process required to collect data on persons with disabilities in humanitarian actions. There will be frequent **reviews** of the data collected by the project working group which will be fed back to the data users and decision makers of each organisation – allowing if necessary to make changes in the implementation of the action-research. The same process of **testing, training and data collection** will then be carried out until the next review – starting the cycle all over again until the end of the **review period/evaluation.** During the **evaluation,** the finalised data collection tool which includes the WG questions will be tested with a quantitative survey. Findings will also be triangulated with other data collection exercises to understand which inclusion gaps remain.

#### ****Stakeholder engagement****

**During the meeting with the different stakeholders, it will be essential to determine the information needs in terms of disability, the purpose of collecting data on persons with disabilities and what WG questions is most appropriate in that respect: the short set of questions, the extended set of questions, the extended ‘light’ or the child functioning module.**

There will be no ad hoc data collection exclusively for research purposes. All testing will be linked with an existing data collection process performed by the partner organization. **As such the meeting will also be used to discuss: when in the humanitarian project cycle is it useful to collect this data? What is most relevant tool that we can adapt? What are the training needs for the enumerators? How will the data be analysed and subsequently used? These might be different from different humanitarian actors working in different sectors and contexts. At this stage, we will also discuss with humanitarian actors how the data will be used and what indicators will be measured. HI will support each organisation to figure out how to best use this data within their mandate.**

**Once the terms of the collaboration have been agreed with the organisation’s decision makers, HI will work with the organisation to include the WG questions in the existing data collection tool. HI will also carry out key information interviews with the data users to understand** their expectations around the project, data collection, analysis and use for programming. A semi structured interview guide will be created by the Project Manager and translated by each in-country Project Officer. The interview guide will cover the following themes: knowledge of the WG questions, expectation from the project, concerns, foreseen use of the data.

#### ****Testing of the questionnaire****

**In order to validate the translation of the WG questions, cognitive testing will be performed at the start of the action research with the surveyed population**[[17]](#footnote-17) **from the organisations taking part in the action-research. I**t is the questions that will be tested to see how they are interpreted by different types of respondents. The purpose is not to make inferences about the population, but whether different sub-populations interpret the questions in a manner consistent with their intent. Cognitive testing will be carried out every time a new translation of the WG is carried out or a project happens in a different location where the context is different. The WG interview guide for cognitive testing will be adapted to each target country and is available here:http://www.washingtongroup-disability.com/wp-content/uploads/2016/02/appendix3\_cognitive\_test.pdf

Cognitive testing does not require a big sample, about 30 people. However, in the case of the short set if interviews start getting repetitive, we might stop and have a smaller sample. Cognitive testing will include:

* Respondents who have activity limitations in each domain of the WGSS of questions
* Respondents who do not have a disability
* Respondents of different sexes, ages, as well as any other relevant disaggregates

**HI will also carry out focus group discussions to understand how the questionnaire is understood by the surveyed population of different humanitarian actors working in different sectors and humanitarian contexts. This will identify whether factors particular to humanitarian contexts can influence respondents when they answer the questions. An interview guide** will be created by the Project Manager and translated by each in-country Project Officer. The interview guide will cover the following themes**: understanding of the questionnaire, feeling about being asked questions on their health, concerns.**

#### ****Training of the enumerators on the questionnaire****

**HI will provide training to the enumerators on the WG questions and the data collection tool that will be used by each organisation to collect data. The training will be a good opportunity to gather information on the enumerator’s understanding of the WG questions, revised data collections and what are their expectations and challenges going forward. In that respect, an evaluation form or online survey will be given/sent to data collectors after the training asking them to (1) rate their understanding of the WG questions, revised data collection, (2) explain the area they have understood best/least, (3) explain their expectation of collecting this data; and (4) explain what challenges they can think of when collecting the data. The evaluation form / online survey will be a mix of multiple choice questions and free text. It will be designed by the Project Manager and translated by in-country Project Officers. Enumerators will also be trained on collecting information from people with disabilities.**

**HI will also go into some of the issues in more detail with a small group of enumerators (around 5 people) that wish to take part in a focus group discussion at the end of the training. The same themes as above will discussed but participants who will have an opportunity to go into more detail. An interview guide** will be created by the Project Manager and translated by each in-country Project Officer.

#### ****Data Collection****

Unless requested by the organisation, new **data collection tools** will not be created. HI will work with humanitarian actors on the data collection tools adapted during the stakeholder engagement phase and add the WG questions. As much as possible HI will aim for the WG Short Set of questions to be integrated in the demographic section of the tool and collected at individual level. Depending on the data protection policies of participating organizations, a Memorandum of Understanding or data sharing agreement will be signed with each organisation to ensure HI can access the data and carry out further analysis.

For each humanitarian actor, sector, and contexts, we want to understand how the WG questions are performing i.e. is it identifying people at risk of exclusion as intended? HI also want to understand how this tool can be used in humanitarian contexts i.e. what is the process required to collect data on disability of good quality that is useful for programming. This action-research will also assess how applicable the WG question sets are to humanitarian settings? E.g. do they need to be adapted for emergency contexts?

##### Performance of the WG questions in humanitarian action

In order to understand the performance of the tool in humanitarian settings HI will carry out **exit interview** with the individuals who were just asked the WG questions to assess perception / understanding of the WG questions/tool in this context. The exit interview will be in the form of a multiple choice questionnaire and will also contain free text. It will focus on whether or not the WG questions were asked, whether the surveyed population understood the questions, whether he/she understood why these questions were asked, how did she/he feel about being asked these questions and an opportunity to provide comments. The exit interview questionnaire will be developed by the Project Manager and translated by in-country Project Officers.

HI will also carry out a **follow-up survey** with a sample of the surveyed population who did not report a disability under the selected WG tools and ask them an extended set of questions to compare the answers. The follow-up survey will be developed by the Project Manager and translated by professional translators according to the WG methodology and will include either: the extended light set of questions, the extended set of questions and questions on Mental Health and around temporary/short-term health problems. There are concerns that in humanitarian contexts, these two aspects of the questionnaire might work differently due to the traumatic situation of individuals and the expectation of receiving services from the organisation. In both situations, the sample size and modalities of the exit questionnaire spot-check will have to be adapted to each humanitarian actor to take into account their own data collection process.

**Participatory observation** will also be used to follow enumerators to understand how the data collection is going, what is working / not working during the data collection. In-country Project Officers will record their notes in a diary. Participatory observation will focus on the performance of the questionnaire itself in humanitarian but also on issues related to data collection and processes.

##### Data Collection Process

In additional to participatory observations, HI will also carry out **focus group discussions** with enumerators to understand what is working/isn’t working and why. **An interview guide** will be created by the Project Manager and translated by each in-country Project Officer. It will focus on data collectors experience of the WG questions themselves, the tool used, administration to the surveyed population, the challenges encountered, successes etc.

To ensure that the data collected is of quality, **spot-checks** will be used. The tool will be designed by the Project Manager at the start of the action research and in-country Project Officer will adapt the tool to each humanitarian actor they are working with. In-country Project Officer will spot-check a sample of individuals’ answers every month by check that the answers to the questionnaire are consistent between the different stages of data collection (e.g. paper collection form vs excel collation tool).

During the data collection part of the action-research, HI will report on:

* Number of persons with disabilities identified by humanitarian actors participating in the action-research
* Number of persons with disability identified in the follow-up survey (that were not identified by the humanitarian actors tool)
* % of persons interviewed following the data collection by humanitarian actor who had been asked the WG questions
* % of persons interviewed following the data collection by humanitarian actor who had a positive experience.

For each indicator, the in-country Project Officer will have to disaggregate as follow:

* Breakdown per sex (male, female)
* Breakdown per age (in 10 year brackets)
* Disability (as per the WG domains)
* Any other relevant disaggregation for the organisation and the sector they work on.

#### ****Review Period****

Once humanitarian actors start to collect data, a working group composed of the three in-country Project Officers, Project Manager and the WG consultant will meet to share experience across the different organisations, sectors and humanitarian contexts and discuss best practices and challenges in the different contexts. Agendas for the meetings will be communicated in advanced by the Project Manager based on feedback from the in-country Project Officers and minutes will be taken. In-country Project Officers will be responsible to feedback to humanitarian actors, actions that are relevant to them in a review meeting. At this stage, based on the data gathered, it is possible that adjustments will be recommended to the questionnaire administered (not the WG questions themselves) and/or the data collection process. This will be discussed and next steps agreed in a meeting with decision makers and/or data users.

**Key information interviews** (KII) will be carried out with the same decision-makers / data users from humanitarian actors interviewed previously to gather data to understand progress, challenges and successes in the data collection process and also how the data is being used. A semi structured interview guide will be created by the Project Manager and translated by each in-country Project Officer. The interview guide will cover the following themes: opinions on the project and progress so far, view on what works / did not work, challenges and best practice, use of the data going forward. **Case studies with pictures** will be gathered at this point to highlight best practices and challenges. Templates will be created by the Project Manager and case studies will be collected by the in-country Project Officer. The case studies will focus either on the data collection and process or the performance of the questionnaire.

The review period will happen throughout the data collection and data collection will resume after the review period to gather evidences on the changes made (if any).

#### Evaluation

Towards the end of the action research, an evaluation will take place. This will involve a larger data collection exercise **(quantitative survey)** in each humanitarian organisation to test on a bigger scale the WG questions and the tool developed in order to confirm its validity for this organisation, sector and / or context. Ideally the data collection exercise should not be a stand-alone piece and the WG questions should be built-in a data collection exercise from the organisation.

**Surveyed Population feedback** will be gathered by the in-country Project Officers using mini surveys. The objective of the survey will be to understand the link between data collection and decision-making of the organisations. The in-country Project Officers will survey a sample of the surveyed population that were identified as having a disability using the WG questions to see if there were changes in their situations. We are aware that, depending on the tool used and the moment of the program cycle where data collection happens, it might be unlikely that changes will happen during the course of the project. This will also be triangulated with the **key informant interviews** from the decision makers / data users regarding their use of the data. This will imply having access to the organisation data so might not be possible all the time. The survey form will be designed by the Project Manager, translated by the in-country Project Officers and adapted to each organisation. A **barrier analysis** will also be carried out by the in-country Project Officer using tools, more related to contextual understanding, community mapping, risk analyses to triangulate with the data collected using the surveyed population feedback and the data collected by the different organisations. An existing HI tool will be used; which will be adapted to each organisation and translated by in-country Project Officers. The project team will be reviewing all existing HI tools to determine the most suitable for each organisation and project.

The conceptual translation method (developed by Euro-Reves and applied to development of the European Health Status module) will be applied as recommended by the WG.

Figure 2: Different phases of the action-research

### 4-5-2- Team and training

Apart from the routine data collection using the WG questions in-country Project Officers will be responsible for the collection of all the other data. They will all have been trained on the WG by the WG consultant and receive a week long induction with the Project Manager. They all have previous experience of administering surveys, focus groups and interviews. They will receive further training from the Project Manager on the different tools created specifically for this project.

Enumerators from the various humanitarian actors participating in the action-research will be responsible for collecting routine data using the WG questions. They will receive training on disability, the WG questions and the revised data collection tool (which includes the WG questions) by the in-country Project Officers. Training will be tailored to the needs of each organisation and last between a day and a day and a half.

### 4-5-3- Field organisation

Data will be collected either by the Project Officer (PO) in-country and the humanitarian actors’ enumerators over a 12 month period. In-country Project Officers are expected to carry out at least 5 days of data collection every month during the entire action-research period.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Phase** | **Duration** | **Tool** | **Data Collection Duration** | **Surveyor** | **Number of interviewed participants per organisation** |
| **Stakeholder engagement** | 4months | Key Informant Interview | 30 mins | PO | At least one participant per organisation (decision makers/data users) for all humanitarian actors |
| **Testing** | 3 months | Cognitive testing | 1 hour | PO | 20/30 persons from the surveyed population from one humanitarian actor in each country (1 day in total) |
| Focus Group Discussion | 30 mins | PO | A representative sample of 5-10 persons from the surveyed population for each humanitarian actor |
| **Capacity building** | 4 months | Focus Group Discussion | 30 mins | PO | 5 enumerators per training session for each humanitarian actor |
| Evaluation Form / Online survey | 5 mins | Self-administered | All participants to the training for all humanitarian actors |
| **Data Collection** | 8 months | Routine data collection | 8 months | Enumerators | All humanitarian actors with HI support |
| Participatory Observation | ½ day (pre and post review) | PO | Enumerators administering the WG questions for all humanitarian actors |
| Follow-up survey | TBC 1day (pre and post review) | PO | Sample of persons from the surveyed population with no disabilities for all humanitarian actors |
| Exit Questionnaire | 10 mins (pre and post review) | PO | Sample of 25 persons from the surveyed population just interviewed for all humanitarian actors |
| Focus Group Discussion | 30 mins (pre and post review) | PO | 5 Enumerators for each humanitarian actors |
| Spot-check | 2 hours (pre and post review) | PO | All humanitarian actors |
| **Review** | Throughout | Key Informant Interview | 30 mins | PO | At least one participant per organisation for all humanitarian actors Same than the first KII |
| **Evaluation** | 2 months | Barrier Analysis | 1 day | PO | All humanitarian actors |
| Surveyed population feedback | ½ day | PO | Representative sample of persons from the surveyed population of all humanitarian actors identified by the WG |
| Quantitative survey | TBC | Enumerators | For each organisation to decide |
| Key Informant Interview | 30 mins | PO | At least one participant per organisation for all humanitarian actors (same as previously) |

### 4-5-4- Data treatment

The data collected as part of the action-research can be separated in different categories:

1. **Qualitative data**: Key Information Interview, Focus Group Discussion, Participatory Observation, Cognitive testing, Evaluation Form or Post-training online Survey, Spot-check, Exit questionnaire and barrier analysis.
2. **Quantitative data**: Routine data collected by humanitarian actors, Follow-up survey, quantitative survey/data collection.

#### Qualitative data

The in-country Project Officers will be responsible to process the data collection. **Focus Group Discussions**, **Key Information Interviews** and **cognitive testing** will be audio recorded and then transcribed into word. To ensure quality, the Project Manager will check the transcript of the interview against the audio recording. **Participatory observation** will be recorded in a diary and also transferred into a word document. **Cognitive testing** will be summarised and analysed using Qnotes[[18]](#footnote-18) – a free software package developed by the National Centre for Health Statistics. **Evaluation forms, post-training online surveys, spot-check** and **exit questionnaires** will be summarised into an Excel spreadsheet as they contain multiple choice answers. Open text will also be recorded in Excel and key themes will be identified. The Project Manager will randomly spot-check some answers to the questionnaire/online survey exit interview to guarantee quality. In both cases, an audit trail of all the documentation will be kept.

#### Quantitative data

The in-country Project Officers will be responsible to process qualitative information. Data from **routine data collection** and **the final quantitative survey** from organisations will be extracted from the organisation own management information system and transfered to HI (subject to data sharing agreement). Data will be kept in an Excel file. For the **follow-up survey**, data will be entered into HI’s I-Data system[[19]](#footnote-19) where forms will have been created in advance. Data will be processed in accordance with data security adequate standards. A clear audit trail from the data sources will be kept in order for the Project Manager to be able to spot-check some entries and ensure quality.

### 4-5-5 Data analysis

#### Qualitative data

**Focus Group Discussions**, **Key Information Interviews, participatory observations** and **cognitive testing** will be analysed through thematic coding to identify the main trends and themes. Analysis will be performed monthly by in-country Project Officers. **Evaluation forms, post-training online surveys, spot-check** and **exit questionnaires** will be analysed per question to understand the % of answers. Open text for the questionnaire will also be analysed through thematic coding.

The analysis will be done for each organisation and then aggregated at sector level, country level and then programme level in order to determine if the trends vary at different levels. In-country Project Officers will draft report to share with the Project Manager. Analysis will be fed back to the organisations as part of the review process.

#### Quantitative data

**Routine data collection, follow-up surveys** and **the final quantitative surveys** from organisations will be analysed on Excel at organisational, sector and country level. We will use the same approach, methodology and database used by humanitarian actors. For each organisation, HI will support with the analysis of the data, based on the indicators agreed in advance by the organisation and providing different scenario. It will require in-country Project Officers to carry out some comparative and exploratory analysis. Global analysis will be carried out on SPSS by the Project Manager, using disability as a variable. An analysis of the intersection of all the disaggregants (age, sex, disability) and other relevant factors will be done, comparing data with other measures collected in the questionnaire (e.g. access to relief, etc.). This will provide information on the best use of data for programming purposes

### 4-5-6 Quality Monitoring

Quality of the data collection will be ensured with the recruitment of qualified and experienced in-country Project Officers. Given that questions are being added to existing data systems, HI will follow whatever procedures humanitarian actors are already using in term of data entry and cleaning. In addition, they will receive training on the WG questions and the different data collection tools during their induction. Data collected will be frequently spot-checked by the Project Manager to ensure that the data is reliable, of good quality and comparable between countries. A clear audit trail of the data will have to be kept – from collection to treatment to analysis. Quarterly audits will be performed by the Project Manager.

# Human resources: tasks & responsibilities

In-country Project Officers will be responsible to collect the data, process it and carry out a basic analysis of the qualitative data at organisational, sector and country levels. The Project Manager will be responsible to aggregate data from the three countries and carry out data analysis using SPSS[[20]](#footnote-20) with support from the WG consultant. The actors involved in this survey and their missions are detailed in the table below:

|  |  |
| --- | --- |
| **Actors involved** | **Mission** |
| Humanitarian Actors | Adapt their data collection tool to include the WG questions and collect data with the revised tool.  Allow HI to access their data for analysis and the surveyed population for follow-up  Receive training on the WG and M&E support to collect and analyse the data  Participation in various qualitative data gathering exercise: FGD and Interview |
| Project Officer | Train humanitarian actors on the WG questions  Data collection, processing and basic analysis of the data  Report to the Project Manager |
| Project Manager | Training of the in-country Project Officers on the data collection tools  Detailed data analysis using SPSS  Consolidation of the analysis across the 3 countries |
| WG Consultant | Training of the in-country Project Officers on the data collection tool  Support with cognitive testing  Design of the follow-up survey and support PM during data analysis |

# Ethics and Risk Management

## 6.1 Ethics

Handicap International in its guidance notes “Studies and research at Handicap International: promoting ethical data management”[[21]](#footnote-21) states that all research must respect the following eight recommendations:

**Guarantee the security of subjects, partners and teams:** When required, specific measures will be taken to guarantee confidentiality and security and prevent use of the data for political or other purposes. No one will be forced to participate in the study. In-country Project Officers will be trained adequately to ensure security and debriefing will take place after the survey. When data is collected digitally, all traces of the data will be removed from devices after transmission.

**Ensure a person or community-centred approach:** All the data collection tools will be translated in appropriate languages and the in-country Project Officers will be trained on how to interview people with disabilities. Project Officers are also nationals of DRC, Jordan and the Philippines so are aware of cultural sensitivities. DPOs and local governments will also be involved in the project from the start.

**Obtain subjects’ free and informed consent**: Each in-country Project Officers will introduce themselves to the surveyed population from each organisation participating in the action research, explain the purpose of the data collection and guarantee the confidentiality of the data collected. In each countries, the population will be informed of the entities that will be accessing the data and reminded of their rights (right to refuse to participate, not to answer certain questions and to stop the interview at any stage); specify that participation is free and give a contact name (if there are questions or if the person wishes to report an abuse of the process or a problem). Oral consents will be required for each participant.

**Ensure referral mechanisms are in place:** Thesurvey is targeting primarily humanitarian actors and the surveyed population. During the engagement phase of the action-research and as part of the collaboration, we will discuss with humanitarian actors how the data we will used. HI will support and advise humanitarian actors on how to either provide services to people with disabilities or refer them to other specialised organisation. If the follow-up survey identifies false negative, the humanitarian actor in questions will be informed so they can review their registration system and activate the referral mechanism.

**Ensure the security of personal and/or sensitive data at all stages of the activity:** As much as possible, face to face interview will be carried out with no third party and names will be removed from the interview and focus group discussions / interview summaries. The database with the quantitative data on persons with disabilities will be anonymised with numbers allocated to each individual. When publishing report, all the data will be anonymised. Only people working directly on the project and trained on confidentiality will have direct access to the raw data.

**Plan and guarantee the use and sharing of information**: All the data collected will be processed, analysed and disseminated through various channels at local, country and global level. The findings from the action-research will be used to develop learning materials for humanitarian actors on the use of the WG questions.

**Ensure the expertise of the teams involved and the scientific validity of the activity:** A desk based review of existing data on disability (collected preferably with the WG) will be carried out before the start of the action-research to show the relevance of the study. The research has clear objectives and a clear implementation plan. Data collectors will be trained by the WG consultant and the tools they use will be translated in local languages. Qualitative data will be transcribed and subjected to a thorough analysis (at least thematic) to ensure that the recorded words are not simply reported, but scrutinised, compared, set in context and interpreted.

**Obtain authorisation from the relevant authorities and organise an external review of the proposed study/research:** The agreement of humanitarian actors as well as a data sharing agreement will be required before the start of the research. It is assumed that they already have the agreement of the local authorities.

## 6.2 Risk Management

The risks identified are either directly linked to the action-research or uptake of the findings.

### 6-2-1- Risks linked to the implementation of the action-research

There is a risk that some humanitarian policy-makers and practitioners will be sceptical about the necessity and feasibility of improving data on persons with disabilities in humanitarian response contexts and participating in the action-research. Humanitarian actors can have concerns about the complexity and urgency of programming demands and the perceived difficulties of collecting any more than the most basic demographic data in a crisis response context and/or feel overwhelmed by increasing data collection, standards monitoring and reporting demands that they perceive as getting in the way of delivering life-saving assistance. The action research approach of this project will aim to reduce the risks as the implementation of the research will be regularly reviewed with the different humanitarian actors and changes in implementation will be possible based on the evidence gathered. In addition, the involvement of the Advisory Steering Group, involving organisations directly in the testing of the WG questions in the context of ongoing programming activities and in the design and global dissemination of the guidance, are explicitly intended to mitigate this risk by ensuring the relevance of the project outputs to humanitarian policy makers and practitioners and demonstrating the feasibility and utility of using the WG questions in crisis response contexts. The engagement of DFID and other donors and global networks concerned with improving standards and accountability in the international humanitarian sector will further help to mitigate this risk.

Another risk identified is that, in many humanitarian programming contexts or situations, it will prove difficult in practice to include the WG questions in data collection activities. The testing of a questionnaire module containing only the four ‘Core’ WG questions as well as testing the full six Short Set WG questions is intended to mitigate this risk. The analysis of field testing findings and outcomes will pay close attention to this risk so that the guidance can help organisations mitigate this risk when using the WG questions in their data collection activities.

There is a risk that the link between humanitarian actors collecting good data on disabilities and them analysing and using the data to develop and implement disability inclusive humanitarian programmes is weak; particularly if data on persons with disabilities collection is not integrated into organisation and Cluster / Sector / Country Programme preparedness measures. Humanitarian actors participating in the action research will be encouraged from the start to think about the use of the data of programming and referrals. This point is crucial to ensure buy in and to promote an action-oriented application of the WG data in humanitarian programming. The guidance and other outputs from the project and the advocacy and dissemination activities will explicitly explain and promote the linkages between data on persons with disabilities and inclusive programming and when this is not possible encourage referrals. HI will direct organisations’ attention to donors’ requirements as regards to data on persons with disabilities collection and programming (as DFID) and resources for inclusive programming as the Minimum Standards for Age and Disability Inclusion in Humanitarian Action (Age and Disability Capacity Programme).[[22]](#footnote-22)

Related to the above, there is a risk that the action-research implementation leads to expectation of inclusion support from HI. If data analysis highlights inclusion gaps for humanitarian actors who participated in the action-research, they could request inclusion support from HI. This is outside of the scope of the project, but a great opportunity to ensure a more inclusive humanitarian action. As such, HI will coordinate with HI Inclusion Team in countries, and reach out in priorities to organisation that have already been attending training session or received coaching from the Inclusion Team. This will avoid the team receiving too many requests and not being able to support. If we are in contact with a new organisation we will ensure that the Inclusion Team is informed. In addition, we will work with them to share tools and good practices so that we can support them in case of wide number of requests. HI will also encourage organisations from the start to think about use of the data and referral mechanisms.

### 6-2-2- Risks linked to the dissemination and uptake of the action-research

There is a risk that in humanitarian response contexts with a large number and range of humanitarian actors engaged in data collection, that a variety of dissimilar data collection methods and tools will continue to be used regardless of the outputs from this project. The action research approach and strong emphasis on research uptake and dissemination of the WG questions across the humanitarian sector through this project are explicitly intended to reduce this risk and maximise uptake of the WG questions across the sector internationally; endorsement and promotion of the WG questions by the Advisory Steering Group, donor organisations, UN agencies and key global humanitarian networks such as IASC will help to reduce this risk going forward.

There is a risk of guidance and standards ‘fatigue’ among humanitarian actors reducing the impact of endorsement by key global networks, and of this endorsement not feeding down effectively to field level. The field testing in pilot countries and direct involvement of field staff and a variety of organisations in the action research component of this project, and evidence of the benefits from using the WG questions disseminated are intended to mitigate this risk.

There is a risk that humanitarian actors’ take-up and use of the WG questions is slow and that the quality and comparability of data on people with disabilities in humanitarian response contexts will continue to be poor despite positive outcomes and relevant outputs from this project. The action research methodology and strong emphasis on engagement and involvement by humanitarian actors throughout the project, including their direct involvement in dissemination activities and endorsement and engagement of DFID and other donors and global humanitarian networks, is intended to minimise this risk by maximising international awareness among humanitarian actors of the importance and feasibility of using the WG questions.

# Gender and Social Inclusion mainstreaming approach

## Gender Mainstreaming

All the data collected and analysed will be disaggregated by sex and age to ensure that inclusion issues related to women, girls, older women, girls and women with disabilities are identified. When girls and women with disabilities are identified, we will ensure that partner organisations are providing services and/or referrals will be provided in a gender sensitive manner by carrying out a barrier assessment. In case where humanitarian actions do not have policies and resources in place, HI will work with the HI inclusion advisors at global levels and in-country in order to advise them on inclusion of girls and women with disabilities.

All the interviews will be carried out in a gender sensitive manner. So far, we have recruited two out the three in-country Project Officers and they are females from Jordan and the Philippines. In the case where women feel uncomfortable being interviewed by males, they will not be forced to respond and if possible a female interviewers will carry out the interviews.

## Social Inclusion Approach

Disabled People Organisations and relevant government services will be identified as part of the mapping process. This will ensure they are involved in the action-research and uptake of the research. HI will make proactive efforts to identify DPOs engaged in data collection, or engage them in data collection processes. In addition, DPOs not actively involved in data collection processes will be regularly informed on the progress of the action-research and provided with the final evaluation report. HI will then organise a meeting with representatives of DPOs to understand how their organisations could use the results going forward and better identify people with disabilities.

The action- research is participatory and the surveyed population will be involved throughout via exit interviews and feedback mechanisms. This will allow HI to understand their perception of the WG questions and whether the identification process has triggered any activities or referrals from humanitarian actors.

# Research engagement, dissemination and uptake strategy

Endorsement and support for using the WG questions among key stakeholders across the humanitarian sector and their take-up of the guidance to mainstream data on persons with disabilities disaggregation across the humanitarian programme cycle are key objectives that can only be achieved through an effective dissemination phase. HI is currently discussing with the WG and University College London – Leonard Cheshire Disability whether the project documentation could be hosted on the website.

At the start of the project, key humanitarians actors were identified at global and country levels through a mapping exercise and grouped into the following categories: Advisory Steering Group Members, Participants in the action Research, Dissemination List. For each group, different levels of involvement in the project will take place. Members of the steering group will be directly involved in the project implementation and meet quarterly to steer the project. Humanitarian actors participating in the action-research will work closely with the Project Officers in-country and HI will also ensure an effective communication with their headquarters to discuss scale-up. Quarterly updates will be sent to the dissemination list to highlight progress.

The participation of the International Disability Alliance will be facilitated through financial support (cf. Advocacy Officer) during this phase to help with the implementation of dissemination activities to ensure the meaningful engagement of Disabled People’s Organisations in the use of the WG questions in humanitarian crisis contexts. The Advocacy Officer and the Project Manager will work closely with Advisory Steering Group members, other collaborating organisations involved in the field testing, DFID, DPOs and relevant forums at regional and global levels to produce dissemination materials (including infographics, advocacy notes and a set of webinar e-learning trainings) and to undertake a range of dissemination activities (including webinars and attendance / presentations at relevant conferences and other events) to raise awareness and application of the WG questions across the humanitarian sector and thus maximise the impacts of the project among humanitarian decision-makers and practitioners.

At the end of the action research, dissemination workshops will be carried out in each country to share the results as well as globally. The dissemination activities will target, among others, IASC principals, the Clusters in the UN-led system, UNOCHA as the coordinator of humanitarian action, UNHCR as the lead on refugees, existing networks of NGOs, etc. An international meeting will also be organised to launch and publicise the WG questions and provide guidance among humanitarian actors internationally. These activities will be set out in a detailed dissemination plan. Results of the work will also be published on the WG website and included in their blog series. Findinfs from the research will also be published in relevant academics journals.

# Value for Money

The action-research has a number of elements against which value for money economy and efficiency can be measured:

**Due Diligence:** HI has undergone numerous DFID Due Diligence assessments. The most recent Due Diligence assessments were conducted in November 2014 –for a GBP 1,065,166 grant under the Global Poverty Action Fund (GPAF); a £200,000 grant from DFID Somalia from January 2015 to February 2017 to undertake a project titled “Promotion of the political rights of persons with disabilities in Somaliland, Somalia”, and in 2012 HI passed the due diligence checks having met high standards in our assessment which includes ‘value for money’ when we became a pre-qualified partner to the DFID Rapid Response Funds (RRF). These recent assessments found HI as Low risk. The Somalia assessment found: “Good recent experience of dealing with a fraud in Bangladesh. They appear to have dealt with this properly. No major areas of concern for DFID.” And the GPAF grant: “No Critical or High priority financial or operating weaknesses were observed during our Assessment”. During the DFID NPAC review, 2015, DFID-CHASE agreed that HI would charge an overhead rate of 13.8% for all new humanitarian grants until NPAC is reviewed again.

**Recruitment of the Project Team**: HI has a competitive process for recruitment that involves both human resources advisors and technical expertise in tests and interviews. In a Due Diligence report from March 2015, HI explains other key mechanisms put in place to recruit and retain high-quality national and expatriate staff. Regular training is provided to local staff, focusing on improving their skills, and human resources officers not only recruit, but also follow-up recruited staff; qualified national staff are promoted to senior positions and/or sent overseas. In this project, the in-country Project Officers will be nationals from DRC, Jordan and the Philippines. National staff will contribute to reduce linguistic and cultural barriers that this project will specifically face, due to the fact of collecting sensitive data among local population. To perform similar activities, expatriate staff would also demand translation support and former experience in at least three countries, which would increase the overall costs. HI has already recruited in Jordan and the Philippines and are finalising the recruitment in DRC.

**Mobilisation of existing HI resources**: in the three focus countries, HI’s existing country programme capacity will be mobilised to facilitate and support implementation of field testing, significantly reducing the need to develop new structures, processes, and networks.HI will also **mobilise resources in wider stakeholder group and from operational partners to be targeted**. The Advisory Steering Group is already a considerable resource for the project, both in terms of the expertise mobilised as well as its level of influence in the sector. For the collaborating stakeholders at field level, their making available their M&E processes and their staff (for adaptation and training respectively), are resources that will help the intervention meet its outcomes.

**Sustainability:** Learning materials will be published and disseminated through various channels to ensure a consensus of humanitarian actors on the use of the WG questions in humanitarian action. The intervention provides a clear set of outcomes that will affect long-term change in relation to data on persons with disabilities collection. By the same token, changes in practice are expected to bring long-term impacts in relation to emergency response programming’s inclusion of people with disabilities.

**Disability Inclusive Development[[23]](#footnote-23):** HI believes that a programme that is not inclusive of people with disabilitiesdoes not offer good VfM. In terms of **effectiveness**, the action-research will highlight inclusion gaps for people with disabilities in humanitarian actors’ projects through data collection, barrier analysis and the feedback from the surveyed population. There is a clear link between this project and HI inclusion support globally and at country level. HI recognises uncertainty in terms of the inclusion support that might be required by humanitarian actors after the action-research; a mitigation strategy is in place to ensure it does not undermine the success of the action-research and inclusion of people with disabilities. **Efficiency** will be ensured as local organisations of people with disabilities and government services will be involved in the action-research. This adds value by enabling deeper insights into inequalities that people with disabilities experience locally, directly challenging negative stereotypes about the capacity of people with disabilities to make change. This will also be a useful resource when discussing with humanitarian actors services and / or referral for people with disabilities that need to be put in place. In terms of **economy,** the action-research identified a number of cost drivers of disability inclusion such as (1) time taken to identify people with disabilities in high pressure environment with a lot of time constraints; (2) time taken to demonstrate and document how the WG questions can be used to identify people with disabilities and how the data can then be used for implementation of more inclusive projects; (3) links will also be established with other services / NGO providing services to ensure that people with disabilities identified are receiving the services they need; (4) the cost of training humanitarian workers and providing them with resources on the WG questions. Although to ensure sustainability, we will train trainers and other resources in-country to ensure that the capacity building continues after the action-research has ended. The action-research also tackles **equity.** The methodology clearly shows how the projects’ inputs, outputs and outcomes are expected to ensure people with disabilities are not left behind when humanitarian responses are put in place.

# Study/ Research time framework

See Annex 1

# Logframe

See Annex 2

# Bibliography

ADCAP (Age and Disability Capacity Programme, Minimum standard for age and disability inclusion in humanitarian action <http://www.helpage.org/what-we-do/emergencies/adcap-age-and-disability-capacity-building-programme/>

Avicenna Consulting Pvt Ltd (2012) Disability Evaluation Report, Pakistan Alleviation Fund <http://www.ppaf.org.pk/Sector/evaluation%20report.pdf>

BOND, Leaving no one behind: The value for money of disability-inclusive development, November 2016, <https://www.bond.org.uk/sites/default/files/resource-documents/leaving_no_one_behind_final.pdf>

Charter on inclusion of persons with disabilities in humanitarian action developed in advance of the World Humanitarian Summit on 23 and 24 May 2016 in Istanbul <http://humanitariandisabilitycharter.org/>

DFAT Disability Inclusive Development Initiative <http://dfat.gov.au/aid/topics/development-issues/disability-inclusive-development/Pages/disability-initiatives.aspx>

DFID Data Disaggregation Action Plan, January 2017 <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/582315/Data-disaggregation-action-plan-Jan-2017.pdf>

DFID Disability Framework – one year on leaving no one behind, updated December 2015 <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/554802/DFID-Disability-Framework-2015.pdf>

Disability Data Disaggregation Joint Statement by the Disability Sector Fourth meeting of the IAEG-SDG’s Geneva, November 2016 <http://www.washingtongroup-disability.com/wp-content/uploads/2016/01/Joint-statement-on-disaggregation-of-data-by-disability-Final.pdf>

Jordan Disability Task Force, Terms of Reference, December 2016 <https://data2.unhcr.org/en/documents/details/52954>

OCHA, Indicator registry, <https://www.humanitarianresponse.info/en/applications/ir/indicators>

OCHA, UNICEF, The RRMP: A Rapid Response to Population Movement in Eastern DRC, 2013 available at: <https://www.humanitarianresponse.info/system/files/documents/files/RRMP%20Booklet%20DRC.pdf>

Sendai Framework for Disaster Risk Reduction 2015-2030 adopted at the Third UN World Conference in Sendai, Japan, on March 18, 2015 <http://www.unisdr.org/files/43291_sendaiframeworkfordrren.pdf>

Washington Group Website, <http://www.washingtongroup-disability.com/>

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Annex 1 - Study/ Research time framework – 2017-2018?** | **Mar** | **Apr** | **May** | **June** | **July** | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** |
| **PREPARE THE STUDY (tools and others supports)** | | | | | | | | | | |  |  |  |
| Mapping of organisations working in humanitarian action & engagement plan |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Desk based baseline report |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Mapping of organisations data collection tools |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Definition of target population & sampling |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Completion of full protocol (with time framework and budget adjustments) |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Develop training package & script |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Create toolkit (narrative to explain how you used the tools below) |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Create evaluation questionnaire post training |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Create FGD debriefing (Inception, MTR, End line) |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Create Key Informant Interview (Inception, MTR, End line) |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Create follow-up survey |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Create Exit questionnaire for the surveyed population (post WG questions) |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Create spot-check template / observation |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Select case study template |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Create monitoring report template |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Create feedback template for the surveyed population |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Select barrier assessment tools |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Meeting with humanitarian actors |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 days of monitoring visit every month |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Review workshop |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **INTERVIEWERS & INPUT OPERATORS TRAINING** | | | | | | | | | | |  |  |  |
| Training of in-country project officers |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **DATA COLLECTION & ENTRY** | | | | | | | | | | |  |  |  |
| Data collection |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Data entry |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Interviewers debriefing |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **DATA ANALYSIS** | | | | | | | | | | |  |  |  |
| Database coding |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Data analysis |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **REPORTING** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Final report Draft |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Exchanges Field/ HQ |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Final report |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Annex 2 - Logframe**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **IMPACT** | **Impact Indicators** |  | **Baseline** | **Milestone 1** | **Milestone 2** | **Target** | **Assumptions** |
| Contribute to the systematic collection and use of Washington Group questions by humanitarian actors to improve access, effectiveness and impartiality of humanitarian response | # of humanitarian actors using the WG questions to disaggregate their programme data by disability | **Planned** | 0 | 0 | 0 | 10 |  |
| **Achieved** |  |  |  |  |
|  | **Source** | | | |
| Humanitarian datasets, survey of humanitarian actors | | | |
| # of humanitarian responses where data on disability is being reported as part of the inter-organisation reporting/cluster mechanisms | **Planned** | 0 | 0 | 0 | 1 |
| **Achieved** |  |  |  |  |
|  | **Source** | | | |
| Humanitarian datasets, grey literature and published humanitarian reports / final project report | | | |
| **OUTCOME** | **Outcome Indicators** |  | **Baseline** | **Milestone 1** | **Milestone 2** | **Target** | **Assumptions** |
| Evidence generated will ensure key humanitarian actors have the knowledge, skills and tools to count and plan for people with disabilities in humanitarian programming | % of staff from humanitarian actors (disaggregated by gender, age and organisation) trained or accessing the guidance or e-module reporting increased awareness on the WG questions | **Planned** | 0 | 0 | 0 | 75% | Key global humanitarian agencies are concerned with supporting and improving quality and standards in humanitarian programming |
| **Achieved** |  |  |  |  |
|  | **Source** | | | |
| Surveys, e-learning and sensitisation sessions reports / final report | | | |
| Number of humanitarian actors and donor committing to disaggregate data by disability using the WG questions | **Planned** |  | 0 | 0 | 20 |
| **Achieved** |  |  |  |  |
|  | **Source** | | | |
| Surveys, e-learning and sensitisation sessions reports / final report | | | |
| **OUTPUT** | **Output Indicators** |  | **Baseline** | **Milestone 1** | **Milestone 2** | **Target** | **Assumption** |
| An action research is carried out to test and assess the use of the WG questions in humanitarian action. | # of organisations participating in field testing in each of the 3 countries (disaggregated by sector and type) | **Planned** | 0 | 3 | 6 | 10 | -Humanitarian actors in the 3 countries are interested on improving impartiality and effectiveness of humanitarian programmes by collecting data on persons with disabilities - The WG questions are compatible with many registration, assessment, M&E and reporting tools used by humanitarian agencies, and can be included in without compromising the timeliness and effectiveness of data collection in response contexts - Countries, type of crisis contexts and data collection processes selected for testing provide information to extract lessons-learnt that will be relevant and applicable to other humanitarian contexts, countries and processes |
| **Achieved** |  |  |  |  |
| **Source** | | | | |
| Training report | | | | |
| % of staff from humanitarian actors reporting a positive level of acceptability of the WG questions in the three pilot location during the action-research | **Planned** | 0 | 25% | 50% | 75% |
| **Achieved** |  |  |  |  |
|  | **Source** | | | |
| FGD / KII / Survey | | | |
| # of people with disabilities (disaggregated by sex and age) identified using the WG questions in each of the 3 countries[[24]](#footnote-24) | **Planned** |  |  |  |  |
| **Achieved** |  |  |  |  |
| **Source** | | | | |
| Datasets, factsheets, dashboards, synthesis report | | | | |
|  | Number of reports produced with outcome and lesson learnt at country and global levels | **Planned** | 0 | 3 | 6 | 9 |
| **Achieved** |  |  |  |  |
| **Source** DFID Report | | | | |
|  | | | | |
| **OUTPUT 2** | **Output Indicators** |  | **Baseline** | **Milestone 1** | **Milestone 2** | **Target** | **Assumptions** |
| Selected humanitarian actors are trained on the WG questions and learning materials are made available to all. | # (disaggregated by gender, age and organisation) of participants attending to onsite technical trainings on data collection during the action research | **Planned** | 0 | 0 | 0 | 0 | -Humanitarian actors are interested on improving impartiality and effectiveness of humanitarian programmes by collecting data on persons with disabilities |
| **Achieved** |  |  |  |  |
| **Source** | | | | |
| On site completion questionnaires and reports | | | | |
| # of training and guidance materials produced | **Planned** | 0 | 0 | 0 | 5 |
| **Achieved** |  |  |  |  |
| **Source** | | | | |
| On site completion questionnaires and reports | | | | |
| # of humanitarian staff trained on the WG questions after the action research | **Planned** | 0 | 0 | 0 | 0 |
| **Achieved** |  |  |  |  |
| **Source** | | | | |
| Training report | | | | |
| # of organisation and humanitarian staff completing the e-learning resource | **Planned** | 0 | 0 | 0 | 0 |
| **Achieved** |  |  |  |  |
| **Source** | | | | |
| E-learning completion questionnaires and reports | | | | |  |
| **OUTPUT 3** | **Output Indicator 3** |  | **Baseline** | **Milestone 1** | **Milestone 2** | **Target** | **Assumption** |
| Learning from the pilots are disseminated to key humanitarian actors in internal events and promote the collection of data on persons with disabilities using the WGSS | Number of steering committee meeting held | **Planned** | 0 | 3 | 6 | 9 | - Humanitarian agencies dedicate time and resources to promote the WG questions as a data collection tool that will improve their impartiality and efficiency. |
| **Achieved** |  |  |  |  |
| **Source** | | | | |
| Meeting minutes | | | | |
| Number of events held to disseminate learning | **Planned** | 0 | 2 | 2 | 4 |
| **Achieved** |  |  |  |  |
| **Source** | | | | |
| Webinar, conferences | | | | |
| Number of organisations attending dissemination learning events organised | **Planned** | 0 | 0 | 20 | 30 |
| **Achieved** |  |  |  |  |
| **Source** | | | | |
| Events attendance | | | | |
| # organisations hosting the guidance, e-learning, webinar and/or dissemination materials in their websites and in their induction processes | **Planned** | 0 | 0 | 0 | 5 |
| **Achieved** |  |  |  |  |
| **Source** | | | | |
| Project reports / website links | | | | |

1. By ‘WG questions’, HI refers to all the validated WG modules: short set of questions, extended set of questions and the child functioning module. [↑](#footnote-ref-1)
2. See, for example, Avicenna Consulting Pvt Ltd (2012) Disability Evaluation Report, Pakistan Alleviation Fund <http://www.ppaf.org.pk/Sector/evaluation%20report.pdf> [↑](#footnote-ref-2)
3. See the Humanitarian Disability Charter at <http://humanitariandisabilitycharter.org/> [↑](#footnote-ref-3)
4. <http://www.handicap-international.us/democratic_republic_of_congo> [↑](#footnote-ref-4)
5. <https://www.usaid.gov/philippines/humanitarian-assistance> [↑](#footnote-ref-5)
6. Available here: <http://www.washingtongroup-disability.com/washington-group-question-sets/short-set-of-disability-questions/> [↑](#footnote-ref-6)
7. Available here: <http://www.washingtongroup-disability.com/washington-group-question-sets/extended-set-of-disability-questions/> [↑](#footnote-ref-7)
8. Available at <http://www.washingtongroup-disability.com/wp-content/uploads/2016/01/Joint-statement-on-disaggregation-of-data-by-disability-Final.pdf> [↑](#footnote-ref-8)
9. Available at <http://www.unisdr.org/files/43291_sendaiframeworkfordrren.pdf> [↑](#footnote-ref-9)
10. For example <https://www.humanitarianresponse.info/es/applications/ir/indicator/f-output-1> [↑](#footnote-ref-10)
11. Available at <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/554802/DFID-Disability-Framework-2015.pdf> [↑](#footnote-ref-11)
12. Available at <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/582315/Data-disaggregation-action-plan-Jan-2017.pdf> [↑](#footnote-ref-12)
13. Available at <http://dfat.gov.au/aid/topics/development-issues/disability-inclusive-development/Pages/disability-initiatives.aspx> [↑](#footnote-ref-13)
14. Available at <https://www.humanitarianresponse.info/system/files/documents/files/RRMP%20Booklet%20DRC.pdf> [↑](#footnote-ref-14)
15. See, for example, UNHCR Jordan Operational Update March 2015: <http://reporting.unhcr.org/sites/default/files/UNHCR%20Jordan%20Operational%20Update%20March%202015%20FINAL.pdf> [↑](#footnote-ref-15)
16. Jordan Disability Task Force Terms of Reference https://data2.unhcr.org/en/documents/details/52954 [↑](#footnote-ref-16)
17. Not all people surveyed by humanitarian actors will be ‘beneficiary’ or ‘recipient’ some people will be benefitting from services, but other people will be only surveyed for registration purposes of the organization collecting data. [↑](#footnote-ref-17)
18. Qnotes available here: <https://wwwn.cdc.gov/qnotes/About.aspx> [↑](#footnote-ref-18)
19. I-Data is a HI software designed for HI that is used for electronic data collection, data entry and basic analysis. [↑](#footnote-ref-19)
20. IBM SPSS Statistics is a software package used for logical batched and non-batched statistical analysis.  [↑](#footnote-ref-20)
21. Handicap International. 2015. Studies and research at Handicap International: Promoting ethical data management.

    Available here: http://www.hiproweb.org/uploads/tx\_hidrtdocs/EthicalDataManagementGN\_04.pdf [↑](#footnote-ref-21)
22. Available at: <http://www.helpage.org/what-we-do/emergencies/adcap-age-and-disability-capacity-building-programme/> [↑](#footnote-ref-22)
23. BOND, Leaving no one behind: The value for money of disability-inclusive development, November 2016, <https://www.bond.org.uk/sites/default/files/resource-documents/leaving_no_one_behind_final.pdf> [↑](#footnote-ref-23)
24. As per our approved logframe, milestones and targets for Output indicators 1.2, 2.1, 2.3 and 2.4 remain blank as it is impossible to realistically indicate the overall targets, although HI will report on achievements made in our quarterly reports and yearly milestones. [↑](#footnote-ref-24)