Objective

- To assess current performance of sector co-ordination and participation;
- To collect suggestions on how co-ordination and participation could be improved, to inform a work plan for the inter-sector working group;
- To set a baseline against which progress on improvements can be measured over a six month/ one year period.

Target Respondents

Regular participants in each sector group – at country and field levels. Respondent group defined by sector attendance sheets / mailing lists.

Methodology

Survey will be anonymous, and distributed through [UNHCR's surveying tool]. The survey will include quantitative questions, with optional boxes for qualitative/narrative recommendations. Survey structured by filters to allow disaggregation by sector, type of organization and location.

Respondents should pick the sector in which they participate most frequently. If you participate in several sectors and want to comment on each, please complete a corresponding number of questionnaires.

Filter 1: Please select the Sector/working group in which you participate / attend regularly (Select One)

- Advocacy
- Camp coordination (Azraq)
- Camp coordination (Zaatari)
- Cash
- Education
- Food
- Health (Main Working Group)
- Mental Health and Psycho-social Sub-Working Group
- Nutrition Sub-Working Group
- Information Management
- NFI
- Protection (Main Working Group)
- Child Protection Sub-Working Group
- Gender Based Violence Sub-Working Group.
- Site and Shelter
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- Water and Sanitation

Filter 2: Do you work for:

- a Community Based Organization (CBO)
- an NGO
- a UN agency
- a government body
- a donor
Other

Filter 3: Focus of Sector/Working Group

- Country level
- Urban (Amman / Irbid / Mafraq etc)
- Camp level

A. Sector Meeting Organization

Q.1 To what extent are your sector meetings organized regularly and on predictable dates?
1- Never
2- Rarely
3 - Sometimes
4 – Most of the time
5 - Always

Q.2 How often is your sector meeting held?
1- Once a week
2- Once every two weeks
3 - Once every month
4 - Less than once a month

Q.3 What would be your preferred regularity for meetings?
1- Once a week
2- Once every two weeks
3- Once every month
4 - Less than once a month

Q.4 How often do you receive an agenda in advance of the meetings?
1- Never
2 – Rarely
3 – Sometimes
4 – Most of the time
5 – Always
Q.5 Are you given an opportunity to contribute to setting of agenda items?

Yes
No

Q.6 How often do you receive accurate minutes?

1 - Never
2 – Rarely
3 – Sometimes
4 – Most of the time
5 – Always

Q.7 How long before you receive minutes?

1- Within 3 days
2- Within 1 week
3 – Within 2 weeks
4 - At next meeting
5 – Never

Q.8 To what extent is there follow-up by sector members on action points between each meeting?

1- Never
2 – Rarely
3 – Sometimes
4 – Most of the time
5 – Always

Q.9 Does your sector have a Terms of Reference, of which you are aware?

Yes
No

Q.10 Does your sector have a work-plan or strategy, of which you are aware?

Yes
No

B. Sector Meeting Management and Content

Q.11 What would be your preferred time for sector meeting length?

Time in Minutes_________

Q.12 In your view, are your current sector meetings an appropriate length?

1 – No, too long
2 – No, too short
3 – Just right
Q.13 How satisfied are you with overall management of the sector meetings (length, structure of meetings)?
1 – Very dissatisfied
2 – Dissatisfied
3 – Neither dissatisfied nor satisfied
4 – Satisfied
5 – Very satisfied

Q.14 What would you prefer to be the focus of the sector meeting? (TICK ALL THAT APPLY)
1 - Information sharing on operational context or agency activities
2 - Presentation of guidelines relevant to that sector
3 - Discussion of common operational themes, leading to joint strategy development.
4 – Development of Common/Joint Assessments
5 - Division of responsibilities between agencies, and avoiding duplication/overlap.
6 - Regional Response Planning and Fund Raising
7 - Other_____________________

C. Your participation in Sector Meetings

Q. 15 How would you describe the level of your participation in sector meetings?
1 - Passive
2 - Take notes (share meeting minutes, documents etc) and report back to my organization
3 - Somewhat active in the meetings
4 - Fully active in the meetings
5 - Fully active, including follow up to action points and other contributions outside of the meeting

Q.16a Do you feel you are given sufficient opportunity to participate constructively in sector meetings?
Yes
No

Q. 16b If No, please explain:
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
Q.17 How often does your organization have the same person/focal point regularly attending these sector meetings?
1 - Never
2 - Rarely
3 - Sometimes
4 - Most of the time
5 - Always

Q.18 To what extent does that person/focal point have sufficient authority to represent your organization, in case decisions are required?
1 - Not at all
2 - To little extent
3 - To a moderate extent
4 - To a large extent
5 - Fully

D. Sector Leadership, Representation

Q.19 How satisfied are you with overall leadership by the agency in charge of this Sector (in general, not just in relation to meeting management)
1 – Very Dissatisfied
2 – Dissatisfied
3 – Neither Dissatisfied nor Satisfied
4 – Satisfied
5 – Very Satisfied

Q. 20 Is there a co-chair with a clearly defined role in your Sector?
1- Co-Chair but without a clearly defined role
2- Co-Chair with a clearly defined role
3 - No Co-Chair

Q. 21 Please make recommendations on what changes you would like to see in Sector leadership or representation in order to improve the effectiveness of sector delivery.
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

E. Strategy and Funding Processes

Q.22 To what extent do you feel that the RRP5 process was an effective mechanism to set common goals and objectives for your sector.
1- Not at all
2- To little extent
3 - Somewhat
4 - To a large extent
5 - Fully

Q.23 To what extent do you feel that the RRP5 process was an effective mechanism to lobby jointly for funds for your sector?
1- Not at all
2- To little extent
3 - Somewhat
4 - To a large extent
5 - Fully

Q.24 To what extent do you feel that the RRP5, including prioritization, was an inclusive process of sector chairs and members?
1- Not at all
2- To little extent
3 - To a moderate extent
4 - To a large extent
5 - Fully

Q.25 What recommendations do you have to improve the RRP process into 2014?
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

F: Overall Sector Performance

Q.26 What has been the main success / positive area for your Sector, and how should we build on this?
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Q. 27 What has been the main failure / negative area for your Sector, and how could this be resolved?
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Q. 28 How would you grade the overall effectiveness of your sector, taking into account leadership, management, representation, participation, and delivery of concrete results for refugees?
G. Beyond Sectors

Q. 29 How often do you consult the refugee response portal (data.unhcr.org)
1 - Never
2 – Only a few times
3 – Regularly (several times a month)
4 – Frequently (several times a week)
5 – I am not aware of the portal

Q. 30 What information do you consult on the portal? (tick several)
1 – refugee statistics
2 – meeting calendar
3 – sector information and minutes
4 – funding information
5 – thematic reports

Q. 31 What other types of information and/or what improvements would you like to be able to access on the portal?
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

Q.32a Do you think there is sufficient co-ordination between Sectors
Yes
No

Q.32b If no, how could this be improved and in which areas should there be more inter-sector cooperation?
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

Q.33 Please provide any other comments or recommendations on how overall co-ordination of the refugee response in Jordan could be improved?
____________________________________________________________________________________________
____________________________________________________________________________________________