

Research Terms of Reference

Hygiene Behaviour Studies in Bossaso, Cadado, Dhuusamareeb, Galkayo North and Galkayo South

November 2017
Version 1

REACH Informing
more effective
humanitarian action

1. Summary

Country of intervention	Somalia					
Type of Emergency		Natural disaster		Conflict	X	Complex Emergency
Type of Crisis		Sudden onset		Slow onset	X	Protracted
Mandating Body Agency	CARE Nederland, Save the Children International (SCI), Save Somali Women and Children (SSWC), Agency for Technical Cooperation and Development (ACTED) and IMPACT Initiatives					
Project Code	CWP					
REACH Pillar		Planning in Emergencies	X	Displacement	X	Building Community Resilience
Research Timeframe	November – December 2017					
General Objective	To inform water, sanitation and hygiene (WASH) responses in Bossaso, Cadado, Dhuusamareeb, Galkayo North and Galkayo South districts					
Specific Objective(s)	<ol style="list-style-type: none"> 1. To identify WASH needs amongst population groups (IDPs, returnees and host communities) in the five districts 2. To assess hygiene practices amongst population groups 					
Research Questions	<ol style="list-style-type: none"> 1. To what extent do households have access to water? 2. To what extent are household's primary sources of water protected or unprotected? 3. How do households treat and store water? 4. To what extent do households have access to sanitation? 5. What is the prevalence of hygiene practices amongst households? 					
	X	Quantitative		Qualitative		Mixed methods
Geographic Coverage	Bossaso, Cadado Dhuusamareeb, Galkayo North and Galkayo South districts					
Target Population(s)	Urban IDPs, returnees and host communities					
Data Sources	<p>Secondary Data: Previous REACH assessment reports WASH-specific assessment reports by partner agencies International Organization for Migration (IOM), Protection and Return Monitoring Network (PRMN) and United Nations High Commissioner for Refugees (UNHCR) assessment reports</p> <p>Primary Data: Household level assessments Facilities (water points) mapping</p>					
Expected Outputs	<ol style="list-style-type: none"> 1. Data collection tools 2. Assessment data sets (household surveys and facilities mapping) 3. Key findings presentation (s) 					

	4. Key findings report	
Key Resources	ACTED (inputs, logistical support etc.)	
Humanitarian milestones	Milestone	Timeframe
	To inform WASH responses in Bossaso, Cadado, Dhuusamareeb, Galkayo North and Galkayo South	31 December 2017
Audience		
	Audience type	Specific actors
	X Operational	Operational NGOs, UN Agencies and affiliates, governmental agencies
	X Programmatic	NGO country teams, UN agencies (OCHA, UNHCR, IOM)
	Strategic	
	Other	
Access		Public (available on REACH research center and other humanitarian platforms)
	X	Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)
		Other
Visibility	Products will bear REACH Initiatives and consortium members' namely CARE, European Commission (ECHO), Save the Children International (SCI), Save Somali Women and Children (SSWC), Agency for Technical Cooperation and Development (ACTED) and IMPACT Initiatives logos	
Dissemination	Key findings and products will be shared with ACTED and subsequently consortium members and local and national government authorities	

2. Background & Rationale

Ongoing drought and instability across parts of Somalia have contributed to an uptake in displacement over the last one year. The Shelter Cluster estimates a total 739,000 persons have been displaced within Somalia since November 2016¹. The majority of these internally displaced persons (IDPs) are moving from rural to urban or peri-urban areas. Furthermore, moves to close Dadaab refugee camp in North Eastern Kenya, and the orchestration of a voluntary repatriation process, facilitated by UNHCR have contributed to an additional movement pattern of refugee returns to Somalia. UNHCR estimates that 76,612 people have returned to Somalia from Dadaab since the launch of voluntary repatriation in December 2014². Additionally, the escalation of conflict in Yemen in recent months has triggered a further wave of Somali refugees returning to Somalia, mainly via Bossaso in Puntland. UNHCR estimates that 33,021 Somalis have returned from Yemen since March 2015³. Due to the continued insecurity and drought conditions, repatriated refugees, both from Yemen and Kenya, are often unable to return to their intended destination, resulting in some living in temporary settlements in urban areas once they have returned to Somalia.

This fluid displacement context has put increasing strain on resources, particularly water and food and has contributed to a situation of poor social cohesion, including marginalization, discrimination, and lack of trust between IDPs, returnees and host communities, which has led to further displacement, feelings of resentment and exclusion. This is particularly an issue in urban areas which are receiving the majority of recently displaced people.

¹ Danish Refugee Council (DRC), UNHCR and Global Shelter Cluster, The Displacement Crises in Somalia, 2017

² UNHCR, Somalia Repatriation Update September 2017, 2017

³ UNHCR, Somalia Repatriation Update September 2017, 2017

To respond to the socioeconomic marginalization of IDPs and returnees, and to increase their access to, and quality of particularly water, hygiene and sanitation (WASH) services, a consortium of CARE Nederland, Save the Children International (SCI), Save Somali Women and Children (SSWC), Agency for Technical Cooperation and Development (ACTED) and IMPACT Initiatives, through support from the European Union Emergency Trust Fund for Stability and Addressing the Root Causes of Irregular Migration and Displaced Persons in Africa, have triggered a hygiene behaviour study in Bossaso, Cadado, Dhuusamareeb, Galkayo North and Galkayo South, under the Durable Solutions for IDPs and Refugees in Somalia (DSIRS) project.

Whilst the assessment is primarily to inform future WASH activities of the consortium, it is hoped that the wider dissemination and discussion of the assessment findings will inform broader programming decisions on delivery of water, sanitation and hygiene services and improve livelihood opportunities for protracted IDPs and returnees, and also for the most marginalized groups from host communities.

3. Research Objectives

General objective:

To inform WASH responses in Bossaso, Cadado, Dhuusamareeb, Galkayo North and Galkayo South districts

Specific Objective:

1. To identify WASH needs amongst IDPs, returnees and host communities in the five districts
2. To assess hygiene practices

4. Research Questions

1. To what extent do households have access to water?
2. To what extent are household's primary sources of water protected or unprotected?
3. How do households treat and store water?
4. To what extent do households have access to sanitation?

5. Methodology

5.1. Methodology overview

The assessment will be conducted by REACH and it will be composed of two components:

- Household surveys
- Facility mapping of water points in the area of assessment to further assess their availability and accessibility

Data will be collected by partner and REACH enumerators, all of whom will be trained by REACH Field Coordinators. In areas where no partners are operating, or are not available to support data collection, only REACH enumerators will be used. Where possible, enumerators with prior experience with REACH in data collection will be used.

5.2. Population of interest

The population of interest for this assessment is urban IDPs and returnees, and host communities in Bossaso, Cadado, Dhuusamareeb, Galkayo North and Galkayo South districts in Somalia. In the past year these districts have experienced high levels of irregular⁴ migration, a high IDP case load and an increased influx of returnees.

5.3. Secondary data review

The analysis will be supported and triangulated by a secondary data review, sources of which include:

- Previous assessments by REACH including the recent DSIRS Baseline Assessment and Joint Multi-Cluster Needs Assessment (JMCNA) reports
- WASH-specific assessments recently conducted by partners
- UNHCR, PRMN, IOM and DTM assessment reports

⁴ Entry, stay or work in a country without the necessary authorization or documents required under immigration regulations

5.4. Primary Data Collection

Sampling

The assessment will target IDPs, returnees and host community populations in each town in Bossaso, Cadaado, Dhuusamareeb, Galkayo North and Galkayo South districts to ensure that the assessment is representative of both displaced and non-displaced populations.

To maximise representativeness and reduce the risk of assessment bias, the population of each target location will be sampled randomly. Due to high population numbers, sample sizes will be calculated to be representative at the district level at 90% confidence level and 10% margin of error, which is the minimum acceptable level of precision. However, the sample size for each strata will be statistically representative at a minimum 95% confidence level and 5% margin of error.

In terms of households selection, enumerators will be assigned a random GPS point as their starting point in each target location, from which they will survey every three to five households depending on area density. Generally, GPS points are randomly generated and the nearest household to each point surveyed, but due to fluidity in IDP sites parameters, this was not operationally feasible in this case.

Household data collection

The household-level questionnaire will cover household demographics, WASH needs and gaps in assistance as per mainly SPHERE standards. This will provide an overview of WASH needs among the target population, stratified by displacement status.

Facility mapping

The assessment will also involve a facility mapping exercise of water points in the five districts to further assess their availability and accessibility. REACH will contact actors on the ground to get their existing databases on facilities available. Enumerators will then target these facilities.

Data processing and analysis

Data will be collected using the Open Data Kit (ODK) data collection tool and aggregated using KoBo. Daily data checks will be conducted once enumerators have uploaded the data in KoBo server and outcomes thereof used to debrief enumerators. Once all the data has been uploaded, it will be cleaned if necessary. Analysis will then be done on laid out indicators using Excel or SPSS. Where relevant, findings will be disaggregated by displacement status.

Triangulation

Findings will be triangulated with secondary data from sources such as REACH, UNHCR, UNICEF, IOM DTM and PRMN, and any relevant assessments recently conducted by partners and the WASH cluster.

6. Product Typology

Table 1: Type and number of products required

Type of Product	Number of Product(s)	Additional information
Key findings powerpoint	2	Presentations with key findings only
Map	8	Sample locations and facilities (water points) maps for each of the 4 districts
Workshop	2	Validation workshops with key government and consortium stakeholders to present key findings of the assessment
Report	1	Final report with key findings only

7. Management arrangements and work plan

7.1. Roles and Responsibilities, Organogram

Table 2: Description of roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed
Assessment design	REACH Assessment Officer	REACH Country Coordinator	REACH Global Assessment Unit	ACTED
Contact enumerators for assessment	REACH Field Coordinator	REACH Assessment Officer	REACH Country Coordinator	ACTED
Enumerator training	REACH Field Coordinator	REACH Assessment Officer	REACH Country Coordinator	ACTED
Data collection	REACH Field Coordinator	REACH Assessment Officer	REACH Country Coordinator	
Data verification	REACH Assessment Officer REACH GIS Officer	REACH Data Checks Unit	REACH Country Coordinator	
Data analysis	REACH Assessment Officer	REACH Global Data Unit	REACH Country Coordinator	
Outputs	REACH Assessment Officer REACH GIS Officer	REACH Global GIS/ Reporting Units	REACH Country Coordinator	ACTED
Dissemination	REACH Assessment Officer	REACH Country Coordinator	ACTED	ACTED

Responsible: the person(s) who execute the task

Accountable: the person who validate the completion of the task and is accountable of the final output or milestone

Consulted: the person(s) who must be consulted when the task is implemented

Informed: the person(s) who need to be informed when the task is completed

7.2. Resources: HR, Logistic and Financial

HR

Staff	Number
Assessment Officer	1
GIS Officer	1
Field Coordinators	2
Enumerators	30

Logistics

Logistic support will be provided by coordinating partners in their respective areas of operation. Where no partner is present, REACH will provide logistic arrangements through the ACTED FLAT department.

7.3. Work plan

Activity	Month	November		December			
	Week	3	4	1	2	3	4
Assessment design							
Tool							
Training enumerators							
Data collection							
Data verification							
Data analysis							
Assessment outputs							

8. Risks & Assumptions

Table 3: List of risks and mitigating action

Risk	Mitigation Measure
Errors in data collection	Errors in data can be mitigated by piloting the form, training enumerators, ensuring close supervision in the field and monitoring incoming data.
Security risks towards participants for partaking in survey/affiliating with INGO.	REACH will closely monitor security risks and community dynamics and ensure participants, communities and/or community leaders are supportive of the assessment.
Security risks towards staff	Security situation will be closely monitored and action taken in case of any change in security environment according to REACH Security policies.
Population in targeted areas can be unwelcoming of the activity	This will be managed through sensitization by camp management, REACH staff and enumerators in preparation and conduction of the assessment, as well as thorough training on introductions and accountability with the enumerators.
Security situation in Somalia continues to impede any attempt of a stabilised security situation in the country. The resulting displacement following violent attacks by armed groups complicates an already serious humanitarian emergency that might impact program implementation in target areas.	Security situation in the targeted areas will be closely monitored and REACH security procedures will be followed as a response to changes in security environment.

9. Monitoring and Evaluation

Relevant indicators will be used to monitor the use of REACH products released as part of the project. By regularly conducting outreach to humanitarian actors working in Somalia, REACH will ensure a symbiotic relationship with key coordination mechanisms, where cluster leads and partners are able to feed in to the information products produced by REACH in order to ensure outputs are usable and appropriate to the context.

User monitoring will be used to track access to REACH products released as part of the project. This will be undertaken using google analytics for access to research products on the REACH Resource Centre, Reliefweb, and where possible humanitarian response.info, monitoring of emails and hard-copy dissemination.

Reference monitoring will be utilised to measure the number of documents where REACH outputs have been used as secondary data and identify occasions where REACH outputs have been shown to inform decision-making, and will consist of counting of frequency of references in key humanitarian documents.

See Annex 2 for Monitoring and Evaluation Matrix.

10. Documentation Plan

- ToRs
- Analysis Framework
- Data collection tools:
 - Household
 - Facility
- Raw and Clean Databases (soft copy), to be shared with Clusters and OCHA
- Data Cleaning Logbook
- Presentation(s)
- Maps
- Report

11. Annexes

- Data Management Plan
- Monitoring & Evaluation Matrix
- Sample Framework
- Questionnaire(s)/ Tool(s) - external annex

Annex 1 : Data Management Plan

Checklist Section		Questions to consider and guidance
Administrative Data		
Project Name	Hygiene Behavior Study	
Project Code	To be confirmed	
Donor	ETF	
Project partners	CARE Nederland, SCI, SSWC, ACTED and IMPACT Initiatives.	
Project Description	Assess the current status for both IDP and host populations for water and sanitation infrastructure and hygiene practices in Bossaso, Cadado, Dhuusamareeb Galkayo North and Galkayo South districts.	
Project Data Contacts	Anna Tomson anna.tomson@reach-initiative.org	
DMP Version	V1	
Data Collection		
What data will you collect or create?	Household dataset Facility (water points) dataset	
How will the data be collected or created?	The household and facility mapping data will be collected using the Open Data Kit (ODK) data collection tool and aggregated using KoBo	
Documentation and Metadata		
What documentation and metadata will accompany the data?	<ol style="list-style-type: none">1. ToRs2. Background and rationale3. Questionnaires4. Final products	
Ethics and Legal Compliance		
How will you manage any ethical issues?	Sensitive data will be redacted prior to sharing of dataset	
How will you manage copyright and Intellectual Property Rights (IPR) issues?	Data is owned by REACH initiative, with an enduring license for the consortium to use and distribute data gathered during exercise	
Storage and Backup		
How will the data be stored and backed up during the research?	Raw data collected will be stored on the Somalia Projects KoBo server. Following data collection REACH will produce clean data sets, which will be stored on the REACH server and shared with the consortium for further analysis. Redacted datasets will be published on the HDX platform.	
How will you manage access and security?	Access to Somalia Projects KoBo server is managed by REACH hence access is restricted to current REACH staff with relevant permissions. REACH will only share the data with the consortium members.	
Data Sharing		
How will you share the data?	REACH will only share the data with the consortium members.	

Are any restrictions on data sharing required?	Personal identifiers and protection-sensitive data shall be redacted prior to sharing. Geographic identifiers such as GPS coordinates shall be rounded in the households' data set before distribution in order to preserve confidentiality.
Responsibilities	
Who will be responsible for data management?	REACH Initiative

Adapted from:

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

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

Annex 2 : M&E Matrix

IMPACT Objective	External M&E Indicator	Internal M&E Indicator	Methodology	Focal point	Tool	Research-specific information
Humanitarian stakeholders are accessing IMPACT products	Number of humanitarian organisations accessing IMPACT services/products Number of individuals accessing IMPACT services/products	# of downloads of products from Resource Center	User monitoring	Country request to HQ	User log	Y
		# of downloads of products from Relief Web		Country request to HQ		Y
		# of downloads of products from Country level platforms		Country team		Y
		# of page clicks on products from REACH global newsletter		Country request to HQ		Y
		# of page clicks on products from country newsletter, sendingBlue, bit.ly		Country team		Y
IMPACT activities contribute to better program implementation and coordination of the humanitarian response	Number of humanitarian organisations utilizing IMPACT services/products	# references in HPC documents (Flash appeals, sector strategies)	Reference monitoring	Country team	Reference log	Y
		# references in single agency documents				Y
Humanitarian stakeholders are using IMPACT products	Humanitarian actors use IMPACT evidence/products as a basis for decision making, aid planning and delivery Number of humanitarian documents (HNO,	Perceived relevance of IMPACT country-programs	Usage M&E	Country team	Usage Feedback and Usage Survey template	Usage surveys to be conducted at presentation workshops by the end of the project with key stakeholders (CARE Nederland, SCI, SSWC, ACTED, Respective Local and
		Perceived usefulness and influence of IMPACT outputs				

	HRP, cluster/agency strategic plans, etc.) directly informed by IMPACT products	Recommendations to strengthen IMPACT programs Perceived capacity of IMPACT staff Perceived quality of outputs/programs Recommendations to strengthen IMPACT programs				National Government Authorities).
Humanitarian stakeholders are engaged in IMPACT programs throughout the research cycle	Number and/or percentage of humanitarian organizations directly contributing to IMPACT programs (providing resources, participating to presentations, etc.)	# of organisations providing resources (i.e. staff, vehicles, meeting space, budget, etc.) for activity implementation # of organisations/sectors inputting in research design and joint analysis # of organisations/sectors attending briefings on findings;	Engagement Monitoring	Country team	Engagement log	4 organisations (CARE Nederland, SCI, SSWC and ACTED)

Annex 3 : Sample Framework

Bossaso Sample	Total est. HHs	90/10 sample
Banadir BB, Shabelle A, Shabelle B, Bulu Mingis B, Bulu Eley BB, Shirkow, Bariga Bossaso, Bariga Bossaso A, Bariga Bossaso B, Bariga Bossaso C, Biyo Kulula A, Gribble, Al Khayr, Ajuran A, Ajuran B,	6118	67
(Gawraca) Saylada Xoolaha	251	53
Raf & Raho, New Shabelle	1270	64
Bulu Eley Town, Absame A, Bulu Mingis A, Abowe B	2366	66
Suato	640	61
Bulu Qodax, Turjale	550	60
Ugbaad	70	35
10 Bush, 55 Bush, 100 Bush, Tawakal, Inji, Hafatal Arab, Hadole, Balade, Farjano	3883	66
TOTAL SAMPLE		472

Cadado Sample	Total est. HHs	90/10 sample
Badbaado	186	50
Karama	350	57
Daryeel	120	43
TOTAL SAMPLE		150

Dhuusamareeb Sample	Total est. HHs	90/10 sample
Ceel xaamud	960	63
Tuulo oog	521	60
Xero military	890	63
TOTAL SAMPLE		186

Galkayo North Sample	Total est. HHs	90/10 sample
Mustaqbal 2	386	58
Halaboqad	1285	64
Alla amin 1	500	60
Salama 1	410	58
Wax Adeeg	138	46
Kulmiye	90	39
Alla amin 2	250	53
Madina	500	60
Salama 2	251	53
Mustaqbal 1	227	52
New Doonyale	305	56
Tawakal	1260	64
Bulo b acley	970	63
Warshadgaley 2	180	49
Maryan	700	62
Afarte Kaare	142	46
Warshadgaley	64	33
Bulo Control	901	63
TOTAL SAMPLE		979

Galkayo South Sample	Total est. HHs	90/10 sample
Bali abaar	680	62
Calanley	473	59
Arafat	460	59
Buulo bishaaro	377	57
Gaas	40	25

Midnimo	870	63
Qoraxey	360	57
Hiiraan 1	480	59
Ceel gaab	678	62
Hiiraan 2	486	59
Alcadaala	436	59
Bulo bacley	640	61
Buulo jawaan	1337	64
Buulo noto	433	59
TOTAL SAMPLE		805