

JMMI Research Terms of Reference

Joint Market Monitoring Initiative (JMMI) in Nairobi informal settlement

KEN2205a

Kenya

September 2026

Version 1

REACH Informing
more effective
humanitarian action

1. Executive Summary

Country of intervention	Kenya					
Type of Emergency	☒	Natural disaster	☐	Conflict	☐	Other (<i>specify</i>)
Type of Crisis	☐	Sudden onset	☐	Slow onset	☒	Protracted
Mandating Body/ Agency	Kenya Cash Working Group-KCWG					
IMPACT Project Code	KEN2205a					
Overall Research Timeframe	Quarterly, Starting September 2026 to December 2026					
Research Timeframe <i>Add planned deadlines (for first cycle if more than 1)</i>	1. Pilot/ training: 7/10/2026		5. Data sent for validation: 26/10/2026			
	2. Start collecting data: 8/10/2026		6. Final presentation: 30/10/2026			
	3. Data collected: 10/10/2026		7. Outputs sent for validation: 30/10/2026			
	4. Data analysed: 12/10/2026		8. Outputs published: 06/11/2026			
Number of assessments	☐	Single assessment (one cycle)				
	☒	Multi-assessment (more than one cycle) <i>These assessments will be conducted on a quarterly basis i.e once in three months.</i>				
Humanitarian milestones	Milestone		Deadline			
	☐	Donor plan/strategy	__/__/__			
	☐	Inter-cluster plan/strategy				
	☒	Cluster plan/strategy	Collected market price data will inform updating of the minimum expenditure basket (MEB) cost for each quarter by 30/10/2026			
	☒	NGO platform plan/strategy	Collected data will feed into upcoming programs by actors planning Cash and Voucher Assistance (CVA) by 30/10/2026.			
	☐	Other (Specify):	__/__/____			
Audience Type & Dissemination	Audience type		Dissemination			
	☒ Strategic		☒ General Product Mailing: CVA partners in Kenya: members of the KCWG; Kenya cash consortium (KCC) ; Donors.			
	☒ Programmatic					
	☒ Operational		☐ Cluster Mailing:			
	☐ [Other, Specify]		☒ Presentation of findings: KCWG meeting			

			☒ Website Dissemination: Relief web and REACH resource centre. ☐ [Other, Specify]	
Detailed dissemination plan required	☐	Yes	☒	No
General Objective	To inform the Kenya Cash Working Group and other cash actors about the functionality of markets, availability and prices of commodities in selected markets in Urban areas to update the cost of the Urban Minimum Expenditure Basket (MEB) and appropriate adjustments in cash and voucher assistance (CVA).			
Specific Objective(s)	- To monitor and track prices of selected food and non-food items in the assessed urban markets. - To identify the cost of Urban MEB on a quarterly basis. - To assess the availability of food and non-food items in the assessed markets. - To assess the functionality and operations of markets in the urban areas, with a focus in informal settlements.			
Research Questions	- What are the prices and availability of basic food and non-food items in markets, and how do these vary over time? - What is the cost associated with the Urban Minimum Expenditure Basket (MEB)? - What are the geographical price variations and trends for these basic items over time? - What is the availability of these commodities? - To what extent can assessed markets currently be considered functional, based on the five dimensions (accessibility, availability, affordability, resilience, and infrastructure) of the REACH Market Functionality Score¹? - Do all market actors, including customers, have physical/social/ access to markets? - Are the prices for core items stable in this market? - Can vendors reliably provide all core items that local households need to purchase on a regular basis? - Do customers have financial access to markets? - Do supply chains for core items market function reliably? - Is the physical infrastructure in and around markets (buildings, roads, etc.) in sufficiently good condition to support normal livelihood and trading activities? - Do vendors have access to locked, secure storage facilities where they can keep their stock? - What are the main supply chain pathways for basic food and non-food items? - How (from where and using which means of transport) are assessed markets supplied? - Which coping strategies have vendors in the market has been employed to cope with shortages of commodities?			
Geographic Coverage	Urban areas in Kenya with a focus on major urban informal settlements. The specific areas surveyed each quarter will be determined based on partner support and capacity.			

¹ Further guidance on how the MFS is calculated can be found in the Methodology section (Data Processing & Analysis)

Secondary data sources	REACH Global Guidance Note: Joint Market Monitoring Initiative (JMMI) NDMA, National Drought Early Warning Bulletins WFP Kenya Country Brief 2026 FEWSNET, Kenya Food Security Outlook Update, September 2026 REACH JMMI in Nairobi Informal Settlements, February 2021 REACH Terms of Reference Kenya JMMI Informal Settlements, June 2020 OCHA El Niño Preparedness Alert, August 2026			
Population(s)	☐ IDPs in camp ☐ IDPs in host communities ☐ Refugees in camp ☐ Refugees in host communities ☐ Host communities	☐ IDPs in informal sites ☐ IDPs [Other, Specify] ☐ Refugees in informal sites ☐ Refugees [Other, Specify] ☒ Vendors- Market Vendors. ²		
Stratification	☒ Geographical #: TBD Population size per strata is known? ☐ Yes ☒ No	☐ Group #: ____ Population size per strata is known? ☐ Yes ☐ No	☐ [Other Specify] #: ____ Population size per strata is known? ☐ Yes ☐ No	
Data collection tool(s)	☒ Structured (Quantitative)	☐ Semi-structured (Qualitative)		
	Sampling method	Data collection method		
Structured data collection tool # 1	☒ Purposive ☐ Probability / Simple random ☐ Probability / Stratified simple random ☐ Probability / Cluster sampling ☐ Probability / Stratified cluster sampling ☒ Snowball sampling	☒ Key informant interview (Target -4 prices per item per market) ☐ Group discussion (Target #): ____ ☐ Household interview (Target #): ____ ☐ Individual interview (Target #): ____ ☐ Direct observations (Target #): ____ ☐ [Other, Specify] (Target #): ____		
Data management platform(s)	☒ IMPACT ☐ [Other, Specify]	☐ UNHCR		
Expected output type(s)	☐ Situation overview #: ____ ☒ Presentation (Preliminary findings) #: 2, one per round of data collection ☐ Interactive dashboard #: ____ ☐ [Other, Specify] : ____	☐ Report #: ____ ☒ Presentation (Final) #: 2, one per round of data collection ☐ Webmap #: ____ ☒ Map #: one in each factsheets		
Access	☒ Public (available on REACH resource center and other humanitarian platforms) ☐ Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)			
Visibility	REACH Donor: will update once the participating agencies provide			

² The retailers who will be included in this assessment are those who sell both food and non-food items in the markets of the targeted locations.

	Coordination Framework: Kenya Cash Working Group (KCWG) Partners: Kenya Red Cross Society (KRCS), World Food Programme (WFP), International Organization for Migration (IOM), Plan International, Acted, Concern Worldwide, Catholic Relief Services (CRS), World Vision Kenya, Nomadic Assistance for Peace and Development (NAPAD), United Nations High Commissioner for Refugees (UNHCR) Kenya, Diakonie Katastrophenhilfe, Pastoral Girls Initiative (PGI), Rural Agency for Community Development and Assistance (RACIDA), Strategies for Northern Development (SND), Give Directly. Partners participating in the respective round of data collection will be listed on the data analysis sheet, presentations and factsheets.
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2. Rationale

2.1 Background

The October-November-December (OND) period represents Kenya's short-rains season and can be associated with significant changes in market and supply-chain conditions. During the previous El Niño-influenced OND 2023 seasons, severe flooding affected urban areas, including Mombasa, Meru, Nairobi and Busia counties, as well as arid and semi-arid (ASAL) counties such as Mandera, Marsabit, Turkana and Isiolo counties.³ The floods affected an estimated 695,255 people, resulting in loss of life and injuries, damage to critical infrastructure, and significant disruptions to transport and market operations, leaving many communities in need of urgent humanitarian assistance.⁴ The Climate Outlook for the OND 2026 short-rains season by the Kenya Meteorological Department (KMD) indicates that above-average rainfall is expected in most parts of the country including major agricultural and trade hubs such as Nairobi, Kiambu, Nakuru, Nyeri, Mombasa and Kisumu.⁵ Regular monitoring of market conditions is therefore important to assess access to essential commodities and identify potential disruptions or changes that may affect vulnerable urban populations.

The MEB Workstream through the KCWG in coordination with other cash partners, has identified the need to monitor prices of key commodities in Nairobi's informal settlements to support a harmonised understanding of market conditions and inform appropriate responses to the potential impact on humanitarian needs such as as a result of the OND 2026 season. Previously, in response to the COVID-19, REACH, in collaboration with the Kenya Cash Consortium, conducted market monitoring and developed Urban MEBs for informal settlements in Nairobi and Mombasa.⁶ In Kenya, JMMI exercises have subsequently been conducted on a quarterly basis in ASAL counties and refugee camps and integrated settlements, providing a harmonised approach to monitoring commodity prices, availability and market operations. Building on these efforts, the proposed Urban JMMI will provide an updated understanding of market conditions in the assessed urban areas, with particular attention to markets serving low-income and informal-settlement populations. The assessment will generate information on commodity prices, availability, market functionality and the cost of the Urban MEB. While the initial assessment will focus on Nairobi, the design is scalable and may be expanded to additional urban areas in future rounds. Any expansion will apply the same methodology, framework, and indicators to ensure consistency and comparability of findings across assessed locations.

2.2 Intended Impact

Since KCWG launched the JMMI for ASALs counties in 2022 and expanded market monitoring in refugee camps and integrated settlements in 2023, the JMMI has been conducted on a quarterly basis. JMMI has generated regular information on commodity prices, availability and market functionality and the findings have supported the review and adjustment of transfer values. Despite these efforts, information gaps remain in the urban areas including Nairobi. The Urban JMMI findings

³ [Kenya Meteorological Department, State of the Climate Kenya, 2023](#)

⁴ [Kenya Meteorological Department, State of the Climate Kenya, 2023.](#)

⁵ [Kenya Meteorological Department, OND 2026 Seasonal Weather Forecast, August 2026](#)

⁶ [REACH, Terms of Reference -JMMI in Nairobi and Mombasa informal settlements, June 2020](#)

will enable the KCWG, humanitarian partners, and key actors to monitor the effects of the OND short-rains season on urban markets. Crucially, the evidence generated will align cash transfer values with the updated Urban MEB cost, informing the design, timing, and targeting of cash interventions for vulnerable populations in urban informal settlements.

3. Methodology

3.1 Methodology overview

The activity outlined in these terms of reference (ToR) is designed to provide longitudinal market and price data using [REACH's JMMI methodology](#). The [KCWG](#), through the MEB Workstream, will coordinate the market-monitoring exercise with participating partners, with the aim of establishing a harmonised approach to monitoring market conditions in selected urban areas. The geographic coverage for the JMMI will be dependent on partners' willingness and commitment to cover markets in the targeted urban areas.

REACH will develop a harmonised data collection tool in consultation with the MEB Workstream. Prior to data collection of each round, REACH will conduct training in trainers (ToTs) for representatives from all the participating agencies who will train their own enumerators before the respective participating agencies start data collection. This will ensure data is collected in a harmonized way and REACH's guidelines on data collection and protection on beneficiaries are enforced. Data collection will be a joint, partner-led exercise carried out by CWG members using the harmonised questionnaire. The methodology centres on quantitative, structured interviews with purposively sampled traders who will act as key informants (KIs) for their respective markets. Partners will focus on interviewing retailers, rather than wholesalers or distributors, as these are the market actors most likely to sell to the vulnerable populations that humanitarian actors generally target. Depending on the operational context and capacity of participating organisations, data may be collected either face-to-face, remotely, or through a combination of both approaches. Data will be collected from vendors selling the selected food and non-food items in the assessed markets. REACH will conduct regular data quality checks and data cleaning throughout the data collection period. Following the completion of data collection, REACH will conduct the analysis and validation of the analysis, REACH will prepare the final presentation and output with the MEB Workstream for review before dissemination.

3.2 Population of interest

Geographic area: Kibera, Korogocho, Mathare, Soweto, Majengo, Gitare-marigo, Gatina, Lunga lunga, Kayole and Mukuru informal settlements in Nairobi county, Kenya.

Population to be assessed: Market vendors in informal settlements in Nairobi county as described in section 3.4.

Unit of measurement: Vendors at the informal settlements.

The JMMI provide information on prices and market functionality to humanitarian actors working throughout Kenya. The geographical coverage of the exercise will depend on the access of participating partners and their ability to collect data from the various urban areas. The initial assessment will focus on Nairobi, the design is scalable and may be expanded to additional urban areas in future rounds. The unit of analysis of this assessment will be the county level.

3.3 Secondary data review

Secondary data will be reviewed to provide contextual information on market conditions and triangulate findings. Existing market price monitoring tools from the ongoing [JMMI in Kenya](#) in the ASALs and lessons learned will be used to develop the assessment tools and methodology. Additional secondary data sources will include the [National Drought Management Authority \(NDMA\) early warning bulletins](#), [Kenya National Bureau of Statistics \(KNBS\) Consumer Price Index](#) for relevant price statistics; and market and food-security monitoring products from [WFP](#), [FEWS NET](#) and other relevant actors. Where available, county-level information on flooding, transport disruptions, road accessibility, supply-chain disruptions and other seasonal shocks will also be reviewed.

3.4 Primary Data Collection

A hybrid data collection methodology will be used, allowing participating organisations to select the approach best suited to their operational context and capacity. Data may be collected through face-to-face interviews, remote interviews, or a combination of both approaches with vendors selling selected food and non-food commodities in the assessed markets. A structured key informant interview (KII) tool developed by REACH, in consultation with the MEB Workstream and participating partners, will be used for data collection. Data will be collected through the KoboCollect mobile application and uploaded to a secure Kobo server for cleaning and analysis. The assessment will monitor prices of food and non-food commodities included in the Urban MEB, alongside a number of additional commodities agreed upon with the MEB Workstream. The tool will also collect information on market functionality, supply chain, restocking of commodities and indicators relevant to understand challenges faced by vendors in the assessed markets.

The vendor selection will be based on the criteria below:

- Traders must be retailers selling directly to consumers. Wholesalers should be avoided unless they also commonly sell directly to consumers; in this case, only their consumer retail operations should be assessed.
- Vendors must sell at least one item monitored as part of the market monitoring initiative survey; preferably, they will sell as many of these items as possible.
- Enumerators should aim to monitor the same traders or types of traders patronised by average consumers in the area. Traders selling upmarket goods and expensive brands that are not purchased by most households should be avoided.
- Traders with weight scales should be prioritized for food items. However, traders without weight scales may be interviewed as well if there are not enough traders with scales in the marketplace.
- To the extent possible, traders should be in different parts of the marketplace. There are no restrictions on the size of the surveyed vendor, as consumers typically buy from small as well as large vendors.

Field teams must aim to collect a minimum of 4 prices observations per assessed item per assessed market. Teams must continue interviewing vendors until they have collected at least four prices for each monitored item to facilitate a more representative dataset. However, if there are less than four vendors per item in an assessed market, enumerators are allowed to visit other vendors approved by field coordinators such as grocery stores. Where fewer than four vendors are selling a particular commodity in the location, field teams may collect data only from these vendors and inform their field coordinators of the situation. If an item is never sold in a specific location or is seasonally or otherwise unavailable across the entire area, no price data for this item needs to be collected. However, the enumerator should note these dynamics in the comments section of the data collection tool.

All participating organisations will monitor the prices of an agreed list of items. Since a variety of brands are available in the market for a single commodity, data will be collected on only the cheapest commonly consumed variety available in the marketplace, in line with the purpose of the MEB. Each participating organization will have one focal person that will coordinate with REACH and ensure data collection runs smoothly. The participating organizations will hire and train their own enumerators and supervise data collection in the Counties. REACH Data Analyst will conduct daily data quality checks throughout the data collection period.

3.5 Data Processing & Analysis

As a joint assessment, the JMMI relies on data collection practices that must be fully aligned among multiple partners and regions. Collected data using Kobo Collect will be subjected to daily quality checks to identify any issues with data quality and divergence from the sample frame, in line with IMPACT's [Data Cleaning Minimum Standards Checklist](#). In addition to the data checks, the final datasets will undergo a thorough cleaning, with any outstanding issues reported to the concerned organisation focal person for feedback. Attention will be given to the outliers, inconsistencies and other options given by the interviewee. The analysis will look for the median price of the commodities, restock capabilities and the various coping mechanisms adopted. The data will be aggregated by location at the county level. Following data cleaning, analysis in R for the following will be carried out:

- **Availability:** Availability is defined categorically (available, limited, unavailable) for each item.
- **Prices:** Using prices collected from individual traders, median prices are calculated for each item within each assessed sub-county. Sub-county medians are then calculated using a “median of medians” approach, i.e. by taking a second median across all the sub-county level medians in a particular county.
- **Stock levels:** For each item, the median stock level is calculated across all surveyed traders in the sub-county. Sub-county medians are then calculated using a “median of medians” approach, as above.
- **Ability to restock:** If at least one trader is able to restock an item.
- **Restock duration:** The median restock duration across all traders in the county is calculated for food and non-food items.
- **Location of food/NFI supplier:** The most commonly named location is taken as the location of the county’s main suppliers for each category of monitored items. If no clear location is commonly reported, all locations that were equally commonly reported will be presented.

A second aspect of the data analysis process will involve the integration of the internally developed [Market Functionality Score \(MFS\)](#). The MFS is a method developed by REACH, intended to classify markets based on their functionality levels. The MFS will be calculated in accordance with the [REACH MFS guidance](#). Trends in commodity prices and the cost of the Urban MEB will be assessed by comparing current findings with previous monitoring periods. Changes in the availability of commodities, stock levels, restocking capacity and market functionality will also be examined to identify potential market disruptions and supply-chain constraints. In addition, data collected on the location of the vendors’ suppliers will allow for mapping of suppliers. Following the completion and validation of the analysis, REACH will produce a factsheet for each round of data collection, publicly publish and disseminate the findings to the KCWG and to all relevant actors in the humanitarian response.

3.6 Limitations

The methodology adopted for the JMMI offers valuable insights into market dynamics and functionality. However, the following limitations should be considered when interpreting the findings:

- The price data are indicative only of the time frame within which they were collected. Prices may vary between data collection rounds due to a variety of external factors, such as changes in supply, demand, or market shocks. Therefore, trends should be interpreted with caution. This highlights the importance of regular data collection to capture evolving market dynamics.
- The JMMI data collection tool requires enumerators to record the cheapest available price for each item, but does not require a specific brand, as brand availability may vary. Therefore, price comparisons across regions may be based on slight variants of the same product. While this approach enables the inclusion of diverse products available in different markets, it may lead to potential discrepancies in product quality and type across assessed areas.
- Some vendors do not have weighing scales, making it necessary to estimate product quantities. These estimates may vary between vendors. Where possible, efforts should be made to harmonise the types of products compared and standardise unit sizes to minimise potential discrepancies.
- The methodology requires a minimum of four price observations per commodity per market. However, where fewer than four vendors sell a particular commodity in a market, collecting the required number of observations may not be feasible. In such cases, the number of available observations should be recorded and reported transparently.
- Market and county coverage may vary between monitoring rounds, depending on participating partners’ geographical coverage and operational capacity. Changes in the markets and assessed counties may influence overall median prices, making it difficult to distinguish actual price changes from those resulting from shifts in coverage. Careful tracking and transparent reporting of changes in coverage can help in the interpretation of trends across monitoring rounds.

4. Key ethical considerations and related risks

The proposed research design meets / does not meet the following criteria:

<i>The proposed research design...</i>	<i>Yes/ No</i>	<i>Details if no (including mitigation)</i>
... Has been coordinated with relevant stakeholders to avoid unnecessary duplication of data collection efforts?	Yes	
... Respects respondents, their rights and dignity (<i>specifically by: seeking informed consent, designing length of survey/ discussion while being considerate of participants' time, ensuring accurate reporting of information provided</i>)?	Yes	
... Does not expose data collectors to any risks as a direct result of participation in data collection?	Yes	
... Does not expose respondents / their communities to any risks as a direct result of participation in data collection?	Yes	
... Does not involve collecting information on specific topics which may be stressful and/ or re-traumatising for research participants (both respondents and data collectors)?	Yes	
... Does not involve data collection with minors i.e. anyone less than 18 years old?	Yes	
... Does not involve data collection with other vulnerable groups e.g. persons with disabilities, victims/ survivors of protection incidents, etc.?	No	Given that we do not know the profile of participants beforehand; we will not be able to ascertain whether they belong to vulnerable groups. However, enumerators will receive training on ensuring questions are asked in a non-intrusive, sensitive manner to mitigate any unintended harm. Additionally, respondents always have the option to not answer any question (prefer not to answer) or withdraw consent for the interview at any stage.
... Follows IMPACT SOPs for management of personally identifiable information ?	Yes	As per the SOPs, all personally identifiable information (PII) will be deleted and is only used to contextualise analysis.

5. Roles and responsibilities

<i>Task Description</i>	<i>Responsible</i>	<i>Accountable</i>	<i>Consulted</i>	<i>Informed</i>
<i>Research design</i>	Researcher	Research Manager	MEB Workstream, IMPACT HQ, Global Cash and Markets Specialist	CVA partners, KCWG

Supervising data collection	Participating organisation's focal person	Participating organisation's focal person	MEB Workstream	CVA partners, KCWG
Data processing (checking, cleaning)	Data Analyst	Senior Data Analyst	Researcher	CVA partners, KCWG
Data analysis	Data Analyst	Research Manager	IMPACT HQ, MEB Workstream	CVA partners, KCWG
Output production	Researcher	Research Manager	MEB Workstream	CVA partners, KCWG
Dissemination	Researcher	Research Manager	MEB Workstream	CVA partners, KCWG
Monitoring & Evaluation	Researcher	Research Manager	MEB Workstream	CVA partners, KCWG
Lessons learned	Researcher, Data Analyst	Research Manager	MEB Workstream	CVA partners, KCWG

Responsible: the person(s) who executes the task

Accountable: the person who validates 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

6. Data Analysis Plan

Kindly refer to the [data analysis plan](#) for further details.

7. Data Management Plan

Administrative Data			
Research Cycle name	Joint Market Monitoring in ASAL Counties in Kenya.		
Project Code	KEN2205a		
Donor	ECHO		
Project partners	Cash working group members		
Research Contacts	Angie Martin – Research Manager (angie.martin@impact-initiatives.org) Alice Mwindi – MEB Workstream co-chair (alice.mwindi@wfp.org) Peter Murgor – KCWG Co-chair (murgor.peter@redcross.or.ke) Nakhla Mulata – REACH Researcher (nakhla.mulata@reach-initiatives.org)		
Data Management Plan Version	Date: 23/09/2026	Version: 01	
Related Policies			
Documentation and Metadata			
What documentation and metadata will accompany the data?	☒	Data analysis plan	☒ Data Cleaning Log, including: ☒ Deletion Log ☒ Value Change Log
	☐	Code book	☐ Data Dictionary
	☐	Metadata based on HDX Standards	☐ [Other, Specify]
Ethics and Legal Compliance			

Which ethical and legal measures will be taken?	☒	Consent of participants to participate	☐	Consent of participants to share personal information with other agencies
	☐	No collection of personally identifiable data will take place	☐	Gender, child protection and other protection issues are taken into account
	☒	All participants reached age of majority		[Other, Specify]
Who will own the copyright and Intellectual Property Rights for the data that is collected?	IMPACT			
Storage and Backup				
Where will data be stored and backed up during the research?	☒	IMPACT/REACH Kobo Server	☐	Other Kobo Server: <i>[specify]</i>
	☐	IMPACT Global Physical / Cloud Server	☐	Country/Internal Server
	☐	On devices held by REACH staff	☐	Physical location <i>[specify]</i>
	☐	[Other, Specify]		
Which data access and security measures have been taken?	☒	Password protection on devices/servers	☒	Data access is limited to REACH Database staff.
	☐	Form and data encryption on data collection server	☐	Partners signed an MoU if accessing raw data
	☐	[Other, Specify]		
Kobo Access Rights				
Kobo Access	Person		Account Name	
View Form	<i>Enumerators</i>		<i>enumken_jmmi</i>	
View and Edit Form	<i>Agnes Muiruri, Data Analyst</i>		<i>agnes_muiruri</i>	
View Form and Submit Data	<i>Enumerators</i>		<i>enumken_jmmi</i>	
Download Data	<i>Agnes Muiruri, Data Analyst</i>		<i>agnes_muiruri</i>	
Raw Data Access Rights				
Raw Data Access	Reason		Person	
Accountable	Accountable		<i>Agnes Muiruri, Data Analyst</i>	
Access	<i>Data cleaning</i>		<i>Agnes Muiruri, Data Analyst</i>	
Preservation				
Where will data be stored for long-term preservation?	☒	IMPACT / REACH Global Cloud / Physical Server	☐	OCHA HDX
	☐	REACH Country Server	☐	[Other, specify]
Data Sharing				
Will the data be shared publicly?	☐	Yes	☒	No, only with mandating agency /

			body
Will all data be shared?	☐ Yes	☒ No, only anonymized/ cleaned/ consolidated data will be shared	
	☐ No, [Other, Specify]		
Where will you share the data?	☒ REACH Resource Centre	☐ OCHA HDX	
	☐ Humanitarian Response	☐ [Other, Specify]	

Data protection risk assessment

Have you completed the Indicators Risk Assessment table below?	☒ Yes	☒ No, no information that potentially allows identification of individuals is to be collected.
	[Please complete the first 4 columns in the Indicators Risk Assessment table below]	

Risk indicator	Type of identification risk	Disclosure implications	Benefits	Class	Required mitigation
Respondents phone number	Direct contact/ identification of the respondent	Loss of privacy	Follow up for data cleaning	B1	To be deleted after data cleaning.
Respondent's location (market, county)	May result to identification combined with other information collected	Exposing the respondent to risk	Geographical disaggregation of results.	B1	To be deleted after data cleaning
Respondent's shop name	Identification of the respondent	Loss of privacy	Follow up for data cleaning	B1	To be deleted after data cleaning
Enumerator phone number	Direct contact/ identification of the enumerator	Loss of privacy	Follow up for data cleaning	B1	To be deleted after data cleaning

Responsibilities

Data collection	Agnes Muiruri, Data Analyst (agnes.muiruri@reach-initiative.org)
Data cleaning	Agnes Muiruri, Data Analyst (agnes.muiruri@reach-initiative.org)
Data analysis	Agnes Muiruri, Data Analyst (agnes.muiruri@reach-initiative.org)
Data sharing/uploading	Agnes Muiruri, Data Analyst (agnes.muiruri@reach-initiative.org)

8. Monitoring & Evaluation Plan

IMPACT Objective	External M&E Indicator	Internal M&E Indicator	Focal point	Tool	Will indicator be tracked?
Humanitarian stakeholders are accessing IMPACT products	Number of humanitarian organisations accessing IMPACT services/products Number of individuals accessing IMPACT services/products	# of downloads of x product from Resource Center	Country request to HQ	User_log	☒ Yes
		# of downloads of x product from Relief Web	Country request to HQ		☒ Yes
		# of downloads of x product from Country level platforms	Country team		☐ Yes
		# of page clicks on x product from REACH global newsletter	Country request to HQ		☒ Yes
		# of page clicks on x product from country newsletter, sending Blue, bit.ly	Country team		☒ Yes
		# of visits to x web map/x dashboard	Country request to HQ		☒ Yes
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 (HNO, SRP, Flash appeals, Cluster/sector strategies)	Country team	Reference_log	<i>E.g. KCWG Strategy</i>
		# references in single agency documents			
Humanitarian stakeholders are using IMPACT products	Humanitarian actors use IMPACT evidence/products as a basis for decision making, aid planning and delivery	Perceived relevance of IMPACT country-programs	Country team	Usage Feedback and Usage Survey template	<i>Usage survey to be conducted at the end of the research cycle related to all outputs, targeting at least 20 partners]</i>
		Perceived usefulness and influence of IMPACT outputs			
		Recommendations to strengthen IMPACT programs			
		Perceived capacity of IMPACT staff			
		Perceived quality of outputs/programs			
	Number of humanitarian documents (HNO, HRP, cluster/agency strategic plans, etc.) directly	Recommendations to strengthen IMPACT programs			

	informed by IMPACT products				
Humanitarian stakeholders are engaged in IMPACT programs throughout the research cycle	Number and/or percentage of humanitarian organizations directly contributing to IMPACT programs (<i>providing resources, participating to presentations, etc.</i>)	# of organisations providing resources (i.e. Staff, vehicles, meeting space, budget, etc.) for activity implementation	Country team	Engagement log	X Yes
		# of organisations/clusters inputting in research design and joint analysis			X Yes
		# of organisations/clusters attending briefings on findings;			X Yes