Research Terms of Reference

ASAL Humanitarian Network (AHN) – Provision of emergency multi-purpose cash assistance for drought-affected communities in Garissa County Kenya

KEN2202

November 2022

V1



1. Executive Summary

Country of	Ken	ya						
intervention								
Type of Emergency	Х	Natural disaster		C	Conflict			
Type of Crisis		Sudden onset		S	low onset x Protracted			
Mandating Body/	The	Government of Kenya ar	nd the (Cour	nty Government of Garissa			
Agency								
Project Code	24FI	FN						
Overall Research								
Timeframe (from research design to final outputs / M&E)	23 S	Geptember 2022 – 22 May	y 2023	(8 m	nonths)			
Research Timeframe	1. R	esearch Design Finalize	- 18		2. Planned Data Collection			
	Nove	ember 2022			Baseline data collection: 18 –21st November			
					2022 (1 week before the first round of money			
					transfer)			
					N/B			
					There will be no Midline Data Collection			
					Data-cleaning logs will be reviewed each day			
					and the data cleaning process will start on			
					the 22 nd of November 2022			
Planned deadlines and	3. Da	ata Analysis Completion	Schedi	ıle	4. Data Sent for Validation -			
timelines for the Baseline					Two weeks after the last data collection day			
	day in all rounds. Deadline 5th of				in all rounds. Deadline 5th of December 2022			
	Dece	ember 2022						
	5. 0	utput Sent for Validation	-		6. Outputs published:			
	Four	weeks after data collect	ion		Six weeks after completing data collection			
	(fact	sheet). Deadline 12th of [Deceml	oer	(factsheet). Deadline 23rd of December 2022			
	2022	2						
	7. Fi	nal presentation: Upon re	equest	by				
	the consortium							

Research Timeframe		. Research Design Finalize – 22 nd to 2. Planned Data Collection 6th May 2023 Baseline data collection: 22 nd to 26th May				
		nu, 2020	2023 (1 week after the first round of money transfer)			
			N/B There will be no Midline Data Collection Data-cleaning logs will be reviewed each day and the data-cleaning process will start on the 29th of May 2023			
Planned deadlines and timelines for the Endline						
	3. Da	ata Analysis Completion Schedule	4. Data Sent for Validation -			
		weeks after the last data collection	Two weeks after the last data collection day			
	day i	n all rounds. Deadline 10 th of June	in all rounds. Deadline 10 th of June 2023			
	5. Ot	utput Sent for Validation -	6. Outputs published:			
	Four	weeks after data collection	Six weeks after completing data collection			
	(facts	sheet) Deadline 23rd of June 2023	(factsheet). Deadline 23 rd of June 2023			
	7. Fir	nal presentation: Upon request by				
	the c	onsortium				
Number of		Single assessment (one cycle)				
assessments	X		& Endline e conducted after the registration of the target			
assessments	х	Two cycles are planned: Baseline The baseline assessment will be beneficiaries and before the first cafter the last cash transfer.	& Endline c conducted after the registration of the target cash transfer while the endline will be conducted			
		Two cycles are planned: Baseline The baseline assessment will be beneficiaries and before the first cafter the last cash transfer. Endline assessment will be conducted.	& Endline conducted after the registration of the target cash transfer while the endline will be conducted conducted conducted two weeks after the final cash transfer.			
Humanitarian milestones		Two cycles are planned: Baseline The baseline assessment will be beneficiaries and before the first cafter the last cash transfer.	& Endline e conducted after the registration of the target each transfer while the endline will be conducted cted two weeks after the final cash transfer. Deadline Collected data will inform future projects of the			
Humanitarian	Miles	Two cycles are planned: Baseline The baseline assessment will be beneficiaries and before the first cafter the last cash transfer. Endline assessment will be conducted by the conduction of t	& Endline e conducted after the registration of the target cash transfer while the endline will be conducted cted two weeks after the final cash transfer. Deadline			
Humanitarian	Miles	Two cycles are planned: Baseline The baseline assessment will be beneficiaries and before the first cafter the last cash transfer. Endline assessment will be conducted by the	& Endline e conducted after the registration of the target eash transfer while the endline will be conducted cted two weeks after the final cash transfer. Deadline Collected data will inform future projects of the donor Deadline 30th June 2023			
Humanitarian	Miles	Two cycles are planned: Baseline The baseline assessment will be beneficiaries and before the first cafter the last cash transfer. Endline assessment will be conducted by the conduction of t	& Endline e conducted after the registration of the target each transfer while the endline will be conducted cted two weeks after the final cash transfer. Deadline Collected data will inform future projects of the			
Humanitarian	Miles	Two cycles are planned: Baseline The baseline assessment will be beneficiaries and before the first cafter the last cash transfer. Endline assessment will be conducted by the	& Endline e conducted after the registration of the target cash transfer while the endline will be conducted conducted conducted two weeks after the final cash transfer. Deadline Collected data will inform future projects of the donor Deadline 30th June 2023 Collected data will feed into upcoming programs by actors planning cash-based			
Humanitarian	Miles x x	Two cycles are planned: Baseline The baseline assessment will be beneficiaries and before the first cafter the last cash transfer. Endline assessment will be conducted by the	& Endline c conducted after the registration of the target cash transfer while the endline will be conducted cted two weeks after the final cash transfer. Deadline Collected data will inform future projects of the donor Deadline 30th June 2023 Collected data will feed into upcoming programs by actors planning cash-based interventions. Collected data will feed into upcoming programs by actors planning cash-based			
Humanitarian	Miles x x	Two cycles are planned: Baseline The baseline assessment will be beneficiaries and before the first cafter the last cash transfer. Endline assessment will be conducted by the beneficiaries and before the first cafter the last cash transfer. Endline assessment will be conducted by the beneficiaries and before the first cafter the last cash transfer. Endline assessment will be conducted by the beneficiaries and before the first cafter the last cash transfer. Endline assessment will be conducted by the beneficiaries and before the first cafter the last cash transfer. Endline assessment will be conducted by the beneficiaries and before the first cafter the last cash transfer. Endline assessment will be conducted by the beneficiaries and before the first cash transfer.	& Endline c conducted after the registration of the target cash transfer while the endline will be conducted cted two weeks after the final cash transfer. Deadline Collected data will inform future projects of the donor Deadline 30th June 2023 Collected data will feed into upcoming programs by actors planning cash-based interventions. Collected data will feed into upcoming programs by actors planning cash-based			
Humanitarian milestones	Miles x x Audi	Two cycles are planned: Baseline The baseline assessment will be beneficiaries and before the first cafter the last cash transfer. Endline assessment will be conducted by the	& Endline c conducted after the registration of the target cash transfer while the endline will be conducted cted two weeks after the final cash transfer. Deadline Collected data will inform future projects of the donor Deadline 30th June 2023 Collected data will feed into upcoming programs by actors planning cash-based interventions. Collected data will feed into upcoming programs by actors planning cash-based interventions - Deadline 30th June 2023			
Humanitarian milestones Audience Type &	Miles x x X Audi x Stra	Two cycles are planned: Baseline The baseline assessment will be beneficiaries and before the first of after the last cash transfer. Endline assessment will be conducted by the conducted by t	e conducted after the registration of the target cash transfer while the endline will be conducted exact two weeks after the final cash transfer. Deadline			
Humanitarian milestones Audience Type &	Miles x x x Audi x Stra x Pro	Two cycles are planned: Baseline The baseline assessment will be beneficiaries and before the first of after the last cash transfer. Endline assessment will be conducted by the conducted by t	& Endline c conducted after the registration of the target cash transfer while the endline will be conducted cted two weeks after the final cash transfer. Deadline Collected data will inform future projects of the donor Deadline 30th June 2023 Collected data will feed into upcoming programs by actors planning cash-based interventions. Collected data will feed into upcoming programs by actors planning cash-based interventions - Deadline 30th June 2023			

Provision of em	gency multi-purpose cash assistance for drought-affected communities in Garissa County
	x Presentation of findings (e.g. at dissemination forums)
	x Website Dissemination (Relief Web & REACH Resource Centre)
	□ [Other, Specify]
Detailed	Yes x No
dissemination plan required	
General Objective	o understand to what extent the expenditure patterns and food security status of eneficiary HHs of the Kenya Cash Consortium (KCC) multi-purpose cash transfer MPCTs)2022/2023 programme have changed in order to inform the multi-purpose cash-ased humanitarian response in Garissa County.
Specific Objective(s)	 To determine the demographics of the target beneficiaries, heads of households and household size Understand beneficiary HH expenditure patterns at the beginning of the MPCTs programme and how it changes over time as HHs receive the MPCTs. Understand beneficiary HH food and livelihood security status at the beginning of the MPCTs program and how it changes over time as HHs receive the MPCTs. Understand the impact of receiving cash on the beneficiary HHs' well-being Understand awareness of complaint response mechanisms. Understand the degree to which ECHO protection-related key performance indicators (KPI) are adhered to. The specific indicators include: a) Awareness of the program details in the beneficiary population before it begins, b) satisfaction with the payment process, amount, and timeframe, c) frequency of payment delays d) ability to receive and access MPCTs, e) knowledge of complaint mechanisms f) ability to engage with a said mechanism to directly provide feedback, comments, or complaints, g) presence of community consultations by the partner NGO about the needs of the community, h) safety perceptions of the beneficiary HHs during the selection and registration process, i) perceived fairness of the selection process, j) respectful treatment by the NGO staff and k) IF suggestions on project improvement, are met at all stages of the project cycle.
Research Questions	1. What are the demographic profiles of the target beneficiaries, heads of
	households and household size?
	2. What are the beneficiary HH's baseline expenditure patterns prior to receiving a MPCT from the KCC, and how does this change after receiving multiple rounds of the MPCTs?a. What is the beneficiary HH monthly income?b. What are the beneficiary HHs' main expenditures?

	j. Suggestions on project improvement.						
Geographic	Garissa County						
Coverage							
Secondary data	1. Baseline, first PDM, second PDM and endline reports from Kenya Cash						
sources	Consortium in 2020 and 2021 ¹						
	2. ECHO Protection Key Performance Indicators list ²						
	3. NDMA resources, NDMA 2022, will be used to assess the drought situation in						
	Garissa County						
	4. Open Street Map and Google Maps – This will guide REACH in developing the						
	maps.						
	5. REACH MSNA conducted in Dadaab in 2021 ³						
Population(s)	□ HHs affected by drought in □ IDPs in informal sites						
	Garissa						
Select all that apply	□ IDPs in host communities □ IDPs [Other, Specify]						
	□ Refugees in camp □ Refugees in informal sites						

¹ Baseline, first PDM, second PDM and endline reports from Kenya Cash Consortium in 2020 and 2021

4

² https://fscluster.org/sites/default/files/documents/dg echo protection mainstreaming indicator - technical guidance.pdf

³ REACH_KEN_MSNA_SO_Dadaab_December-2021-.pdf (impact-repository.org)

Provision of emergency multi-purpose cash assistance for drought-affected communities in Garissa County

		Refugees in host commun	ities		□ Refugees [Other, Sp			Specify]		
	X	Host communities				Unregistered	refuç	efugees in Dadaab camps		
Stratification		Geographical #:		Grou	лр #	·		[Other Specify] #:		
		Population size per		Pop	ulati	on size per		Population size per		
		strata is known? □ Yes		strat	ta is known?			strata is known?		
		□ No		□ Ye	es 🗆	No		□ Yes □ No		
Data collection	X	Structured (Quantitative)			Semi-structure	ed (C	Qualitative)		
tool(s)										
	Samp	oling method			Data collection method					
Structured data	□ Pi	rposive				Kev informant i	nterv	view (Target #):		
collection tool # 1						•		,		
HH interview tool for	X Pro	bability / Simple random				Group discussi	on (i	「arget #):		
baseline	□ Pro	bability / Stratified simple ra	ando	m	хI	Household into	ervie	w (Target #): 355		
	□ Pr	obability / Cluster sampling			inc	lusive of 10%	buff	er		
	□ Pr	obability / Stratified cluster s	amp	ling		Individual interv	/iew	(Target #):		
	_ [O	ther, Specify]				Direct observat	ions	(Target #):		
						Other, Specify	(Ta	rget #):		
Structured data	_ Du	rposive				Kov informant i	nton	/iew (Target #):		
collection tool #2						•		, , , , , , , ,		
HH interview tool for		bbability / Simple random				•	,	「arget #):		
midline and endline	□ Pro	bability / Stratified simple ra	ando	m	хI	Household into	ervie	w (Target #): 355		
	□ Pr	obability / Cluster sampling			inc	lusive of 10%	buff	er		
	□ Pr	obability / Stratified cluster s	amp	ling		Individual interv	/iew	(Target #):		
	_ [0	than Speciful				Direct observat	ions	(Target #):		
		ther, Specify]					· / -			
						Otner, Specify	Па	rget #):		
Target level of	95%	level of confidence			5+/	/- % margin of e	error			
precision if										
probability sampling	.,	IMDACT ODK Conver Kon								
Data management platform(s)	Х	IMPACT ODK Server Ken	ya							
pianorm(o)		[Other, Specify]								
Expected ouput		Situation overview #:		Rep	ort#	t:		Profile #:		
type(s)										
		Presentation #:		Pres	enta	ation (Final)	Х	Factsheet #: 2		
				#:_	_			(1 for baseline and		
								1 for endline)		
		Interactive dashboard		Web	map	o #:	X	Map #: _1 _		
		#:_						(embedded/printed		
		D 11' / " 11' 55'	<u> </u>					on the factsheet)		
Access	Х	Public (available on REAC						· ,		
		Restricted (bilateral disser publication on REACH or			•		sem	ination list, no		
	IMPA	•	JUICI	zi piatioitiis)						
	Donor: Norwegian Refugee Council (NRC)									
	Donor. Norwegian Nerugee Council (NAC)									

Visibility Specify which logos should be on outputs

Coordination Framework: ASAL Humanitarian Network (AHN)

Partners: AHN, ACTED, Relief, Reconstruction, and Development Organization (RRDO), Pastoralist Girls Initiative (PGI)

2. Rationale

2.1. Background

Garissa County is an administrative county (about 44,753 km²) in Kenya. Its capital and largest urban area is Garissa. The population as of 2019 was 841,353 with a total of 141,394 households with an average size of 5.9 persons per household. It has a population density of 19 persons/Km². Garissa county has 7 sub-counties with 30 county assembly wards. There are 22 divisions sub-divided into 96 locations and 142 sub-locations.⁴

The biophysical indicators from NDMA, reported that no rainfall was received in the county in September 2022. The 3-month Vegetation Condition Index (VCI) was 27.14 showing a moderate vegetation deficit. Lagdera and Balambala sub-counties are in the severe vegetation deficit category. Poor to depleted pasture condition was seen in most parts of the county, apart from the southern parts of the county of Ijara, Hulugho and Bodhai sub-counties where pasture condition was fair to poor. Both household and livestock trekking distances from water sources have increased and were above the long-term averages.⁵

According to the most recent analysis, from July to September 2022 (lean season), about 3.5 million people (24% of the Arid and Semi-Arid Land ASAL population) are facing high levels of acute food insecurity – Integrated Phase Classification (IPC) Phase 3 or above, with about 2.7 million people in IPC Phase 3 (Crisis) and 785,000 people in IPC Phase 4 (Emergency). This is a 10% increase from the same period in 2021 where 2.1 million people were categorized in IPC Phase 3 and IPC Phase 4. The food insecurity is primarily driven by a combination of shocks, including a fourth successive below-average rainy season which was poorly distributed in space and short-lived which resulted in below-average crop production to near crop failure and poor livestock production; localised resource-based conflict; and high food prices as a result of the war in Ukraine and low in-country production. The most affected counties, representing 40% of the total country population in IPC Phase 3 or above are: Isiolo (50%), Turkana (50%), Garissa (45%), Mandera (45%), Marsabit (45%), Samburu (45%), Wajir (45%) and Baringo (40%). These are predominantly pastoral livelihoods.

In response to the ongoing drought following four consecutive failed rain seasons, Arid and Semi-Arid Land Humanitarian Network (ASAL-AHN), a consortium of both international and local organisations will implement four cycles of cash transfers to 2,036 households (12,216 individuals) in Garissa County in response to the drought situation. AHN will count on the support of two of its members - Relief, Reconstruction and Development Organization (RRDO) and Pastoralist Girls Initiative (PGI) for the provision of multi-purpose cash assistance to improve the nutrition and food consumption practices of vulnerable households in Garissa County. In support of this response, the AHN Network will provide technical backstopping to the partners by guiding them through the activities and challenges that may be encountered during the implementation.

In support of this response, the AHN Secretariat will undertake a harmonized Monitoring, Evaluation, Accountability, and Learning (MEAL) functions for the project, and use its existent independent Complaints, Feedback, and Response Mechanism (CFRM) to provide safe and confidential channels for reporting of coercion, corruption and/or abuse. To do so, AHN will have the support of ACTED's Appraisal, Monitoring and Evaluation Unit (AMEU) for the management of the CRFM. The latter will provide accountability monitors that form part of an independent platform for beneficiaries to provide feedback on the project and raise complaints on implementation at any stage throughout the project cycle. In addition, IMPACT will

6

⁴ Kenya National Bureau of Statistics. (2019). Kenya Population and Housing Census Results

⁵ https://reliefweb.int/report/kenya/garissa-county-drought-early-warning-bulletin-september-2022

⁶ https://www.ipcinfo.org/ipc-country-analysis/details-map/en/c/1155938/

Provision of emergency multi-purpose cash assistance for drought-affected communities in Garissa County conduct the monitoring and evaluation of the cash distribution activities – baseline (planned for the week of 18th November 2022) and endline (a week after the last cash transfer) – for a coherent methodology and analysis framework currently being applied by the AHN partners across the ASAL counties. The overall aim is to assess the impact of the distribution of multipurpose cash assistance (MPCA) for the 2,036 households in Garissa County.

2.2. Intended Impact

Based on the rationale summarized above, the Kenya Cash Consortium, led by ACTED and the Arid and Semi-arid lands (ASAL) Humanitarian Network (AHN), RRDO and PGI, will provide MPCTs to the target beneficiary HHs in Garissa County. IMPACT initiatives will provide monitoring of the project by conducting a baseline and endline assessment, whose methodology is presented in the next section. The assessment will collect data on the HHs' demographics, overall food security situation, income and expenditure, their subjective and overall wellbeing, as well as their perceptions of whether the humanitarian assistance offered is delivered in a safe, accessible, accountable, and participatory manner. The findings will provide insight into MPCT programming and assist partners to align their tasks to meet their objectives.

The Pastoralist Girls Initiative (PGI), and Relief, Reconstruction and Development Organization (RRDO will provide four months of cash assistance to a total of 2,036 households in targeted communities in Garissa. This will provide much-needed purchasing power in targeted households; enabling them to respond to their basic needs while offering flexibility and diversity of procurement at household level. The transfer value is based on the latest MEB amount released by the Kenya Cash Working Group, following market monitoring data released by REACH on a quarterly basis. The support will be delivered through mobile money transfer using Safaricom's M-pesa so that the approach is suitable in the locations. Partners will distribute SIM cards to all beneficiaries who do not have one and will set up an M-pesa account for each. The households that lack the prerequisite documents needed to register for M-pesa will benefit from the option of being supported to register and obtain these documents.

To monitor the ongoing impact of the MPCTs at the HH level, IMPACT Initiatives will conduct a baseline and an endline assessment. First, an initial baseline survey will be conducted for the new beneficiaries' HHs before they receive any MPCT.

Two weeks after the last round of disbursements of the MPCTs to HHs, IMPACT Initiatives will conduct an endline survey with samples drawn from beneficiary HHs. These surveys will be conducted remotely through phone interviews.

3. Methodology

3.1. Methodology Overview

The baseline and endline surveys will be conducted using mobile phones through HH surveys with a representative of the HH being a beneficiary of the Kenya Cash Consortium MPCT programme. The assessment will use a random sampling method to fulfil a 95% confidence level and a 5% margin of error. In addition, a 10% buffer will be included in the sample to account for non-response or data quality issues. A total of 355 surveys will be conducted in each of the two assessment rounds in Garissa County. The baseline assessment will be conducted between 18th November to 21st November 2022, and the endline between 22nd to 26th May 2023.

3.2. Population of interest

- Geographical area assessed: Garissa County
- Population assessed: The population of interest is the community HHs affected by the drought in the county of Garissa. The community HHs supported will remain the assessment's beneficiary households. These are the host community.
- Unit of measurement: The unit of measurement will be the HHs.

3.2 Secondary data review

- Baseline, first PDM, second PDM and endline reports from Kenya Cash Consortium in 2020 and 2021⁷
- ECHO Protection Key Performance Indicators list 8
- NDMA resources, NDMA 2022, will be used to assess the drought situation in Garissa County
- Open Street Map and Google Maps This will guide REACH in developing the maps.
- REACH MSNA conducted in Dadaab in 20219

3.3 Primary Data Collection

The baseline and endline surveys will be conducted through HH surveys using mobile phones with a representative of the HH being a beneficiary of the Kenya Cash Consortium MPCT programme. The assessment will comprise a household survey designed in partnership with the Kenya Cash Consortium partners. The tool will be designed and coded using kobo and all data will be collected via smartphone using Open Data Kit (ODK collect). Through this survey, households will be asked about their overall food security situation, as well as their perceptions of whether humanitarian assistance is delivered in a safe, accessible, accountable and participatory manner. For the baseline and endline survey, a simple random sampling approach will be used to have data that is representative of the beneficiary population (households), with a 95% confidence level and a 5% margin of error. A 10% buffer will be included in the sample to account for non-response or data quality issues. From the 2,036 beneficiaries of the MPCTs in Garissa County, a total of 355 surveys will be conducted in each of the two surveys (baseline and endline). The data will be collected through phone interviews and the respondents will be randomly selected from the list of registered beneficiaries. The interviews will only be conducted with people aged 18 years or above. Using MS-Excel, random numbers will be generated next to the beneficiary names and then arranged from the smallest random number to the largest. The first 355 names will be picked for the interview. If the respondent is not willing to respond or is not available, the next respondent from the beneficiary list will be contacted. The random numbers will be generated during the two assessments so we may have different respondents during the assessments which may cause the rounds of the assessments not to be completely comparable. The baseline assessment will be conducted starting 18th of November 2022, and endline between the 22nd to 26th of May 2023.

Data Processing & Analysis

Collected data will be subjected to daily checks to identify any issues with data quality and divergence from the sample frame, in line with IMPACT's Data Cleaning Minimum Standards Checklist. ¹⁰ In addition to the daily data checks, the final datasets will undergo a thorough cleaning, with any outstanding issues reported to the field staff for feedback. Following data cleaning, the data will be analyzed using R. For the food consumption score and coping strategy index, the guidelines provided by World Food Programme (WFP) from pages 63 to 80 will be used. ¹¹ IMPACT will compile factsheets from the analyzed data and thereafter publish the factsheets on the REACH website and share the outputs with the Kenya Cash Consortium.

⁷ Baseline, first PDM, second PDM and endline reports from Kenya Cash Consortium in 2020 and 2021

⁸ https://fscluster.org/sites/default/files/documents/dg_echo_protection_mainstreaming_indicator_-_technical_guidance.pdf

⁹ REACH_KEN_MSNA_SO_Dadaab_December-2021-.pdf (impact-repository.org)

¹⁰https://www.reachresourcecentre.info/wp-content/uploads/2020/03/IMPACT_Memo_Data-Cleaning-Min-Standards-Checklist_28012020-1.pdf

¹¹ https://documents.wfp.org/stellent/groups/public/documents/manual_guide_proced/wfp203246.pdf

4. Roles and responsibilities

Table 2: Description of roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed
Research design	Senior Assessment Officer	Research Manager	IMPACT HQ Research Design and Data Unit (RDDU), consortium members, Research Manager	HQ, Consortium Members, county coordinator
Supervising data collection	Senior field officer	Database Officer	IMPACT HQ RDDU, Consortium members, Research Manager, Assessment officer	HQ,Consortium Members, county coordinator
Data processing (checking, cleaning)	Database Officer	Database Officer	IMPACT HQ RDDU, consortium members, Research Manager, Senior Assessment officer	HQ, Consortium Members, county coordinator
Data analysis	Database Officer	Database Officer	IMPACT HQ RDDU, Senior Assessment officer consortium members, Research Manager,	HQ,Consortium Members, county coordinator
Output production	Senior Assessment Officer, GIS officer	Senior Assessment Officer	IMPACT HQ Research Reporting Unit (RRU), consortium members, Research Manager	HQ,Consortium Members, county coordinator
Dissemination	Senior Assessment Officer	Senior Assessment Officer	Consortium members, Research Manager,	HQ,Consortium Members, county coordinator,

Provision of emergency multi-purpose cash assistance for drought-affected communities in Garissa County

			IMPACT <mark>HQ</mark>	HQ
			Communications	Communications
			Officer	Officer
	Senior Assessment	Senior	IMPACT HQ	
	Officer	Assessment	Research	HQ,Consortium
		Officer	Department,	Members,
Monitoring & Evaluation			consortium	county
			members,	coordinator
			Research	Coordinator
			Manager	
	Senior Assessment	Senior	IMPACT HQ	
	Officer	Assessment	Research	HQ, Consortium
		Officer	Department,	Members,
Lessons learned			consortium	county
			members,	coordinator
			Research	COOTAINALOI
			Manager	

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

5. Key ethicial considerations and related risks

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

The proposed research design	Yes/ No	Details if no (including mitigation)
Has been coordinated with relevant stakeholders to avoid unnecessary duplication of data collection efforts?	Yes	
Respects respondents, their rights and dignity (specifically by: seeking informed consent, designing length of survey/ discussion while being considerate of participants' time, ensuring accurate reporting of information provided)?	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)? 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.?	Yes/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. That being said, enumerators will receive training on ensuring questions are asked in a non-intrusive, sensitive manner in order 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	

6. Data Analysis Plan

Attached Separately

7. Monitoring & Evaluation Plan

IMPACT Objective	External M&E Indicator	Internal M&E Indicator	Focal point	Tool	Will indicator be tracked?
	accessing IMPACT services/products Number of individuals accessing accessing	# of downloads of x product from Resource Center	Country request to HQ		x Yes
Humanitaria n		# of downloads of x product from Relief Web	Country request to HQ		x Yes
are		# of downloads of x product from Country-level platforms	Country team	User_lo g	x Yes
IMPACT products		# of page clicks on x product from REACH global newsletter	Country request to HQ		x Yes
	IMPACT services/products	# of page clicks on x product from the country newslettSendinblueBlue, bit.ly	Country team		x Yes

		# of visits to x webmap/x dashboard	Country request to HQ		□ Yes
IMPACT activities contribute to better program implementati on and coordination of the humanitaria n response	Number of humanitarian organizations utilizing IMPACT services/products	# references in HPC documents (HNO, SRP, Flash appeals, Cluster/sector strategies) # references in single agency documents	Country	Referen ce_log	Partners asked whether this assessment was used in their programming through survey monkey, if one is conducted in the future.
Humanitaria n stakeholders are using IMPACT products	Humanitarian actors use IMPACT evidence/product s as a basis for decision making, aid planning and delivery Number of humanitarian documents (HNO, HRP, cluster/agency strategic plans, etc.) directly informed by IMPACT products	Perceived relevance of IMPACT country-programs Perceived usefulness and influence of IMPACT outputs Recommendations to strengthen IMPACT programs The perceived capacity of IMPACT staff Perceived quality of outputs/programs Recommendations to strengthen IMPACT programs	Country team	Usage_ Feedba ck and Usage_ Survey templat e	Decisions made and implemented based on of the assessment – to bare e checked with operational and donor partners to ask what actions they took on the basis of the findings and recommendations. This assessment may also be included in a usage survey of partners if one is conducted in the future.
Humanitaria n 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.)	# organisations providing resources (i.e. Staff, vehicles, meeting space, budget, etc.) for activity implementation # of organisations/clusters inputting in research design and joint analysis # of organisations/clusters attending briefings on findings;	Country team	Engage ment_lo g	x Yes x Yes

Provision of emergency multi-purpose cash assistance for drought-affected communities in Garissa County