

# Research Terms of Reference

COVID-19 market monitoring initiative in Nairobi informal settlements

KEN2002

KENYA

18/06/2020

Version 1

**IMPACT** Shaping practices  
Influencing policies  
Impacting lives

## 1. Executive Summary

<b>Country of intervention</b>	Kenya					
<b>Type of Emergency</b>	<input type="checkbox"/>	Natural disaster	<input type="checkbox"/>	Conflict	<input checked="" type="checkbox"/>	Public health
<b>Type of Crisis</b>	<input type="checkbox"/>	Sudden onset	<input type="checkbox"/>	Slow onset	<input checked="" type="checkbox"/>	Protracted
<b>Mandating Body/ Agency</b>	Government of Kenya (GoK)					
<b>Project Code</b>	24EAA					
<b>Overall Research Timeframe</b> <i>(from research design to final outputs / M&amp;E)</i>	01 / MAY/2020 to 31/OCT /2020					
<b>Research Timeframe</b>	1. Start data collection: 22.06.2020 2. End data collection: 26.06.2020 3. Data analysed: 03.07.2020 4. Data sent for validation: 03.07.2020			5. Preliminary presentation: n/a 6. Outputs sent for validation: 10.07.2020 7. Outputs published: 17.07.2020 8. Final presentation: Next CWG meeting		
<b>Number of assessments</b>	<input type="checkbox"/>	Single assessment (one cycle)				
	<input checked="" type="checkbox"/>	Multi assessment (more than one cycle) <i>Market monitoring – 5 cycles</i>				
<b>Humanitarian milestones</b> <i>Specify what will the assessment inform and when</i> <i>e.g. The shelter cluster will use this data to draft its Revised Flash Appeal;</i>	<b>Milestone</b>			<b>Deadline</b>		
	<input checked="" type="checkbox"/>	Donor plan/strategy			30/10/2020	
	<input checked="" type="checkbox"/>	Inter-cluster plan/strategy			Collected data will be feed into Kenya HNO analyses .	
	<input checked="" type="checkbox"/>	Cluster plan/strategy			Collected data will feed into upcoming programs by actors planning cash-based interventions	
	<input checked="" type="checkbox"/>	NGO platform plan/strategy			Collected data will feed into upcoming programs by actors planning cash-based interventions	
	<input type="checkbox"/>	Other (Specify):				

<b>Audience Type &amp; Dissemination</b> Specify <i>who</i> will the assessment inform and <i>how</i> you will disseminate to inform the audience	<b>Audience type</b>		<b>Dissemination</b>	
	<input checked="" type="checkbox"/> Strategic <input checked="" type="checkbox"/> Programmatic <input checked="" type="checkbox"/> Operational <input type="checkbox"/> [Other, Specify]		<input checked="" type="checkbox"/> General Product Mailing . <input type="checkbox"/> Cluster Mailing . <input checked="" type="checkbox"/> Presentation of findings. <input checked="" type="checkbox"/> Website Dissemination (Relief Web & REACH Resource Centre) <input type="checkbox"/> [Other, Specify]	
<b>Detailed dissemination plan required</b>	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
<b>General Objective</b>	To inform cash transfer programming in Nairobi by providing consumer prices of key commodities in light of COVID-19 restrictions and capacity of vendors to respond to changing demand in assessed markets in relation to covid-19 restrictions.			
<b>Specific Objective(s)</b>	1. To establish the availability of key commodities in the markets in informal settlements in light of COVID-19 restrictions. 2. To provide consumer prices of key commodities in assessed markets in light of COVID-19 restrictions. 3. To understand the sources of supply for items and barriers faced by vendors in their day to day operations.			
<b>Research Questions</b>	1. Which commodities are available in the market? 2. What are the prices of the commodities that are available in these markets? a) What are the changes in price of commodities across different months? 3. What barriers do vendors face in their day to day operations? 4. Where do vendors source their supplies from?			
<b>Geographic Coverage</b>	<i>Informal settlements in Nairobi County</i>			
<b>Secondary data sources</b>	<i>Market price monitoring in Somalia conducted by REACH initiative, April 2019</i> <i>Monthly price monitoring from <a href="#">FEWS NET</a> and <a href="#">WFP</a></i> <a href="#">IMPACT global guidelines on COVID-19 market monitoring</a>			
<b>Population(s)</b> <i>Select all that apply</i>	<input type="checkbox"/>	IDPs in camp	<input type="checkbox"/>	IDPs in informal sites
	<input checked="" type="checkbox"/>	IDPs in host communities	<input type="checkbox"/>	IDPs [Other, Specify]
	<input type="checkbox"/>	Refugees in camp	<input type="checkbox"/>	Refugees in informal sites
	<input type="checkbox"/>	Refugees in host communities	<input type="checkbox"/>	Refugees [Other, Specify]
	<input checked="" type="checkbox"/>	Host communities	<input checked="" type="checkbox"/>	[Other, Specify] Vendors in Nairobi informal settlements markets.
<b>Stratification</b> <i>Select type(s) and enter number of strata</i>	<input type="checkbox"/>	Geographical #: _ _ _ Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Group #: _ _ _ Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/>	[Other Specify] #: _ _ _ Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	[Other Specify] #: _ _ _ Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Data collection tool(s)</b>	<input checked="" type="checkbox"/>	Structured (Quantitative)		<input type="checkbox"/> Semi-structured (Qualitative)
	<b>Sampling method</b>		<b>Data collection method</b>	
<b>Structured data collection tool # 1</b>	<input checked="" type="checkbox"/> Purposive <input type="checkbox"/> Snowballing <input type="checkbox"/> [Other, Specify]		<input checked="" type="checkbox"/> Key informant interview (Target #): 5 per commodity in each market <input type="checkbox"/> Individual interview (Target #): _ _ _ _ _	

			<input type="checkbox"/> Focus group discussion (Target #): _____ <input type="checkbox"/> [Other, Specify] (Target #): _____	
<b>Data management platform(s)</b>	X	IMPACT initiatives Kobo	<input type="checkbox"/>	UNHCR
	<input type="checkbox"/>	[Other, Specify]		
<b>Expected output type(s)</b>	<input type="checkbox"/>	Situation overview #: __	<input type="checkbox"/>	Report #: __
	<input type="checkbox"/>	Presentation (Preliminary findings) #: __	<input type="checkbox"/>	Presentation (Final) #: __
	<input type="checkbox"/>	Interactive dashboard #: __	<input type="checkbox"/>	Webmap #: __
	x	5 datasets		
<b>Access</b>	X	Public (available on REACH resource center and other humanitarian platforms)		
	<input type="checkbox"/>	Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)		
<b>Visibility</b> Specify which logos should be on outputs	ECHO Kenya cash consortium Partners: CREAW, Concern world wide, ACTED, Oxfam, IMPACT, Kenya red cross			

## 2. Rationale

### 2.1. Rationale

The COVID-19 pandemic has continued to spread from country to country, the total number of confirmed case rising day by day with the total number of cases in Kenya standing at [2,340](#) as of 4 May 2020. The government of Kenya has enforced strict social distancing measures, temporarily shut down venues for large public gatherings, and closure of borders to prevent the spread of the virus and movements within Nairobi metropolitan are limited only to frontline health workers, essential service providers and security personnel. These measures, while necessary from a public health perspective, are already having strong negative effects on some of the market systems on which vulnerable populations in Nairobi depend. Border closures, labor shortages, and restriction of cross-border cargo transport have disrupted supply chains in Nairobi. As a majority of the population in the Nairobi informal settlements depend on daily labour, and have been more vulnerable to the COVID prevention measures, these households are more likely to struggle to meet basic needs and are at a higher risk of losing income. The Kenya cash consortium partners in coordination with other sector specific focal points addressed the need to track prices of key commodities in Nairobi informal settlements in order to have a unified approach in responding to the impact on humanitarian needs as a result of COVID-19.

To inform humanitarian programming, IMPACT Initiatives in partnership with ACTED, concern worldwide, CREW, Red cross and OXFAM, will conduct five monthly market monitoring from June 2020 to October 2020 to assess the availability and prices of basic commodities that are typically sold in markets. This information will provide humanitarian organizations with price change information, which will inform their operations in order to respond accordingly.

## 3. Methodology

### 3.1 Methodology overview

Market monitoring will use quantitative methods of data collection by conducting key informant interviews with vendors. In order to reduce contact time between enumerators and vendors, enumerators will visit the major markets in each of the eleven informal settlements to collect the phone numbers of vendors. Thereafter, surveys will be administered to vendors through phone calls. The tool for this assessment will be shared with Kenya cash consortium members for input. IMPACT Initiatives will collect at least three prices of each of the items in the eleven informal settlements.

### 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.
- *Unit of measurement:* Vendors at settlement level.

### 3.3 Secondary data review (outline key bibliography/sources you will use and for what).

Existing market price monitoring tools and lessons learned will be used to develop the assessment tools and methodology, more specifically, the market price monitoring in Somalia conducted by REACH initiative, April 2019. In addition, the baseline data collected by IMPACT from the same informal settlements during post distribution monitoring of the consortium partners will be used to get an initial understanding of household needs and access to markets, and to triangulate with findings from the market monitoring. [IMPACT global guidelines on COVID-19 market monitoring](#) will be followed to ensure that the data collected will help national cash working groups and other partners to respond to the COVID-19 pandemic.

### 3.4 Primary Data Collection

Data will be collected through phone-based key informant interviews with vendors selling items in the main markets of the ten informal settlements where cash intervention will be implemented by members of Kenya cash consortium. The tool will be coded using Open Data Kit (ODK) and all data will be collected using smart phones. Items included in the minimum expenditure basket (MEB) together with a few others that have been agreed upon with the Kenyan cash consortium members will be monitored. Data will be collected on a monthly basis from June to October 2020.

The vendor selection will be based on the below criteria:

- Traders must be retailers selling directly to consumers. Wholesalers should be avoided unless they commonly also sell directly to consumers.
- Traders 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 patronized 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 located in different parts of the market place. There are no restrictions on the size of the surveyed traders, as consumers typically buy from small as well as large traders.

However, if there are less than three vendors per item in an assessed market, enumerators are allowed to visit other vendors approved by field coordinators such as grocery stores and milk stores. At least three prices will be collected per item for the following items:

Food items		Non-food items	
White maize	Rice	Jerry can	Kerosene
Maize flour	Sugar	Surgical mask	
Beans	Wheat flour	Bar soap	
Cowpeas	Vegetable oil	Clean water	
Pigeon peas	Tea leaves	Bucket	
Goat meat	Cattle meat	Sanitary pads	
Cattle milk	Tomatoes	Firewood	
Onions	Kales	Charcoal	

IMPACT initiatives will follow the guidelines by the Kenyan government and WHO and adapt accordingly if these change throughout the process. Enumerators will wear protective equipment and visit the major markets in each of the ten settlements to collect the phone numbers of vendors selling different items that will be monitored as part of the market monitoring. In order to reduce the risk of COVID-19 infection to the enumerators and IMPACT staff, data will be collected using phone interviews.

### 3.5 Data Processing and Analysis

Collected data will be subjected to daily checks to identify any issues with data quality and divergence from the sample frame. 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 median price of items will be calculated using MS-Excel.

## 3. Roles and responsibilities

Table 2: Description of roles and responsibilities

<i>Task Description</i>	<i>Responsible</i>	<i>Accountable</i>	<i>Consulted</i>	<i>Informed</i>
<i>Research design</i>	<i>Assessment Officer</i>	<i>Assessment Officer</i>	<i>HQ Research Design Unit, Consortium members, Country Co-ordinator</i>	<i>HQ, Consortium Members, county coordinator</i>
<i>Supervising data collection</i>	<i>Field Team Lead</i>	<i>Database Officer</i>	<i>HQ Consortium members, Country Co-ordinator, Assessment Officer</i>	<i>HQ, Consortium Members, county coordinator</i>
<i>Data processing (checking, cleaning)</i>	<i>Field Team Lead</i>	<i>Database Officer</i>	<i>HQ Consortium members, Country Co-ordinator, Assessment Officer</i>	<i>HQ, Consortium Members, county coordinator</i>

COVID-19 market monitoring initiative in Nairobi informal settlements, June 2020

<i>Data analysis</i>	Database Officer	Assessment officer	HQ Consortium members, Country Co-ordinator, Assessment Officer	HQ, Consortium Members, county coordinator
<i>Output production</i>	Assessment Officer, GIS officer	Assessment Officer	HQ Consortium members, Country Co-ordinator	HQ, Consortium Members, county coordinator
<i>Dissemination</i>	Assessment Officer	Assessment Officer	HQ Consortium members, Country Co-ordinator	HQ, Consortium Members, county coordinator
<i>Monitoring &amp; Evaluation</i>	Assessment Officer	Assessment Officer	HQ Consortium members, Country Co-ordinator	HQ, Consortium Members, county coordinator
<i>Lessons learned</i>	Assessment Officer	Assessment Officer	HQ Consortium members, Country Co-ordinator	HQ, Consortium Members, county coordinator

## 4. Data Analysis Plan

	IN #	Data collection method	Indicator/ Variable	Questionnaire Question	Questionnaire Responses
	1.1	KI	consent	Hallo, my name is (enumerator name), and I am working with IMPACT initiatives, a member of the Kenya Cash Consortium. We are conducting a market monitoring exercise to inform humanitarian responses in this region. Please note that this exercise is used for monitoring of needs and responses, and does not directly influence the delivery of assistance. This interview will take about 15 minutes and your responses will remain confidential. Your participation is voluntary and you can choose not to answer any of the questions. You are also welcome to withdraw from the interview at any point.	Yes  No

COVID-19 market monitoring initiative in Nairobi informal settlements, June 2020

				Do you agree to participate?	
	1.2	KII	The name of the settlement	Name of the settlement Please specify	Kibera Korogocho Mathare Soweto Majengo Gitare-marigo  Gatina  Lunga lunga  Kayole  Mukuru  Other
	1.3	KII	The name of the market	Market name:	text
	1.4	KII	Vendors, shop name	Shop name:	Text
	1.5	KII	The name of the vendor being interviewed	Vendor name:	Text
	1.6	KII	Phone number of the vendor	What is your phone number?	Integer
Which commodities are available in the market and their prices?	2.1	KII	Items sold by vendors	What kind of items does this shop sell?	White maize Maize flour Beans Cowpeas Pigeon peas Rice Sugar Wheat flour Vegetable oil Tea leaves Salt Goat meat Cattle meat Cattle milk Tomatoes Onions

					<p>Kales</p> <p>Jerry can</p> <p>Surgical mask</p> <p>Bar soap</p> <p>Clean water</p> <p>Bucket</p> <p>Sanitary pads</p> <p>Firewood</p> <p>Charcoal</p> <p>Kerosene</p>
	2.2	KII	Median price of white maize per kilogram (kg)	<p>How much is 1 kg of white maize in KES?</p> <p>For how many days do you expect your current stock of white maize to last?</p> <p>If you placed an order for today, how many days would it take you to restock white maize?</p>	Integer
	2.3	KII	Median price of white maize flour per kg	<p>How much is 1 kg of maize flour in KES?</p> <p>For how many days do you expect your current stock of maize flour to last?</p> <p>If you placed an order for today, how many days would it take you to restock maize flour ?</p>	Integer
	2.4	KII	Median price of beans per kg	<p>How much is 1 kg of beans in KES?</p> <p>For how many days do you expect your current stock of beans to last?</p>	Integer



COVID-19 market monitoring initiative in Nairobi informal settlements, June 2020

				If you placed an order for today, how many days would it take you to restock beans ?	
	2.5	KII	Median price of cowpeas per kg	<p>How much is 1 kg of cowpeas in KES?</p> <p>For how many days do you expect your current stock of cowpeas to last?</p> <p>If you placed an order for today, how many days would it take you to restock cowpeas ?</p>	Integer
	2.6	KII	Median price of pigeon peas per kg	<p>How much is 1 kg of Pigeon peas in KES?</p> <p>For how many days do you expect your current stock of Pigeon peas to last?</p> <p>If you placed an order for today, how many days would it take you to restock Pigeon peas?</p>	Integer
	2.7	KII	Median price of rice per kg	<p>How much is 1 kg of rice in KES?</p> <p>For how many days do you expect your current stock of rice to last?</p> <p>If you placed an order for today, how many days would it take you to restock rice ?</p>	Integer
	2.8	KII	Median price of sugar per kg	<p>How much is 1 kg of sugar in KES?</p> <p>For how many days do you expect your current stock of sugar to last?</p> <p>If you placed an order for today, how many</p>	Integer

COVID-19 market monitoring initiative in Nairobi informal settlements, June 2020

				days would it take you to restock sugar?	
	2.9	KII	Median price of wheat flour per kg	<p>How much is 1 kg of wheat flour in KES?</p> <p>For how many days do you expect your current stock of wheat flour to last?</p> <p>If you placed an order for today, how many days would it take you to restock wheat flour ?</p>	Integer
	2.10	KII	Median price of vegetable oil per litre	<p>How much is 1 litre of vegetable oil in KES?</p> <p>For how many days do you expect your current stock of vegetable oil to last?</p> <p>If you placed an order for today, how many days would it take you to restock vegetable oil ?</p>	Integer
	2.11	KII	Median price of tea leaves per 50 g	<p>How much is 50g of tea leaves in KES?</p> <p>For how many days do you expect your current stock of tea leaves to last?</p> <p>If you placed an order for today, how many days would it take you to restock tea leaves ?</p>	Integer
	2.12	KII	Median price of salt per 500 g	<p>Does this shop sell salt?</p> <p>How much is 500 g of salt in KES?</p> <p>For how many days do you expect your</p>	Integer

				<p>current stock of salt to last?</p> <p>If you placed an order for today, how many days would it take you to restock salt ?</p>	
	2.13	KII	Median price of goat meat per kg	<p>How much is 1 kg of goat meat in KES?</p> <p>For how many days do you expect your current stock of goat meat to last?</p> <p>If you placed an order for today, how many days would it take you to restock goat meat ?</p>	Integer
	2.14	KII	Median price of cattle meat per kg	<p>How much is 1 kg of cattle meat in KES?</p> <p>For how many days do you expect your current stock of cattle meat to last?</p> <p>If you placed an order for today, how many days would it take you to restock cattle meat?</p>	Integer
	2.15	KII	Median price of cattle milk per litre	<p>How much is 1 litre of cattle milk in KES?</p> <p>For how many days do you expect your current stock of cattle milk to last?</p> <p>If you placed an order for today, how many days would it take you to restock cattle milk?</p>	Integer
	2.16	KII	Median price of tomatoes per kg	<p>How much is 1 kg of tomatoes in KES?</p> <p>For how many days do you expect your</p>	Integer

				<p>current stock of tomatoes to last?</p> <p>If you placed an order for today, how many days would it take you to restock tomatoes?</p>	
	2.17	KII	Median price of onions per kg	<p>How much is 1 kg of onions in KES?</p> <p>For how many days do you expect your current stock of onions to last?</p> <p>If you placed an order for today, how many days would it take you to restock onions?</p>	Integer
	2.18	KII	Median price of kales per kg	<p>How much is 1 kg of kales in KES?</p> <p>For how many days do you expect your current stock of kales to last?</p> <p>If you placed an order today, how many days would it take you to restock kales?</p>	Integer
	2.19	KII	Median price of 20 litre jerrycan of water	<p>How much does it cost to fill a 20 litre jerry can with clean water in KES?</p>	Integer
	2.20	KII	Median price of one piece of surgical mask	<p>How much is a piece of surgical mask in KES?</p> <p>For how many days do you expect your current stock of surgical mask to last?</p> <p>If you placed an order today, how many days would it take you to restock surgical mask ?</p>	Integer

	2.21	KII	Median price of 200g bar soap	<p>How much is a 200 g bar of soap in KES?</p> <p>For how many days do you expect your current stock of soap to last?</p> <p>If you placed an order today, how many days would it take you to restock soap?</p>	Integer
	2.22	KII	Median price of 20 litre jerrycan .	<p>How much is a 20 litre jerry can in KES?</p> <p>For how many days do you expect your current stock of jerry cans to last?</p> <p>If you placed an order today, how many days would it take you to restock jerry cans?</p>	Integer
	2.23	KII	Median price 20 litre bucket	<p>How much is a 20 litre bucket in KES?</p> <p>For how many days do you expect your current stock of buckets to last?</p> <p>If you placed an order today, how many days would it take you to restock buckets?</p>	Integer
	2.24	KII	Median price of 8 pack sanitary pad	<p>How much is a 8 pack sanitary pad?</p> <p>For how many days do you expect your current stock of sanitary pads to last?</p> <p>If you placed an order today, how many days would it take you to restock sanitary pads?</p>	Integer
	2.25	KII	Median price of firewood bundle.	<p>How much is a bundle of firewood in KES?</p>	Integer

COVID-19 market monitoring initiative in Nairobi informal settlements, June 2020

				<p>For how many days do you expect your current stock of firewood to last?</p> <p>If you placed an order today, how many days would it take you to restock firewood ?</p>	
	2.26	KII	Median price of 2 kg tin of charcoal.	<p>How much is a 2kg tin of charcoal in KES?</p> <p>For how many days do you expect your current stock of firewood to last?</p> <p>If you placed an order today, how many days would it take you to restock firewood ?</p>	Integer
	2.27	KII	Median price of 1 litre of kerosene.	<p>How much is 1 litre of kerosene in KES?</p> <p>For how many days do you expect your current stock of firewood to last?</p> <p>If you placed an order today, how many days would it take you to restock firewood ?</p>	Integer
Where do vendors source their supplies from?	3.1	KII	Vendors source of supply	<p>Which of the following sources of supply do you use for the majority of commodities that you sell?</p> <p>Please specify "Other"</p>	<p>Buy directly from local producers/ farmers in this settlements</p> <p>farmers not in this settlement</p> <p>Buy from a wholesaler in this market/ settlement</p> <p>Buy from a supplier in Nairobi CBD</p> <p>Buy from a supplier in another settlement</p> <p>Other</p> <p>Text</p>
	3.2	KII		<p>What is the name of the other settlement/town where your supplier is located?</p>	<p>Kibera</p> <p>Korogocho</p> <p>Mathare</p> <p>Soweto</p> <p>Majengo</p> <p>Gitare</p> <p>Marigo</p> <p>Gatina</p> <p>Lunga lunga</p> <p>Kayole</p>

					Mukuru Eastleigh Thika Nakuru Kiambu Other
What barriers do vendors face in their day to day operations?	4.1	KII	Challenges experienced by vendors	Do you face any demand or supply related challenges?	Yes/No
	4.2	KII		If yes, which of the following best describe these challenges?  Please specify "Other"	Unusable roads making transportation of stock a challenge My supplier does not have enough of the commodities I cannot afford to restock/scale up Theft or damage of commodities Sudden increase in demand for commodities Lack of vehicles to transport commodities Increase in price of commodities by supplier Sudden fall in demand for commodities Movement restrictions to prevent the spread of COVID-19 Other Text
	4.3	KII	Percentage of vendors reporting a reduction in the number of customers they receive daily compared to three months ago	How has the number of customers purchasing from your shop changed in the last three months?	Yes No  Increased Not changed Decreased
	4.4	KII	Number of vendors in this marketplace that have closed their business compared to three months ago	How many vendors in this market do you know or have heard about, that closed down their businesses since March 2020 due to COVID-19 related challenges?	integer

5. Data Management Plan is available upon request

## 6. Monitoring & Evaluation Plan

- Please complete the M&E Plan column in the table and use the corresponding Tools in the Monitoring & Evaluation matrix to implement the plan during the research cycle.

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	x Yes
		# of downloads of x product from Relief Web	Country request to HQ		x Yes
		# of downloads of x product from Country level platforms	Country team		x Yes
		# of page clicks on x product from REACH global newsletter	Country request to HQ		x Yes
		# of page clicks on x product from country newsletter, sendingBlue, bit.ly	Country team		x Yes
		# of visits to x webmap/x dashboard	Country request to HQ		<input type="checkbox"/> 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	Kenya 2020 Humanitarian Needs Overview
		# 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  Number of humanitarian documents (HNO, HRP,	Perceived relevance of IMPACT country-programs	Country team	Usage_Feed back and Usage_Survey template	Decisions made and implemented on the basis of the assessment – to be 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



COVID-19 market monitoring initiative in Nairobi informal settlements, June 2020

	cluster/agency strategic plans, etc.) directly informed by IMPACT products				in a usage survey of partners if one is conducted in the future.
		Perceived usefulness and influence of IMPACT outputs			
		Recommendations to strengthen IMPACT programs			
		Perceived capacity of IMPACT staff			
		Perceived quality of outputs/programs			
		Recommendations to strengthen IMPACT programs			
<b>Humanitarian stakeholders are engaged in IMPACT programs throughout the research cycle</b>	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

ANNEX 1: METHODOLOGY NOTES (IF RELEVANT)

ANNEX 2: [OTHER SPECIFY]