Research Terms of Reference
Actor, service and infrastructure mapping in Dadaab refugee camps
KEN2201
KENYA

January 2022
V1

REACH Informing more effective humanitarian action

1. Executive Summary

Country of intervention	Kenya				
Type of Emergency	□	Natural disaster	x	Conflict	□ Other *(specify)*
Type of Crisis	□	Sudden onset	□	Slow onset	x Protracted
Mandating Body/ Agency	*United Nations High Commissioner for Refugees (UNHCR), Government of Kenya (GOK)*				
IMPACT Project Code	*24EPB*				
Overall Research Timeframe *(from research design to final outputs / M&E)*	18/01/2022 to 31/05/2022				

Research Timeframe *(mapping of infrastructures)*	1. Pilot/ training: 28/03/2022	6. Preliminary presentation: N/A
	2. Start collect data: 29/ 03/ 2022	7. Outputs sent for validation: 15/05/2022
	3. Data collected: 08/04/2022	8. Outputs published: 31/05/2022
	4. Data analysed: 11/05/2022	9. Final presentation: upon request
	5. Data sent for validation: 01/05/2022	
Research Timeframe *(mapping of actors)*	1. Pilot/ training: 25/04/2022	6. Preliminary presentation: N/A
	2. Start collect data: 26/04/2022	7. Outputs sent for validation: 15/05/2022
	3. Data collected: 29/04/2022	8. Outputs published: 31/05/2022
	4. Data analysed: 6/05/2022	9. Final presentation: upon request
	5. Data sent for validation:06/05/2022	

Number of assessments	x	Single assessment (one cycle)	
	□	Multi assessment (more than one cycle)	

Humanitarian milestones	**Milestone**		**Deadline**
	x	Donor plan/strategy	Throughout the project
	□	Inter-cluster plan/strategy	_ _/_ _/_ _ _ _
	□	Cluster plan/strategy	_ _/_ _/_ _ _ _
	x	NGO platform plan/strategy	Implementing actors in Dadaab refugee camps will use these findings to inform their operational decisions throughout the project.
	□	Other (Specify):	_ _/_ _/_ _ _ _
	Audience type		**Dissemination**

Audience Type & Dissemination *Specify who will the assessment inform and how you will disseminate to inform the audience*	□ Strategic □ Programmatic x Operational □ [Other, Specify]		**x** General Product Mailing (e.g. mail to NGO consortium; HCT participants; Donors) □ Cluster Mailing (Education, Shelter and WASH) and presentation of findings at next cluster meeting x Presentation of findings (e.g. at HCT meeting; Cluster meeting) x Website Dissemination (Relief Web & REACH Resource Centre) □ [Other, Specify]
Detailed dissemination plan required	□	Yes	x	No
General Objective	*This actor, service and infrastructure mapping assessment aims to build a general understanding of key infrastructure and services offered in the key infrastructures by different agencies in Dadaab Refugee Camps in order to support the identification of available facilities and key service gaps.*		
Specific Objective(s)	1) *To understand the functionality and conditions of key infrastructures in Dadaab refugee camps (heath facilities, education facilities, markets, financial institutions, waterpoints and community facilities, protection facilitities,* administrative offices and non-governmental offices (NGOs).*)* 2) *To understand the services offered in the key infrastructures including those services that are not available in physical infrastructures.* 3) *To identify and provide up-to-date data on the implementing actors' activities, their location and the services provided to refugees in Dadaab refugee camps.* 4) *To support operational planning by humanitarian actors through the identification of gaps in service delivery coverage within the refugee camps and provision of maps showing the coverage.*		
Research Questions	1) What key infrastructure is available in Dadaab refugee Camps and where are they located? 2) What are the conditions and functionality of the key infrastructure? 3) Who and where are the implementing actors providing services to refugees within the refugee camps located? 4) What services are being provided by the implementing actors to the refugees in the refugee camps and how can they be contacted?		
Geographic Coverage	*Dadaab refugee camps (Dagahaley, Hagadera and Ifo)*		
Secondary data sources	1) [Dadaab actor and service mapping conducted by REACH Initiative in 2021](#) - This will be used to develop the methodology and identify the implementing partners that will be visited to discuss and conceptualize the findings. 2) [Dadaab infrastructure mapping conducted by REACH Initiative in 2019](#) - This will be used to develop the methodology and identify a starting point for the primary data collection. 3) Open Street Map and Google Maps – This will guide in the developing the maps.		
Population(s) *Select all that apply*	□	IDPs in camp	□	IDPs in informal sites
	□	IDPs in host communities	□	IDPs [Other, Specify]
	x	Refugees in camp	□	Refugees in informal sites

	□	Refugees in host communities		□	Refugees [Other, Specify]	
	□	Host communities		x	Implementing actors in Dadaab	
Stratification *Select type(s) and enter number of strata*	x	Geographical #: 3 Population size per strata is known? x 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)	x	Structured (Quantitative)	**x**	Semi-structured (Qualitative)		

	Sampling method	Data collection method
Structured data collection tool # Key informant interview tool at the infrastructure	x Purposive □ Probability / Simple random □ Probability / Stratified simple random □ Probability / Cluster sampling □ Probability / Stratified cluster sampling □ [Other, Specify]	x Key informant interview (Target #): 300 □ Group discussion (Target #):_ _ _ _ _ □ Household interview (Target #):_ _ _ _ _ □ Individual interview (Target #):_ _ _ _ _ x Direct observations (Target #): 1200 □ [Other, Specify] (Target #):_ _ _ _ _
Structured data collection tool # Key informant interview tool with humanitarian agencies in Dadaab	x Purposive □ Probability / Simple random □ Probability / Stratified simple random □ Probability / Cluster sampling □ Probability / Stratified cluster sampling □ [Other, Specify]	x Key informant interview (Target #): 30 □ Group discussion (Target #):_ _ _ _ _ □ Household interview (Target #):_ _ _ _ _ □ Individual interview (Target #):_ _ _ _ _ x Direct observations (Target #):30 □ [Other, Specify] (Target #):_ _ _ _ _
Semi structured data collection tool # Focus group discussion	x Purposive □ Snowballing □ [Other, Specify]	□ Key informant interview (Target #):_ _ _ _ _ □ Individual interview (Target #):_ _ _ _ _ x Focus group discussion (Target #):6 (2 per camp) □ [Other, Specify] (Target #):_ _ _ _ _
Target level of precision if probability sampling	_ _% level of confidence	_ _+/- % margin of error

Data management platform(s)	x	IMPACT		□	UNHCR	
	□	[Other, Specify]				
Expected ouput type(s)	□	Situation overview #: _ _	□	Report #: _ _	□	Profile #: _ _
	□	Presentation (Preliminary findings) #: _ _	x	Presentation (Final) #: 1	x	Factsheet #: 1
		Interactive dashboard #:	□	Webmap #: _ _	x	Map #: 3, 1per camp
	□	[Other, Specify] #: _ _				
Access	x	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 *Specify which* **logos** *should be on outputs*	**REACH**					
	Donor: *European union Civil protection and Humanitarian aid (ECHO)*					
	Coordination Framework: *Norwegian Refugee Council (NRC)*					

	Partners:

2. Rationale

2.1 Background

Dadaab Refugee complex is located in Garissa County, Kenya. It consists of three camps, Dagahaley, Hagadera and Ifo. As of 31 January 2022, a total of 234,040[1] Refugees and Asylum seekers mostly from Somalia reside in Dadaab. The complex comprises of multiple shelter types and a variety of facilities including latrines, boreholes, tap stands, education facilities, health facilities and markets. Since 2014, there has been pressure to close down the camps, with The Government of Kenya in March 2021 communicating its intention to work towards the closure of the Dadaab, and Kakuma refugee camps by June 2022.[2] In addition, the average population of refugees in Dadaab has been steadily increasing since 2018.[1] Access to critical facilities therefore remain constrained as more people get added in the already populated camps. REACH conducted infrastructure mapping in January 2019 to understand the access to services and other key infrastructure elements in the three Dadaab refugee camps.

Intended impact

REACH will therefore build on the infrastructure mapping conducted in 2019 to come up with a more comprehensive database of the key infrastructures and services offered. REACH will also seek to understand the humanitarian agencies providing different services in Dadaab. REACH will then identify gaps in service delivery to help the humanitarian agencies operating in Dadaab to prioritize their programming by developing Maps and a factsheet to highlight the actors, services and facilities in Dadaab.

3. Methodology

3.1 Methodology overview

REACH will use a mixed-methods approach with both qualitative and quantitative data to create a comprehensive actor, service and infrastructure database for Dagahaley, Hagadera and Ifo refugee camps in Dadaab

First, secondary data on key community infrastructure (education facilities, health care facilities, water access points, financial institutions, protection facilities and other public services) from the infrastructure mapping conducted by REACH in 2019 will serve as a base for targeting facilities to be mapped through primary data collection as well as provide standards for naming facility types. Primary data collection will be targeted on all known and unknown facilities across the sectors of Health, Education, Trade, finance, Administration, and Protection through direct observation and GPS tracking. Key informant interviews will be conducted with relevant key informants (where they will be available) in these facilities to obtain data on services offered.

Following successful completion of this, REACH will conduct FGDs with both male and female refugees and asylum seekers in each of the three camps to understand access to services offered in the infrastructure as well as barriers. In addition, REACH will visit the partners operating in Dadaab and map out their offices and the services they offer as well as discuss the findings with them so that they can provide input and feedback from the activity. If any gaps are identified by the partners, then REACH will aim to fill these gaps before the end of data collection. REACH will use the Open Data Kit (ODK) tool on smart phones to conduct primary data collection.

After the cleaning and analysis of the primary data, REACH will develop a factsheet and one map for education, health, water, trade and protection for each of the three camps. REACH will share the coverage maps and factsheet with

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[1] UNHCR statistics package, January 2022
[2] UNHCR ,Joint statement by the Government of Kenya and the United Nations High Commissioner for Refugees: Dadaab and Kakuma Refugee Camps Roadmap, April 2021

UNHCR sector leads and key partners for them to update the actor, service and infrastructure information when any changes occur. REACH will also conduct a workshop with these partners to strengthen the local capacity to map and update services and infrastructure, within the camps.

3.2 Population of interest

- **Geographical area assessed:** Dadaab refugee complex (Dagahaley, Hagadera and Ifo refugee camps)
- **Population assessed:** The population of interest is refugees and asylum seekers living in the three refugee camps as well as humanitarian actors who will be purposively selected from agencies operating in Dadaab.
- **Unit of measurement:** The unit of measurement will be community

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

Dadaab actor and service mapping conducted by REACH Initiative in 2020- This will be used to develop the methodology and identify the implementing partners that will be visited to discuss and conceptualize the findings. Dadaab infrastructure mapping conducted by REACH Initiative in 2018- This will be used to develop the methodology and identify a starting point for the primary data collection.

Open Street Map and Google Maps – This will guide in the development of the maps.

3.4 Primary Data Collection

Since Dadaab is a planned/structured refugee camp and there is some available infrastructure data from the infrastructure and service mapping conducted by REACH in 2019, Enumerators will target to map all the facilities in the camps in the identified sectors including their functionality and conditions. Enumerators will use both observation and key informant interviews to collect primary data. Two separate tools will be used to interview approximately 300 KIs at the infrastructures and 30 humanitarian agency KIs in Dadaab. REACH field officer will purposively select humanitarian agency KIs who implement programmes in Dadaab. In addition, enumerators will be trained to conduct interviews with KIs who they will randomly identify at the infrastructures. Observation will be used as an alternative in case there is no KI available at the facility for an interview. REACH will use one quantitative tool and one qualitative tool, to collect primary data. The quantitative tool will be used to collect data at the facilities and to conduct key informant interviews with humanitarian actors while the qualitative tool will be used to conduct FGDs.

REACH will aim to map out as many infrastructures as possible and interview most or all implementing actors in Dadaab. In addition, REACH will conduct six FGDs, one with men and the other with women in each of the three camps. The FGD participants will be aged 18 years and above and they will be people with knowledge about the infrastructures in the camps. The FGDs will be conducted in a spacious place and will take between 45 and 60 minutes. Participants will maintain social distance; they will sanitize their hands and wear face masks in order to reduce the risk of contracting or spreading COVID-19. In addition, IMPACT Initiatives SOPs for collecting data during COVID-19 will be adhered to. The discussion will be facilitated at a pace which will allow the note taker to capture detailed notes. A discussion summary report will be compiled and reviewed within 24 hours of the event.

The enumerators will conduct primary data collection using GRID system to ensure that all facilities have been mapped. Daily data checks will be conducted on incoming data. The enumerators will be debriefed before the start of each data collection exercise to ensure a smooth data collection process. REACH will use the cleaned primary data to provide infrastructure maps for the camps, a factsheet and the interactive dashboard.

3.5 Data Processing & Analysis

All data from the key informant interviews will be entered into KOBO Collect and uploaded daily onto the KOBO server. Daily data cleaning will be conducted by the database officer to identify potential errors and anomalies as established in IMPACT's Data Cleaning Minimum Standards Checklist. The outcomes of the data quality checks will form a basis for debriefing the enumerators before further data collection.

Notes taken from the FGDs will be typewritten for ease of digital storage and use at the analysis stage. A simple debrief form will be filled out by the facilitation team immediately after the discussion that will then be triangulated with the data in the transcripts. Data analysis will be conducted on mutually established indicators from the FGDs following the IMPACT minimum standards checklist for semi-structured data processing and analysis by filling in the data saturation grid in MS Excel.

On finalization of data cleaning, the data will be analyzed through statistical software (either R or excel) and will include descriptive statistics in addition to more advanced statistical analysis where appropriate.

Once data analysis is completed, the findings will be discussed and contextualized with relevant partners and 3 maps will be produced, each covering health, education, protection and community facilities, water points, markets, financial institutions, administrative/NGO offices in each of the three camps. Additionally, one factsheet will be produced.

4. Key ethical 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	Consultation with UNHCR, NRC and partners in Dadaab operation
… **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	We will seek consent for participation
… 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	This survey targets infrastructure and services offered in the refugee camps
… Does not involve **data collection with minors** i.e., anyone less than 18 years old?	Yes	Respondents will be adults above 18 years
… 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 key informants 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

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			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		

5. Roles and responsibilities

Table 3: 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), GIS Officer, UNHCR	Country coordinator
Supervising data collection	Senior Field Officer	Senior Assessment Officer	IMPACT HQ RDDU, IMPACT HQ Research Manager, IMPACT HQ GIS Officer	Country coordinator
Data processing (checking, cleaning)	Senior Field Officer, Data Base Officer	Senior Assessment Officer	IMPACT HQ RDDU, Research Manager	Country Cordinator
Data analysis	Database Officer, GIS Officer	Senior Assessment Officer	Research Manager, RDDU, UNHCR	Country coordinator, NRC
Output production	GIS Officer, Senoir Assessment Officer	Senior Assessment Officer	Research Manager, IMPACT HQ Reporting Unit (RRU), UNHCR	Country coordinator, NRC
Dissemination	Senior Assessment Officer	Senior Assessment Officer	Research Manager, IMPACT HQ Communications Officer, UNHCR	Country coordinator, NRC
Monitoring & Evaluation	Senior Assessment Officer	Senior Assessment Officer	Research Manager, IMPACT HQ Resaerch Department UNHCR	Country coordinator, NRC
Lessons learned	Senior Assessment Officer	Senior Assessment Officer	Research Manager, IMPACT HQ Research Department UNHCR	Country coordinator, NRC

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. Data Analysis Plan

Available at the following link**: https://www.impact-repository.org/document/reach/04698b2c/REACH_KEN_Dadaab_Actor-service-and-infrastructure-mapping_DAP_April-2022.pdf**

6. Data Management Plan

Data Management Plan available upon request.

7. 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	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		x 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	*Somalia HNO 2022 NRC advocacy strategy.* *-Comprehensive Refugee Response Framework -Kenya*
		# 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	Perceived relevance of IMPACT country-programs		Country team	Usage_Feedback *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*

	documents (HNO, HRP, cluster/agency strategic plans, etc.) directly informed by IMPACT products	Perceived usefulness and influence of IMPACT outputs			*This assessment may also be included in a usage survey of partners if one is conducted in the future.*
		Recommendations to strengthen IMPACT programs			
		Perceived capacity of IMPACT staff			
		Perceived quality of outputs/programs			
		Recommendations to strengthen IMPACT programs			
Humanitarian stakeholders are engaged in IMPACT programs throughout the research cycle	Number and/or percentage of humanitarian organizations directly contributing to IMPACT programs *(providing resources, participating to presentations, etc.)*	# of organisations providing resources (i.e.staff, vehicles, meeting space, budget, etc.) for activity implementation	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]