Research Terms of Reference

WASH Baseline Assessment
Bangladesh
BGD 1801

March 2018
Version 1

REACH Informing
more effective
humanitarian action

1. Summary

Country of intervention	*Bangladesh*				
Type of Emergency		Natural disaster	x	Conflict	Emergency
Type of Crisis	x	Sudden onset		Slow onset	Protracted
Mandating Body/ Agency	UNICEF				
Project Code	TBD				
REACH Pillar	x	Planning in Emergencies		Displacement	x	Building Community Resilience
Research Timeframe	March -April 2018				
General Objective	To establish a baseline for needs and vulnerabilities in relation to WASH amongst Rohingya refugee populations in Cox's Bazar district.				
Specific Objective(s)	Identify WASH-related needs and vulnerabilities amongst Rohingya refugee populations living in camps (within Cox's Bazar district) to inform humanitarian planning including priority areas and type of intervention.				

Research Questions	A. How do Rohingya refugee households access water and what, if any, are the main obstacles to accessing water? Access to water indicators include:
	   o Satisfaction on the provision of water supply relating to both quantity and quality.
	Quality:
	   o Management and maintenance of water points.
	   o Water treatment (consisting of Aquatabs only).
	Quantity:
	   o Amount of water collected and obstacles to collecting water.
	
	B. What sanitation conditions do Rohingya refugee households experience? Sanitation indicators to include:
	   o Status and typology of function and non-functioning sanitation facilities.
	   o Satisfaction with the provision of sanitation services and facilities.
	   o Proximity of sanitation facilities.
	   o Barriers preventing access to sanitation services and facilities.
	   o Practices and conditions of solid waste disposal.
	
	C. What hygiene conditions do Rohingya refugee households experience? Including:
	   o Frequency of hygiene assistance and satisfaction with received hygiene assistance.
	   o Access to hand washing soap (obstacles and motivations)				

	o Coverage and understanding of hygiene messaging. o Menstrual hygiene. -Identification of practices for the use of sanitary material for menstrual hygiene management -Identification of practices for the disposal of sanitary pads and other materials used for menstrual hygiene. o Water storage.	

Research Type	x	Quantitative		Qualitative		Mixed methods

Geographic Coverage	All camps and two host community locations
Target Population(s)	Rohingya refugees living in camps and selected host community locations (Cox's Bazar district).
Data Sources	**Secondary Data:** Existing assessments conducted by IOM and UNHCR **Primary Data:** To be collected during March-April 2018 through quantitative household surveys.
Expected Outputs	1) Analysis workshop and preliminary findings presentation *Although this is not stated as a deliverable within the UNICEF project proposal, an analysis work shop will be coordinated to present preliminary findings presentation to key partners ahead of the publication of the comprehensive report. The workshop will be structured with a pre-defined list of questions/items to be discussed with the partners. This will allow for the main findings (based on complete and validated analysis) of the assessment to be shared with UNICEF, WASH Sector, Site Management Sector and other agencies and to incorporate relevant and technical feedback.* 2) 35 factsheets *As detailed in the UNICEF project proposal, a minimum of 32 factsheets has been agreed as the target output. As there are now up to 35 recognised camps, REACH would assess all of these camps and produce one factsheet per camp. The factsheet will be 2 pages in length and will contain a site map to indicate the coverage area as well as an overview of the core indicators.* 3) Comprehensive report *Also detailed in the UNICEF project proposal, the report will consist of in-depth analysis of the household level findings. The report will include an executive summary, providing an overview of the key findings, an introduction to the project, a detailed methodology section, demographics, socio-economic profile, findings per area of interest (in line with agreed upon indicators, cross-cutting analysis and a conclusion).*
Key Resources	1 Country Focal Point 1 Assessment Officer 1 GIS Officer 1 Field Coordinator 1 Senior Data Officer 4-7 Enumerator Team Leaders 40-70 Enumerators

Humanitarian milestones	**Milestone**	**Timeframe**

x		Sector plan/strategy	TBD
x		Inter-cluster plan/strategy	The Joint Response Plan has already been developed for 2018, but the Humanitarian Response Plan for 2019 will begin development later in the year. Further details are yet to be shared.
x		Donor plan/strategy	TBD
	x	NGO plan/strategy	TBD
		Other	

Audience			
	Audience type		**Specific actors**
	X	Operational	*Inter Sector Coordination Group (ISCG), Site Management Sector, UNICEF, WASH sector, Protection Sector & IM working group.*
	X	Programmatic	*ISCG, Site Management Sector, UNICEF, WASH sector, Protection Sector & IM working group.*
		Strategic	
		Other	

Access	X	Public (available on REACH research centre and other humanitarian platforms)
		Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)
		Other

Visibility	UNICEF, WASH cluster and REACH logos will be included in the presentation, factsheets and report.

Dissemination	- Direct circulation to Site Management Sector, WASH sector, UNICEF as well as online dissemination through WASH sector's existing dissemination channels - Direct circulation to local/national NGO, INGO, UN, donor and stakeholder partners through the REACH Bangladesh mailing list (via SendinBlue and Bitly) - Uploaded on the Humanitarian Response and ReliefWeb website, as well as the REACH/IMPACT websites and social media accounts. - Hard copies shared at working group and cluster meetings and with site managers Through sector-level presentations of final products, as well as email dissemination to WASH Sector and further Sector focal points.

2. Background & Rationale

Since August 2017, an estimated 655,000 Rohingya refugees have arrived in the Cox's Bazar District from Myanmar[1], fleeing violence in Myanmar's Rakhine state and bringing the total number of Rohingya refugees in Bangladesh to approximately 868,000. Most of the newly-arrived refugees rely on humanitarian assistance, having fled with few possessions and exhausted their financial resources during the journey. Since 25th August, 589,000 are currently residing in the Kutupalong Extension Site. As well as this, 185,000 individuals had arrived in smaller camps outside of the Kutupalong Expansion Site, and 110,000[2] individuals had arrived to host communities.

---

[1] Situation Report: Rohingya Refugee Crisis, ISCG (27 January 2018).
[2] Inter Sector Coordination Group (ISCG). Situation Report: Rohingya Refugee Crisis, Cox's Bazar, 25th February 2018.

In order to respond to the Rohingya refugee crisis, the humanitarian community and Bangladesh government require detailed and up-to-date information about the needs and vulnerabilities of Rohingya refugees in relation to WASH. However, due to the quickly-emerging influx of refugees and the high fluidity of population movements, this information is only scarcely available. UNICEF has actioned REACH to undertake an in-depth household survey to provide a baseline on the current WASH situation, to identify needs and vulnerabilities of Rohingya families living in selected sites. The assessment will make use and build upon information-gathering activities that have already been conducted, such as the UNHCR family count exercise, and will consist of two rounds of data collection in order to monitor changes in conditions over time. REACH has extensive experience in facilitating and conducting rapid assessments and mapping activities in refugee environments. It furthermore has in-country capacity and is therefore perfectly placed to conduct this assessment.

Research Objectives

Identify WASH-related needs and vulnerabilities –amongst Rohingya refugee populations living in camps (within Cox's Bazar district) to inform humanitarian planning including priority areas and type of intervention.

3. Research Questions

    A. How do Rohingya refugee households access water and what, if any, are the main obstacles to accessing water? Access to water indicators include:
- Satisfaction on the provision of water supply relating to both quantity and quality.

Quality:
- Management and maintenance of water points.
- Water treatment (consisting of Aquatabs only).

Quantity:
- Amount of water collected and obstacles to collecting water.

    B. What sanitation conditions do Rohingya refugee households experience? Sanitation indicators to include:
- Status and typology of function and non-functioning sanitation facilities.
- Satisfaction with the provision of sanitation services and facilities.
- Proximity of sanitation facilities.
- Barriers preventing access to sanitation services and facilities.
- Practices and conditions of solid waste disposal.

    C. What hygiene conditions do Rohingya refugee households experience? Including:
    a. Frequency of hygiene assistance and satisfaction with received hygiene assistance.
    b. Access to hand washing soap (obstacles and motivations)
    c. Coverage and understanding of hygiene messaging.
    d. Menstrual hygiene.
       -Identification of practices for the use of sanitary material for menstrual hygiene management
       -Identification of practices for the disposal of sanitary pads and other materials used for menstrual hygiene.
    e. Water storage.

4. Methodology

4.1 Methodology overview

REACH will use quantitative data collection driven by a household-level tool and methodology developed through close coordination between Site Management Sector, UNICEF and the WASH Sector to collect baseline WASH data, including needs and vulnerabilities, of Rohingya refugees in all ISCG recognised camps (Cox's Bazar district) and two host community areas. Approximately 98 interviews per camp/location will be conducted to allow findings to be representative at the camp

level with a 95% confidence level and a 10% margin of error at the camp level. Where possible, findings will be both reported at camp level and aggregated to whole of camp level as well as Upazila[3] and district level.

4.2 Population of interest

The population of interest that REACH will specifically target consists of Rohingya refugee households, residing in the 35 ISCG recognised camps (inclusive of refugee camps, makeshift settlements and spontaneous sites) – see the complete list of targeted camps below in Table 1.

Table 1. List of camps recognised by ISCG

	Camp Name (March 2018)
1	Leda MS
2	Leda A
3	Leda B
4	Leda C
5	Leda D
6	Unchiprang
7	Nayapara RC
8	Nayapara Extension
9	Shamlapur
10	Jadimura
11	Chakmarkul
12	Camp 1E
13	Camp 1W
14	Camp 2E
15	Camp 2W
16	Camp 3
17	Camp 4
18	Camp 7
19	Camp 6
20	Camp 5
21	Camp 8E
22	Camp 8W
23	Camp 17
24	Camp 9
25	Camp 10
26	Camp 18
27	Camp 20
28	Camp 11
29	Camp 12
30	Camp 19
31	Camp 13
32	Kutapalong RC
33	Camp 14
34	Camp 15

---

[3] Upazila is an administrative unit in Bangladesh. Cox's Bazar district is made up of 8 Upazilas, The camps are situated in Ukhia and Teknaf district.

35	Camp 16
36	Host community 1
37	Host community 2

4.3 Secondary data review

At present, the primary source for relevant secondary data specific to WASH coordination and emergency programming in Bangladesh is available through the WASH sector platform for Cox's Bazar on Humanitarian Response. It includes important technical documents such as the Operational Guidelines for WASH in Emergencies – Bangladesh 2017 as well as the WASH Sector Cox's Bazar Strategy. The platform is also updated regularly by the WASH sector information management team with updates on needs and vulnerabilities and interventions taking place. These updates consist of:

- WASH Sector Cox's Bazar SitRep and Operational Presence Map
- WASH Sector Cox's Bazar – Dashboard and Gap Analysis (4W)

As well as this any relevant information and guidance from the global WASH cluster will also be considered and incorporated into the planning, data collection and analysis of the assessment.

As well as SDR specific to the WASH sector, the IOM Needs and Population Monitoring (NPM) data will be required for population size of each camp. This will enable the sample to be drawn based on up to date population data. All datasets are uploaded on to the Bangladesh platform on HDX and is open source.

4.4 Primary Data Collection

Primary quantitative data collection will take place over an estimated period of 15-20 working days using 4-7 teams of 8-10 enumerators, each led by a Team Leader, working in as many as 2 separate camps at the same time.

The unit of measurement to be used in the survey is the household. Respondents will be asked to provide information about the number of household members including their ages and sex. This demographic information will allow certain questions to be disaggregated for more detailed analysis at the individual level. Further, initial questions will be asked regarding the total number of households and people within a shelter to allow measuring indicators such as litre/person/day. For the purposes of this assessment, a household is defined as a group living together, generally eating with one pot (sharing food); as such, within one shelter there may be several households.

The sampling frame will consist of populations in all accessible Rohingya refugee households living within the above-mentioned camps (Table 1). Sample sizes will be determined based on the most current, reliable information available at the start of the assessment in each camp (x 35) and host community locations (x 2). This will most likely be sourced from the IOM Needs and Population Monitoring (NPM) database which is produced on a monthly basis.

Simple random sampling will be conducted at the household level, aiming for a confidence level of 95% with a 10% margin of error as detailed in the contracted grant agreement. This will produce a random, representative sample average of 99 refugee households in each of the ISCG recognised camps (Cox's Bazar district), including a 5% buffer that will be included to compensate for potential issues with the forms (incomplete interviews, poor data quality in specific interviews, etc.).

Prior to data collection, a number GPS points equal to the number of interviews that need to be collected will be randomly generated by the GIS officer for each camp. Due to the expected variation in population density within each camp, this will be mitigated by weighting the generation of sample points by current population density. This will be done using shelter analysis information and/or satellite imagery as all Rohingya shelters for the camp areas have been digitised by IMPACT/REACH in Geneva.

Enumerator teams will then navigate using the sample map and the Maps.me application to each point and select the nearest household for assessment. Should the selected household be non-responsive, enumerators will spin a pen and select the next household in the direction it indicates. Collected data will be checked daily to assess the distribution of collected survey against the sample map.

The expected sample size and population is as follow:

Table 2. Population and expected sample size by location[4]

	Camp Name (February 2018)	# HH size	Sample size (95/10)	Sample size (90/10) (inclusive of 5% buffer)
1	Leda MS	2094	92	97
2	Leda A	2491	93	98
3	Leda B	681	85	89
4	Leda C	1138	89	93
5	Leda D	2010	92	97
6	Unchiprang	4332	94	99
7	Nayapara RC	5058	95	100
8	Nayapara EXP	5911	95	100
9	Shamlapur	2354	93	98
10	Jadimura	5775	95	100
11	Chakmarkul	2891	93	98
12	Camp 1E	9552	96	101
13	Camp 1W	9837	96	101
14	Camp 2E	8474	95	100
15	Camp 2W	5849	95	100
16	Camp 3	9259	96	101
17	Camp 4	6059	95	100
18	Camp 7	9518	96	101
19	Camp 6	6114	95	100
20	Camp 5	6570	95	100
21	Camp 8E	8313	95	100
22	Camp 8W	6923	95	100
23	Camp 17	390	78	82
24	Camp 9	9119	96	101
25	Camp 10	8294	95	100
26	Camp 18	7109	95	100
27	Camp 20	238	69	72
28	Camp 11	8425	95	100
29	Camp 12	5271	95	100
30	Camp 19	5075	95	100
31	Camp 13	10108	96	101
32	Kutapalong RC	3056	94	99
33	Camp 14	7908	95	100

[4] UNHCR Family Counting data will also be consulted to assess which data source would be most appropriate to use for this assessment. The sample frame included in Table 2 is a draft and is subject to change, pending the most recent population data. The data used to calculate the draft sample is taken from IOM NPM round 8 Master list.

34	Camp 15	10198	96	101
35	Camp 16	5008	95	100
36	Host community 1	TBD	TBD	TBD
37	Host community 2	TBD	TBD	TBD
Total			**3259**	**3422**

Indicators and questionnaire design

For this baseline assessment, indicators will be adapted from an existing list of indicators developed by previous REACH WASH assessments, UNICEF, core indicators developed by the WASH Sector in Cox's Bazar as well as the Global WASH Cluster. The indicators and corresponding questions will be sent to UNICEF for a final review and then to the WASH Sector for any additional feedback which will enable the questionnaire to be finalised for data collection.

The tool will allow for the household level WASH assessment to be conducted across the 35 camps and 2 host community locations identified by the Site Management Sector. Concurrent to the development of the indicators and tool, an accompanying analysis frame will also be developed directing how analysis of the findings will be done (see Data Analysis Plan 4.5).

Tool development

The tool will be devised in English and then translated into Bangla by the Field Coordinator, the Kobo tool will then be developed and uploaded. No paper forms will be used during this assessment. Kobo forms will be tested thoroughly before data collection begins at the training session. Use of the Kobo collect platform allows data entry errors to be limited through building constraints and relevancy expressions into the tool. Prior to the pilot phase (see data collection section) the tool will also be reverse translated to make sure that the questions and choices have been translated correctly; any mistakes will be corrected before the launch of data collection.

Training and pilot

REACH Field Coordinators will be involved throughout the tool development and planning stage, to allow for feedback on proposed questions and feasibility of methodology. Once tools, sampling and the data collection strategy have been finalised, a specific day-long training will be conducted for Team Leaders and enumerators at the REACH office in Cox's Bazar. A detailed Powerpoint will be created to allow teams to refer to details when necessary. Training will include modules on: details of tasks and logistics, download and use of Kobo (though enumerators will preferably and where possible have prior experience with data collection platforms), final questionnaire training and planning for field operations.

Once training is complete, teams will conduct a simulation of data collection in order to practice identifying households according to the relevant sampling methodology, administering the questionnaire and using the Kobo form. This will allow identification of any additional required training or adjustments to the tool. Feedback from this process will be immediate, allowing issues to be addressed before the commencement of data collection and the tool to be amended if necessary.

Protection procedures

A range of protection procedures will also be included at the training which will cover the data collection part of the assessment and consist of the following:

- Enumerators, guided by their team leader, are to make sure with the camp focal point and the Head of Household (HoH) that data collection does not interfere with the daily schedule of children.
- Surveys should be completed in a room or areas that can guarantee the privacy of the respondent. If privacy cannot be guaranteed, the questionnaire should be rescheduled to a different time referring to the Team Leader and Field Coordinator. For the Rohingya context, this will have to be inside the shelter of the family and should avoid turning into a situation where neighbours and other people in the block are providing answers.

- Data collection forms are anonymous as names or contact details of respondents are not recorded in the Kobo tool or otherwise. As detailed in the Data Management Plan, all data excludes any type of personal information before sharing publicly.
- The enumerator teams take into consideration potential political or cultural sensitivities of participants.

Enumerators

All enumerators (100%) are fluent in modern standard Bengali (*Shadhu-Basha*) which is taught in school, as well as the local Chittagonian dialect. The tool will be coded in modern standard Bengali but the enumerators will ask the survey questions in the Chittagonian dialect which is mutually-intelligible with the Rohingya language.

In terms of team composition, the number of enumerator teams to be deployed will vary from 30-70 depending on the start of data collection and to also accommodate data collection for other assessments. During the first week of April, REACH will deploy 8 teams consisting of 63 enumerators. Of the 8 Team Leaders, 4 are female which will decrease the gender-bias in the overall data collection. At the enumerator level, the majority of enumerators are male with 10 female enumerators overall. However, teams are compiled so that there is at least one pair of female enumerators per team.

Data collection

Data collection will be conducted through REACH enumerators. Households will be randomly accessed according to the sampling framework and the sample maps. The questionnaire will be administered to Heads of Households, defined as those in charge of making decisions for the household and managing resources. If Heads of Households are not available, the questionnaire will be administered to someone above the age of 18 able to speak on behalf of the household. If such a person is not available, the household will not be assessed. Only when the security situation permits, data will be entered directly onto smartphones during household interviews using the Kobo platforms, with all completed interviews uploaded to the server at the end of each day

Data checking and cleaning

Throughout data collection, the assessment team will monitor incoming data on a daily basis, tracking the locations from which surveys are submitted to ensure that they conform to the sampling frame. Ongoing communication between the assessment team and REACH field teams will allow for immediate follow-up on errors occurring during interviews. Similarly, follow-up identified will be sent to partners for immediate follow-up with their enumerators. Data collected by partner enumerators will also be securely sent to them so they are able to conduct their own data quality and cleaning checks, and correct any errors using an agreed cleaning log.

Immediately following completion of data collection, a final review of data will be undertaken to identify any errors, recode and translate entries. Assessment teams will conduct outlier checks, analysis of 'other' responses, identification and removal or replacement of incomplete or inaccurate records, and recoding and standardisation of entries.

4.5 Data Analysis Plan

Once the dataset has been cleaned, preliminary analysis will be conducted according to the analysis framework, which will be developed in collaboration with UNICEF. The analysis syntax will be prepared in advance or during data collection and will be guided and validated by the Global Senior Data Analyst. Analysis will be carried out by REACH using statistics software such as SPSS or R, with final results being weighted in accordance with camp populations during data collection. Analysis will also be validated by the data analysis team in Geneva before compilation of the final report.

Once preliminary analysis has been finalised, a presentation of findings to partners (UNICEF and WASH cluster partners) will occur, to allow further contextualisation of findings and gain feedback on additional analysis required. This will result in the production of the specified final outputs including:

Analysis Workshop and preliminary findings presentation

An analysis work shop will be coordination to present preliminary findings presentation to key partners ahead of the publication of the comprehensive report. The workshop will be structured with a pre-defined list of questions/items to be

discussed with the partners. This will allow for the main findings (based on complete and validated analysis) of the assessment to be shared with UNICEF, WASH Sector, Site Management Sector and other agencies and to incorporate relevant and technical feedback from operational partners that will help to contextualize and interpret descriptive statistics findings.

Factsheets

Clean quantitative data will be analysed using following the completion of the household assessment across all locations. A draft version of the factsheet (synthesising the core indicator findings and WASH standards) will be shared with UNICEF and the WASH Sector for review and validation. Following validation, the factsheets will be uploaded to the REACH Resource Centre and disseminated via email through the WASH Sector Humanitarian Response platform.

Report

Part of the report will build on the quantitative data analysed for the factsheets, as described above. The dataset will be triangulated with available secondary data sources with the express aim of answering the research questions of the assessment (see above). REACH will consolidate findings, along with workshop outputs and recommendations into a final assessment report. Upon validation, REACH will upload a final clean report, quantitative dataset, and analysis scripts to the REACH Resource Centre and the Bangladesh HDX web-portal, or on other appropriate platforms identified in consultation with the sector. It will also be disseminated via email through the WASH Sector and UNICEF.

5. Product Typology

Table 3: Type and number of products required

Type of Product	Number of Product(s)	Additional information
Report	1	Synthesises data from all camps.
Factsheet	35	One per camp
Presentation	1	Presented to the WASH Sector
Dataset	1	Anonymized clean and raw data, as well as cleaning log

6. Management arrangements and work plan

6.1 Roles and Responsibilities, Organogram

- Country Focal Point
  - External Engagement
  - Coordinate assessment implementation plans
- Assessment Officer (1x)
  - Develop research design, methodology and work plan
  - Oversee assessment implementation
  - Draft data collection tools and training materials
  - Lead output production
- GIS Officer (1x)
  - Design and draft factsheets
  - Proved maps for targeting assessment locations
  - Data analysis support
- Field Coordinator (1x)
  - Coordinates access to research locations
  - Identification of enumerators
  - Conduct training of field teams
  - Oversight of fieldwork
  - Communication point between field and assessment/ analysis teams
- Team Leader (7x)
  - Conduct training of field teams
  - Management of field teams and oversight of fieldwork
  - Communication point between field and assessment/ analysis teams
- Enumerators (8-10x)
  - Conduct data collection in the field

Table 4: Description of roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed
Developing questionnaire, indicators, and ToR	Assessment Officer	Country Focal Point	GIS Officer	WASH sector lead/UNICEF/GWC/IMPACT HQ

Supervising enumerators in the field	REACH Team Leaders	Country Focal Point	GIS Officer	-
Analysis	Assessment Officer	Country Focal Point	Senior Data Analyst (IMPACT HQ)	WASH sector lead/UNICEF/ GWC/IMPACT HQ
Daily cleaning and delivery of datasets	Assessment Officer	Country Focal Point	GIS Officer	-
Finalising the outputs	Assessment Officer	Country Focal Point	GIS Officer	WASH sector lead/UNICEF/ GWC/IMPACT HQ
Output dissemination	Assessment Officer	Country Focal Point	GIS Officer	WASH sector lead/UNICEF/ GWC/IMPACT HQ

Responsible: *the person(s) who execute the task*

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

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

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

6.2 Work plan

Table 5: Assessment work plan

Activity	Feb		March				April				May	
	3	4	1	2	3	4	1	2	3	4	1	2
Tool design		■	■	■								
Tool review		■	■	■								
Tool validation		■	■	■								
TOR/ Methodology design	■	■	■	■								
TOR/ Methodology review	■	■	■	■								
TOR/ Methodology validation		■	■	■								
Data analysis plan		■	■	■								
Training					■							
In-camp data collection					■	■	■	■				
Factsheet production								■	■			
Factsheet dissemination									■	■		
Data checking & cleaning					■	■						
Data aggregation and analysis						■	■	■	■			
Joint analysis workshop & preliminary findings presentation								■				
Report drafting									■	■		
Report review									■	■		
Report dissemination											■	■

7. Risks & Assumptions

Table 6: List of risks and mitigating action

Risk	*Mitigation Measure*
Assessment locations become inaccessible due to security concerns, rendering primary data collection impossible.	Flexible work plan to allow movement of assessment alternative locations should the security situation in target areas decline; if the security situation subsides data can be collected at a later point in the data collection period.
Assessment location become inaccessible due to adverse weather (specifically during the start of monsoon season) and/or flooding.	The data collection plan for each camp, will be adjusted to include only accessible areas. Using GIS checking that the distribution of sample points is still random.
Interviewees are unwilling to participate in the assessment	Survey questions will respect humanitarian protection guidelines and respondents will be approached in a courteous and respectful manner, while emphasising the importance of the information gathered. If households remain unwilling to participate, enumerators will be instructed to move on to other households

8. Monitoring and Evaluation

See table in Annex 3.

9. Documentation Plan

- Terms of reference
- Indicator list
- Data analysis framework
- Data collection tools
- Raw dataset and cleaning log
- Clean datasets
- Factsheets
- Presentation of findings
- Summary report synthesising all findings once the exercise has been completed

10. Annexes

1. Data Management Plan
2. Questionnaire(s) / Tool(s) - **To be developed**
3. M&E Matrix

Annex 1: Data Management Plan

Administrative Data	
Project Name	To provide support for Coordination and Information Management in the Humanitarian Response to the Influx of Rohingya Refugees.
Project Code	35ixxx
Donor	UNICEF
Project partners	WASH Sector and UNICEF
Project Description	To establish a baseline for the current knowledge, attitude, behaviours and practices (KABP) in relation to WASH amongst Rohingya refugee populations in Cox's Bazar district.
Project Data Contacts	Homera Cheema, REACH Assessment Officer Homera.Cheema@reach-initiative.org
DMP Version	Draft v1
Related Policies	None
Data Collection	
What data will you collect or create?	Primary data collection: Primary data will be collected by REACH enumerators conducting infrastructure mapping. The primary data will be collected using ODK forms and the processed data will be shared with all stakeholders.
How will the data be collected or created?	REACH will deploy teams of enumerators to selected sites. In conjunction with the Administrative Assistant, the REACH Assessment Officer and GIS Officer will review and clean incoming data for potential errors on a daily basis. Any possible errors will be verified with the Team Leaders and enumerators. At the conclusion of each data collection cycle, datasets for all assessed areas will be analyzed and findings will be compiled into a booklet/directory.
Documentation and Metadata	
What documentation and metadata will accompany the data?	For better understanding and reuse of this assessment result as secondary data by stakeholders, REACH will produce a package of data, which contains cleaned databases and sets of WASH. REACH will also add meta-data in the data-set of this assessment which will contain: 1. Methodology of the assessment 2. Limitations of the methodology 3. Year of the survey 4. Geographical coverage of the survey 5. Tag of sectors/thematic covered by the assessment 6. Description of any composite variables created 7. Data cleaning log.
Ethics and Legal Compliance	
How will you manage any ethical issues?	**Consent** - All the respondents will be asked for their consent prior to the interviews. **Anonymization** - all the personally identifiable information (PII) will be removed or anonymised from shared datasets
How will you manage copyright and Intellectual Property Rights (IPR) issues?	NA. IMPACT/ REACH will own the data and it will be made public
Storage and Backup	

How will the data be stored and backed up during the research?	Primary data collected on smartphones is uploaded to ODK Briefcase on a daily basis. In addition, both raw and clean datasets are uploaded to the REACH Bangladesh subsection of the REACH MENA Dropbox on a daily basis.
How will you manage access and security?	The Family Count dataset provided by the UNHCR and used for population estimates will not be shared or stored on any online platform. The dataset will not be shared with any partners, agencies or individuals outside REACH and each REACH staff member with access to the dataset will be clearly briefed on the sensitivity of this data. Finally, computers with this database are required to be password protected, such that files cannot be accessed by outsiders if the machine is lost or stolen. Access to IMPACT's in-house server is restricted to IMPACT staff only. Both the server and Dropbox are password protected, and Dropbox encrypts all files using 256-bit Advanced Encryption Standard (AES). Physical access to offices in which data are stored is secured, and requires key to enter.
Selection and Preservation	
Which data should be retained, shared, and/or preserved?	The original data, both in raw and clean versions, should be preserved on the REACH MENA Dropbox along with a detailed cleaning log. An aggregated version of the final dataset will be shared on the REACH Resource Centre and HDX.
What is the long-term preservation plan for the dataset?	The dataset will be stored in the Bangladesh folder of the REACH MENA Dropbox. The Bangladesh mission is currently in the process of setting up an in-country server, once this is established datasets will also be saved here.
Data Sharing	
How will you share the data?	Data will be uploaded to REACH Resource Centre, shared via WASH Sector, given to any requesting.
Are any restrictions on data sharing required?	No personal data, including family codes, scanned family barcodes and geolocations will be collected, and therefore sharing will not be restricted.
Responsibilities	
Who will be responsible for data management?	Assessment Officer and Country Focal Point.

Adapted from:
DCC. (2013). Checklist for a Data Management Plan. v.4.0. Edinburgh: Digital Curation
Centre. Available online: http://www.dcc.ac.uk/resources/data-management-plans

Annex 2 : Questionnaire(s) / Tool(s)

TBD

Annex 3: M&E Matrix

IMPACT Objective	External M&E Indicator	Internal M&E Indicator	Methodology	Focal point	Tool	Research-specific information
Humanitarian stakeholders are accessing IMPACT products	Number of humanitarian organisations accessing IMPACT services/products Number of individuals accessing IMPACT services/products	# of downloads of x product from Resource Center	User monitoring	Country request to HQ	User_log	Y
		# of downloads of x product from Relief Web		Country request to HQ		Y
		# of downloads of x product from Country level platforms		Country team		Y
		# of page clicks on x product from REACH global newsletter		Country request to HQ		Y
		# of page clicks on x product from country newsletter, sendingBlue, bit.ly		Country team		Y
		# of visits to x webmap/x dashboard		Country request to HQ		N/A
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)	Reference monitoring	Country team	Reference_log	**WASH sector strategic documentation**
		# 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, cluster/agency strategic plans, etc.) directly informed by IMPACT products	Perceived relevance of IMPACTcountry-programs	Usage M&E	Country team	Usage_Feedback *and* Usage_Survey templaye	
		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				
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	Engagement Monitoring	Country team	Engagement_log	
		# of organisations/clusters inputting in research design and joint analysis				
		# of organisations/clusters attending briefings on findings;				