

Research Terms of Reference

Kenya Cash Consortium: Locally led and Adaptive Alert-Based Cash Assistance to Disaster-Affected Communities in the Kenyan ASALs and Refugee Complexes

Jan 2025
V1

IMPACT Shaping practices
Influencing policies
Impacting lives

1. Executive Summary

Country of intervention	Kenya					
Type of Emergency	x	Natural disaster	<input type="checkbox"/>	Conflict		
Type of Crisis	<input type="checkbox"/>	Sudden onset	<input type="checkbox"/>	Slow onset	x	Protracted
Mandating Body/ Agency	The Government of Kenya and the Counties of Garissa and Turkana and refugee complexes of Dadaab and Kakuma.					
Project Code	KEN2501					
Overall Research Timeframe <i>(from research design to final outputs / M&E)</i>	01/12/2024 – 01/06/2025 (6 months)					
Research Timeframe	1. Research Design			2. Planned Data Collection Baseline data collection: 20 th to 25 th Jan 2025 (1 week before the first round of money transfer) N/B There will be no Midline Data Collection, unless additional funding is received or requested for by the consortium lead Data-cleaning logs will be reviewed each day and the data cleaning process will start on the 21 st of Jan 2025		
	3. Data Analysis Completion Schedule Two weeks after the last data collection day in all rounds.			4. Data Sent for Validation - Two weeks after the last data collection day in all rounds.		
	5. Output Sent for Validation - Three weeks after data collection (factsheet).			6. Outputs published: Six weeks after completing data collection (factsheet).		
	7. Final presentation: Upon request by the consortium					
	<i>Planned deadlines and timelines for the Baseline</i>					

Research Timeframe <i>Planned deadlines and timelines for the Endline</i>	1. Research Design Finalize – 1 st of June 2025		2. Planned Data Collection – 23 rd to 25 th June 2025 Endline data collection: (1 week after the last round of cash transfer) Data-cleaning logs will be reviewed each day and the data-cleaning process will start on the 24 th of June 2025
	3. Data Analysis Completion Schedule Two weeks after the last data collection day in all rounds.		4. Data Sent for Validation - Two weeks after the last data collection day in all rounds.
	5. Output Sent for Validation - Four weeks after data collection (factsheet)		6. Outputs published: Six weeks after completing data collection (factsheet).
	7. Final presentation: Upon request by the consortium		
Number of assessments	<input type="checkbox"/>	Single assessment (one cycle)	
	<input checked="" type="checkbox"/>	Multi-assessment (more than one cycle) <i>Two cycles are planned: Baseline & Endline</i> The baseline assessment will be conducted after the registration of the target beneficiaries and before the first cash transfer while the endline will be conducted after the last cash transfer. Endline assessment will be conducted one week after the final cash transfer.	
Humanitarian milestones	Milestone		Deadline
	<input checked="" type="checkbox"/>	Donor plan/strategy	Collected data will inform future projects of the donor (TBD)
	<input type="checkbox"/>	Inter-cluster plan/strategy	
	<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: (TBD)
	<input type="checkbox"/>	Other (Specify):	__/__/____
Audience Type & Dissemination	Audience type		Dissemination
	<input checked="" type="checkbox"/>	Strategic	<input checked="" type="checkbox"/> Mailing list of the Kenya cash consortium members and partners operating in Garissa and Turkana Counties.
	<input checked="" type="checkbox"/>	Programmatic	
	<input checked="" type="checkbox"/>	Operational	<input checked="" type="checkbox"/> Mailing list in Dadaab and Kakuma Refugee Camp.
	<input type="checkbox"/>	[Other, Specify]	<input type="checkbox"/> Cluster Mailing (Education, Shelter and WASH) and present the findings at the next cluster meeting
			<input checked="" type="checkbox"/> Presentation of findings (e.g. at dissemination forums)

		<input checked="" type="checkbox"/> Website Dissemination (Relief Web & REACH Resource Centre) <input type="checkbox"/> [Other, Specify]
Detailed dissemination plan required	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
General Objective	To address critical needs of vulnerable disaster-affected households in the Garissa, Turkana, and refugee camps of Dadaab and Kakuma.	
Specific Objective(s)	<p>The project aims to support the most vulnerable disaster-affected households in the ASAL counties in Kenya to meet their critical basic needs, in a flexible, timely and adaptive manner, through the delivery of MPCA.</p> <p>The specific objectives are:</p> <ol style="list-style-type: none"> 1. To determine the demographics of the target beneficiaries, heads of households and household size 2. Understand beneficiary HH expenditure patterns at the beginning of the MPCTs programme and how it changes over time as HHs receive the MPCTs at the time of the endline. 3. 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 at the time of the endline. 4. Understand the impact of receiving cash on the beneficiary HHHs' well-being 5. Understand awareness of complaint response mechanisms. 6. Understand the degree to which Protection Mainstreaming Key Outcome Indicator (PM KOI)¹ are adhered to. The specific indicators include: <ol style="list-style-type: none"> 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 HHHs 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. 	

¹ https://fscluster.org/sites/default/files/documents/dg_echo_protection_mainstreaming_indicator_-_technical_guidance.pdf

Research Questions	<ol style="list-style-type: none"> 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? <ol style="list-style-type: none"> a. What is the beneficiary HH monthly income? b. What are the beneficiary HHS' main expenditures? c. What proportion of beneficiary HHS' total income is spent on food-related expenses? d. What proportion of beneficiary HHS' total income is spent to meet basic needs (medical expenses, WASH items, education expenses)? 3. What is the beneficiary household's baseline level of food and livelihood security (food consumption score (FCS), household dietary diversity score (HDDS), Meals 24hrs, reduced coping strategy index (r-CSI), livelihood coping strategy index (l-CSI)); and how does this change over time after receiving MPCTs from the KCC? 4. How was the cash transfer used by beneficiary HHs and what was its impact (positive and negative) on social interactions and well-being within the HH and in the community? 5. Are beneficiary HHs aware of the complaint response mechanisms set-up? 6. What are the beneficiary household's experiences with protection issues and NGO accountability to beneficiary populations? Specifically in terms of: <ol style="list-style-type: none"> 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 Knowledge of complaint mechanism e. ability to engage with a said mechanism to directly provide feedback, comments, or complaints f. Presence of community consultations by the partner NGO about the needs of the community g. Safety perceptions of the HHs during the selection and registration process. h. Perceived fairness of the selection process. i. Respectful treatment by the NGO staff. j. Suggestions on project improvement.
Geographic Coverage	Garissa and Turkana Counties Dadaab and Kakuma Refugee Camps
Secondary data sources	<ol style="list-style-type: none"> 1. Baseline, first PDM, and endline reports from Kenya Cash Consortium in 2024 for the Camps (Dadaab and Kakuma)² and ASALs³ 2. ECHO Protection Key Performance Indicators list

²https://repository.impact-initiatives.org/document/repository/25c029dc/IMPACT_KEN_Baseline-Factsheet_KEN2402_MAY-2024-Dadaab-Camp.pdf

³ https://repository.impact-initiatives.org/document/panda/311ac20c/IMPACT_KEN_Baseline-FS_KEN2402_May24_.pdf and https://repository.impact-initiatives.org/document/impact/dda617c7/IMPACT_KEN_Endline-FS_KEN2402_Oct24.pdf

<i>HH interview tool for endline</i>	<input type="checkbox"/> Probability / Stratified simple random <input type="checkbox"/> Probability / Cluster sampling <input type="checkbox"/> Probability / Stratified cluster sampling <input type="checkbox"/> [Other, Specify]		1073 inclusive of 10% buffer <input type="checkbox"/> Individual interview (Target #):_ _ _ _ _ <input type="checkbox"/> Direct observations (Target #):_ _ _ _ _ <input type="checkbox"/> [Other, Specify] (Target #):_ _ _ _ _	
Target level of precision if probability sampling	95% level of confidence		5+/- % margin of error	
Data management platform(s)	x	IMPACT Kobo Collect	<input type="checkbox"/>	
	<input type="checkbox"/>	[Other, Specify]		
Expected output type(s)	<input type="checkbox"/>	Situation overview #: _ _	<input type="checkbox"/>	Report #: _ _
	<input type="checkbox"/>	Presentation #: _ _	<input type="checkbox"/>	Presentation (Final) #: _ _
	<input type="checkbox"/>	Interactive dashboard #: _	<input type="checkbox"/>	Webmap #: _ _
	<input type="checkbox"/>		<input checked="" type="checkbox"/>	Profile #: _ _
	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Factsheet #: 4 (2 for baseline and 2 for endline)
	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Map #: 2 _ (embedded/printed on the factsheet)
Access	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)		
Visibility <i>Specify which logos should be on outputs</i>	IMPACT			
	Donor: ECHO & Norwegian Ministry of Foreign Affairs (NMoFA)			
	Coordination Framework: AHN, Acted, IMPACT, RRDO, PGI, LOKADO			
	Partners: PGI (Garissa), RRDO (Dadaab refugee camp), LOKADO (Turkana and Kakuma refugee camp)			

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.⁸ Garissa county hosts the second largest refugee camp in Kenya – Dadaab. The Dadaab refugee complex was first established in 1991, when refugees fleeing the civil war in Somalia started to cross the border into Kenya. A second large influx occurred in 2011. The first two camps (Dagahaley and Ifo) are located in Lagdera (Dadaab) subcounty while the third camp, Hagadera, is located in the neighboring Fafi subcounty. As of May 2024, the population hosted in the three Dadaab camps amounts to 382,639 refugees and asylum seekers.⁹

⁸ Kenya National Bureau of Statistics. (2019). Kenya Population and Housing Census Results

⁹ <https://data.unhcr.org/en/country/ken>

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Turkana County is Kenya's largest county by land area of 77,597.8 km². It is bordered by the countries of Uganda to the west; South Sudan and Ethiopia, including the disputed Ilemi Triangle, to the north and northeast; and Lake Turkana to the east. Turkana's capital and largest town is Lodwar. The county had a population of 926,976 according to the 2019 census report. It is Projected to reach 1.048M people in 2024.

Kakuma Refugee Camp is located in Turkana, the northwestern region of Kenya, 120 kilometers from Lodwar town Headquarters and 95 kilometers from the Lokichoggio Kenya-Sudan border. Kakuma Refugee Camp serves refugees who have been forcibly displaced from their home countries due to war or persecution. It was established in 1992 to serve Sudanese refugees, and has since expanded to serve refugees from Somalia, Ethiopia, Burundi, the Democratic Republic of Congo, Eritrea, Uganda, and Rwanda. According to current UNHCR statistics, under Kakuma, the registered population stood at 298,053 with 218,660 in Kakuma Camp and 77,202 in Kalobeyei settlement.¹⁰ The local Kenyan population is largely comprised of nomadic pastoralists from the Turkana community.

In response to the ongoing disasters from flooding and drought shocks, the Arid and Semi-Arid Land Humanitarian Network (ASAL-AHN), a consortium of both international and local organisations will implement three cycles of cash transfers to about 3,095 households in Garissa and Turkana Counties in response to the situation. The assessment will also assess beneficiaries in Dadaab and Kakuma Refugee Camp. AHN will count on the support of three of its members - Relief, Reconstruction and Development Organization (RRDO), Lotus Kenya Action for Development organization (LOKADO) 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 the target counties. 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 CFRM. 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 conduct the monitoring and evaluation of the cash distribution activities – baseline 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 multi-purpose cash assistance (MPCT).

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, LOKADO and PGI, will provide MPCTs to the target beneficiary HHs in the target counties. 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 MPCT 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

¹⁰ <https://www.unhcr.org/ke/wp-content/uploads/sites/2/2025/01/Kenya-Statistics-Package-31-December-2024.pdf>

Kenya Cash Consortium: Locally led and Adaptive Alert-Based Cash Assistance to Disaster-Affected Communities in the Kenyan ASALs (Turkana and Garissa) and Refugee Complexes (Dadaab and Kakuma) approach is suitable in the locations. Partners will distribute SIM cards to all beneficiaries who do not have one and will establish 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 in host communities and refugee population, 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.

A week after the last round of disbursements of the MPCTs to HHs, in host communities and refugee population 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 1073 surveys will be conducted in each of the two assessment rounds in the target counties, broken down as follows:

Area	Sample Size
Dadaab	333
Kakuma	233
Garissa	219
Turkana	288
	1073

The baseline assessment will be conducted between 20th to 26th Jan 2025, and the endline between 20th to 30th June 2025.

3.2. Population of interest

- Geographical area assessed: Garissa and Turkana Counties and Dadaab and Kakuma Refugee Camps
- Population assessed: ¹¹The population of interest is the community HHs affected by disasters in the target counties. The community HHs supported will remain the assessment's beneficiary households
- Unit of measurement: The unit of measurement will be the HHs.

3.3 Secondary data review

- Baseline, first PDM, second PDM and endline reports from Kenya Cash Consortium in 2024 for the Camp (Dadaab) and ASALs
- ECHO Protection Key Performance Indicators list
- NDMA resources, NDMA 2024, will be used to assess the drought and flooding situation in the ASAL Counties
- Open Street Map and Google Map3.5 s – This will guide REACH in developing the maps.
- REACH MSNA

¹¹ As at 31 December, 2024, The total Refugees and Asylum-seekers in Kenya was 823,926 (<https://data.unhcr.org/en/country/ken>)

- vi. The Kenya JMMI (Q3 2024)
- vii. The Kenya National Disaster Operation Centre (NDOC) - Ministry of Interior and National Administration

3.4 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 Kobo 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 3095 beneficiaries of the MPCTs in the target counties, a total of 377 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 377 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.

3.5 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.¹² 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.¹³ 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.

3.6 Limitations

Data on HH expenditure is based on a 30-day recall period, a considerably long period of time over which to expect HHs to remember expenditures accurately. To mitigate the challenge, the enumerators will have to spend time probing and doing spot checks to verify the expenditure amounts reported.

4.0 KEY ETHICAL CONSIDERATIONS AND RELATED RISK

Table 2: Description of roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed
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¹²https://www.reachresourcecentre.info/wp-content/uploads/2020/03/IMPACT_Memo_Data-Cleaning-Min-Standards-Checklist_28012020-1.pdf

¹³https://documents.wfp.org/stellent/groups/public/documents/manual_guide_proced/wfp203246.pdf

Research design	Senior Assessment Officer	Country Coordinator	IMPACT HQ Africa&Europe unit consortium members, Research Manager	HQ, Consortium Members, county coordinator
Supervising data collection	Senior field officer	Database Officer	IMPACT HQ Africa&Europe unit, Consortium members, Research Manager, Assessment officer	HQ, Consortium Members, county coordinator
Data processing (checking, cleaning)	Database Officer	Database Officer	IMPACT HQ Africa&Europe unit, consortium members, Research Manager, Senior Assessment officer	HQ, Consortium Members, county coordinator
Data analysis	Database Officer	Database Officer	IMPACT HQ Africa&Europe unit, Senior Assessment officer consortium members, Research Manager,	HQ, Consortium Members, county coordinator
Output production	Senior Assessment Officer, GIS officer	Senior Assessment Officer	IMPACT HQ Africa&Europe unit, consortium members, Research Manager	HQ, Consortium Members, county coordinator
Dissemination	Senior Assessment Officer	Senior Assessment Officer	Consortium members, Research Manager, IMPACT HQ Africa&Europe unit,	HQ, Consortium Members, county coordinator, HQ Communications Officer

			Communications Officer	
Monitoring & Evaluation	Senior Assessment Officer	Senior Assessment Officer	IMPACT HQ Africa&Europe unit, consortium members, Research Manager	HQ, Consortium Members, county coordinator
Lessons learned	Senior Assessment Officer	Senior Assessment Officer	IMPACT HQ Africa&Europe unit, consortium members, Research Manager	HQ, Consortium Members, county coordinator

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

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)?	Yes	
... Does not involve data collection with minors i.e., anyone less than 18 years old?	Yes	

... Does not involve data collection with other vulnerable groups e.g., persons with disabilities, victims/ survivors of protection incidents, etc.?	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. Data Management Plan

Administrative Data				
Research Cycle name	Kenya Cash Consortium: Locally-led and Adaptive Alert-Based Cash Assistance to Disaster-Affected Communities in the Kenyan ASALs and Refugee Complexes			
Project Code	KEN2501			
Donor	ECHO and NMoFA			
Project partners	AHN, Acted, IMPACT, RRDO, PGI, LOKADO			
Research Contacts	Norbert Okodoi Aluku (norbert.aluku@reach-initiative.org senior assessment officer)			
Data Management Plan Version	Date: 24 March 2025	Version: v1		
Related Policies	IMPACT's guidelines for managing personal identifiable information ¹⁴			
Documentation and Metadata				
What documentation and metadata will accompany the data? <i>Select all that apply</i>	<input checked="" type="checkbox"/>	Data analysis plan	<input checked="" type="checkbox"/>	Data Cleaning Log, including: x Deletion Log x Value Change Log
	<input type="checkbox"/>	Code book	<input type="checkbox"/>	Data Dictionary
	<input type="checkbox"/>	Metadata based on HDX Standards	<input type="checkbox"/>	[Other, Specify]
Ethics and Legal Compliance				
Which ethical and legal measures will be taken?	<input checked="" type="checkbox"/>	Consent of participants to participate	<input checked="" type="checkbox"/>	Consent of participants to share personal information with other agencies
	<input type="checkbox"/>	No collection of personally identifiable data will take place	<input checked="" type="checkbox"/>	Gender, child protection and other protection issues are taken into account

¹⁴ https://www.impact-repository.org/wp-content/uploads/2019/08/SOP_data_protection_PII.pdf

	<input checked="" type="checkbox"/>	All participants reached age of majority		<input type="checkbox"/>	[Other, Specify]
Who will own the copyright and Intellectual Property Rights for the data that is collected?	IMPACT initiatives				
Storage and Backup					
Where will data be stored and backed up during the research?	<input checked="" type="checkbox"/>	IMPACT/REACH Kobo Server	<input type="checkbox"/>	Other Kobo Server: <i>[specify]</i>	
	<input type="checkbox"/>	IMPACT Global Physical / Cloud Server	<input type="checkbox"/>	Country/Internal Server	
	<input type="checkbox"/>	On devices held by REACH staff	<input type="checkbox"/>	Physical location <i>[specify]</i>	
	<input type="checkbox"/>	[Other, Specify]			
Which data access and security measures have been taken?	<input checked="" type="checkbox"/>	Password protection on devices/servers	<input checked="" type="checkbox"/>	Data access is limited to the data officer(s)	
	<input type="checkbox"/>	Form and data encryption on data collection server	<input type="checkbox"/>	Partners signed an MoU if accessing raw data	
	<input type="checkbox"/>	[Other, Specify]			
Kobo Access Rights					
Kobo Access	Person		Account Name		
View Form	<i>Team leaders</i>		Norbert Aluku		
View and Edit Form	<i>Team leaders</i>		Norbert Aluku		
View Form and Submit Data	<i>Team leaders</i>		Norbert Aluku		
Download Data	<i>Team leaders</i>		Norbert Aluku		
Raw Data Access Rights					
Raw Data Access	Reason		Person		
Accountable	Will lead in data cleaning and analysis		Data Officer		
Preservation					
Where will data be stored for long-term preservation?	<input checked="" type="checkbox"/>	IMPACT / REACH Global Cloud / Physical Server	<input type="checkbox"/>	OCHA HDX	
	<input type="checkbox"/>	REACH Country Server	<input type="checkbox"/>	[Other, Specify]	
Data Sharing					
Will the data be shared publicly?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No, only with mandating agency / body	
Will all data be shared?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No, only anonymized/ cleaned/ consolidated data will be shared	
	<input type="checkbox"/>	No, [Other, Specify]			
Where will you share the data?	<input checked="" type="checkbox"/>	REACH Resource Centre	<input type="checkbox"/>	OCHA HDX	
	<input type="checkbox"/>	Humanitarian Response	<input type="checkbox"/>	[Other, Specify]	

Data protection risk assessment					
Have you completed the Indicators Risk Assessment table below?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No, no information that potentially allows the identification of individuals is to be collected.		
[Please complete the first 4 columns in the Indicators Risk Assessment table below]					
Risk indicator	Type of identification risk	Disclosure implications	Benefits	Class	Required mitigation
<i>Respondent phone number</i>	<i>Direct contact/identification of the respondent</i>	<i>Loss of privacy</i>	<i>Follow up for data cleaning</i>	B1	To be deleted after data cleaning.
<i>Title/role of the person who coerced a respondent or was paid by the respondent to be included in the beneficiary list and/or receive assistance</i>	<i>Direct identification of the person who coerced or was paid by the beneficiary. Direct identification of the beneficiary</i>	<i>Loss of privacy Exposing the beneficiary to the risk eg. Risk of reprisal from community members or the person who coerced the beneficiary</i>	<i>Follow up by complaints and response mechanism (CRM) team of the Kenya cash consortium</i>		
Responsibilities					
Data collection	Senior field officer				
Data cleaning	Database officer				
Data analysis	Database officer				
Data sharing/uploading	Database officer				

8. Monitoring & Evaluation Plan

IMPACT Objective	External M&E Indicator	Internal M&E Indicator	Focal point	Tool	Will indicator be tracked?
Humanitarian stakeholders are accessing IMPACT products	Number of humanitarian organisations accessing IMPACT services/products	# of downloads of x product from Resource Center	Country request to HQ	User_logging	x Yes
		# of downloads of x product from Relief Web	Country request to HQ		x Yes
	Number of individuals accessing IMPACT services/products	# 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 the country newslettSendinblueBlue, 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		# references in HPC documents (HNO, SRP, Flash appeals, Cluster/sector strategies)	Country team	Reference_log	Partners asked whether this assessment was used in their programming through survey monkey, if one is conducted in the future.
	Number of humanitarian organizations utilizing IMPACT services/products	# references in single agency documents			
Humanitarian stakeholders are using IMPACT products	Humanitarian actors use IMPACT evidence/products as a basis for decision making, aid planning and delivery	Perceived relevance of IMPACT country-programs	Country team	Usage_Feedback and Usage_Survey template	Decisions made and implemented based on 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 in a usage survey of partners if one is conducted in the future.
	Number of humanitarian documents (HNO, HRP, cluster/agency strategic plans, etc.) directly informed by IMPACT products	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			
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.)	# 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

