

Research Terms of Reference

Monitoring and evaluation of the Somali Cash Consortium cash transfer programme
(Baseline and Post-Distribution Monitoring)

SOM2201

Somalia

January 2023

V1

IMPACT Shaping practices
Influencing policies
Impacting lives

1. Executive Summary

Country of intervention	Somalia					
Type of Emergency	<input checked="" type="checkbox"/>	Natural disaster	<input checked="" type="checkbox"/>	Conflict		
Type of Crisis	<input checked="" type="checkbox"/>	Sudden onset	<input type="checkbox"/>	Slow onset	<input checked="" type="checkbox"/>	Protracted
Mandating Body/ Agency	Somali Cash Consortium (SCC)					
Project Code	27FAE					
Overall Research Timeframe (from research design to final outputs / M&E)	December 2022 to March 2023					
Research Timeframe <i>Add planned deadlines Baseline timelines²</i>	1. Research Design Finalize – January 25 th 2023			Planned Data Collection Start Schedule Baseline data collection ¹ : 6 th February, 2023 (2 week before the second round of money transfer)		
	3. Data Analysis Completion Schedule Two weeks after last data collection in all rounds.			4. Data Sent for Validation - Two weeks after last data collection day in all rounds.		
	5. Output Sent for Validation - Four weeks after data collection (factsheet)			6. Outputs published: Five weeks after completing data collection (factsheet)		

¹ The term 'baseline' traditionally refers to those assessments that are done before that any intervention (such as a MPCA programme) take place and aim at assessing the situation of the beneficiaries before receiving the intervention. In this particular situation, due to external circumstances, IMPACT will exceptionally conduct a baseline assessment after that the first round of cash transfer has already taken place. The impact and limitations of this circumstance on the assessment findings' reliability and comparability will be duly noted in the analysis and reporting stage.

		Six weeks after completed data collection (presentation on request of the SCC) Seven-eight weeks after completed data collection (final report)	
	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: Baseline and Endline</i> Baseline assessment will be conducted after the first line cash transfer and full verification of the beneficiary HHs based on the vulnerability criteria. This means that both households who shall have received one round of transfer and households who shall have not, and were added to the programme after full verification, will be interviewed during the baseline assessment. Following the baseline, one more post-distribution assessment will take place: at the end-line (after MPCA round 3).	
Humanitarian milestones <i>Specify what will the assessment inform and when</i> <i>e.g. The shelter cluster will use this data to draft its Revised Flash Appeal;</i>	Milestone		Deadline
	<input checked="" type="checkbox"/>	Donor plan/strategy	Collected data will inform future projects of the donor.
	<input checked="" type="checkbox"/>	Inter-cluster plan/strategy	Collected data will inform inter-cluster strategic planning following the release of the HNO.
	<input checked="" type="checkbox"/>	Cluster plan/strategy	Collected data will feed into upcoming programs by actors planning cash-based interventions.
	<input checked="" type="checkbox"/>	NGO platform plan/strategy	Collected data will feed into upcoming programs by actors planning cash-based interventions
	<input type="checkbox"/>	Other (Specify):	___/___/___
Audience Type & Dissemination <i>Specify who will the assessment inform and how you will disseminate to inform the audience</i>	Audience type		Dissemination
	<input type="checkbox"/>	Strategic	X Somali Cash Consortium partners The assessment will be used to inform the Somali Cash Consortium on the impact of MPCA on household food and livelihood security. Data will be disseminated bilaterally and on the IMPACT repository in the form of one factsheet each at baseline and an endline comparative report. There will also be a final comparative report and a presentation to Consortium partners.
<input checked="" type="checkbox"/>	Programmatic		
	<input checked="" type="checkbox"/>	Operational	
	<input type="checkbox"/>	[Other, Specify]	
Detailed dissemination plan required	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> No
General Objective	To monitor the impact of the Somali Cash Consortium Multi-purpose Cash Assistance (MPCA) 2022 programme on the expenditure patterns and food security status of beneficiary households, to inform the multipurpose cash-based humanitarian response in Somalia.		
Specific Objective(s)	1. Understand household expenditure patterns at the beginning of the MPCA programme and how it changes over time or differs between targeted districts.		

	<ol style="list-style-type: none"> 2. Understand household food and livelihood security status at the beginning of the MPCA programme and how it changes overtime or differs between targeted districts. 3. Understand household perception of it's socio-economic wellbeing at the beginning of MPCA programme and how it changes overtime or differs between targeted regions. 4. Understand the impact of receiving cash on the household's well-being and interactions with society. 5. Understand household experience and satisfaction with participating in MPCA programme at all stages of the project cycle. 6. Understand HHs sources of energy and waste disposal mechanisms. 7. Understand awareness of complaint response mechanisms 8. Understand the degree to which ECHO protection-related key performance indicators (KPI) (are met at all stages of the project cycle. 9. Understand how all the above varies between the geographical areas assessed.
<p>Research Questions</p>	<ol style="list-style-type: none"> 1. How has the drought affected the household and their community? 2. What are the household's baseline expenditure patterns prior to receiving MPCA from the SCC, and how does this change after receiving multiple rounds of the MPCA? <ol style="list-style-type: none"> a. What is the HH monthly income and what other resources are available to the HH? b. What are the household's main expenditures? c. What proportion of their total income do households spend on food-related expenses? d. What proportion of their total income do households spend to meet other basic needs? e. What is the household's economic capacity to meet essential needs (ECMEN)? 3. What is the household's baseline level of food and livelihood security and how does this change over time after receiving MPCA from the SCC? 4. How was the cash transfer used by the HH and what was its impact (positive and negative) on social interactions within the household and in the community? 5. What are the household's experiences with protection issues and NGO accountability to beneficiary populations? Specifically in terms of: <ol style="list-style-type: none"> a. Awareness about 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 MPCA e. Knowledge of complaint mechanism and 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 households during the selection and registration process. h. A fair selection process. i. Respectful treatment by the NGO staff. j. Suggestions on project improvement.

Geographic Coverage	<p>The assessments will be conducted in the following 5 districts in 5 regions in Somalia and Somaliland: Mahas, Galkacyo, Burtinle, Doolow and Banadir.</p> <p>** Note that these districts were added according to the IPC classification. Some of the districts may overlap initial districts covered in the main caseload and the modification request 1 (MR1).</p>			
Secondary data sources	<ol style="list-style-type: none"> 1. Beneficiary list of Cash Consortium partners (to use for sample frame) 2. Baseline and PDM reports from Somali Cash Consortium 2020, endline assessment 2021 , baseline factsheet 2022 and baseline MR1 factsheet 2022. 3. Somalia Cash Working Group M&E Workstream Harmonised Indicators List 4. Somalia Cash Working Group M&E Workstream Harmonised Tool 5. ECHO Protection Key Performance Indicators list 6. IRC Safer Cash Toolkit 7. 2022 Somalia Humanitarian Needs Overview 8. IPC Acute Food Insecurity And Acute Malnutrition Analysis 			
Population(s) <i>Select all that apply</i>	<input type="checkbox"/>	IDPs in camp	<input checked="" type="checkbox"/>	IDPs in informal sites
	<input checked="" type="checkbox"/>	IDPs in host communities	<input type="checkbox"/>	IDPs [Other, Specify]
	<input type="checkbox"/>	Refugees in camp	<input type="checkbox"/>	Refugees in informal sites
	<input type="checkbox"/>	Refugees in host communities	<input type="checkbox"/>	Refugees [Other, Specify]
	<input checked="" type="checkbox"/>	Host communities	<input checked="" type="checkbox"/>	Beneficiaries of Cash Consortium MPCA 2022 Programme
Stratification <i>Select type(s) and enter number of strata</i>	<input checked="" type="checkbox"/>	Geographical #: 5 districts Population size per strata is known? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Group #: ___ Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/>	[Other Specify] #: __ Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No
Data collection tool(s)	<input checked="" type="checkbox"/>	Structured (Quantitative)		<input type="checkbox"/> Semi-structured (Qualitative)
		Sampling method		Data collection method
Structured data collection tool # 1 <i>Select sampling and data collection method and specify target # interviews</i>	<input type="checkbox"/> Purposive <input type="checkbox"/> Probability / Simple random <input checked="" type="checkbox"/> Probability / Stratified simple random <input type="checkbox"/> Probability / Cluster sampling <input type="checkbox"/> Probability / Stratified cluster sampling <input type="checkbox"/> [Other, Specify]			<input type="checkbox"/> Key informant interview (Target #): _____ _____ <input type="checkbox"/> Group discussion (Target #): _____ <input checked="" type="checkbox"/> Household interview (Target #): 935 in the Baseline and Endline assesment, which includes a 15% buffer to counter the potential high non-response rate of telephone interviews during PDM follow-ups <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			7+/- % margin of error

Data management platform(s)	<input checked="" type="checkbox"/>	IMPACT Kobo Server Somalia	<input type="checkbox"/>	UNHCR		
	<input type="checkbox"/>	[Other, Specify]				
Expected output type(s)	<input type="checkbox"/>	Situation overview #: __	<input type="checkbox"/>	Report #: 1	<input type="checkbox"/>	Profile #: __
	<input checked="" type="checkbox"/>	Presentation #: 2 (upon request)	<input type="checkbox"/>	Presentation (Final) #: __	<input checked="" type="checkbox"/>	Factsheet #: 2
	<input type="checkbox"/>	Interactive dashboard #:_	<input type="checkbox"/>	Webmap #: __	<input type="checkbox"/>	Map #: _2_
Access	<input checked="" type="checkbox"/>	Public (available on IMPACT repository and other humanitarian platforms)				
	<input type="checkbox"/>	Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)				
Visibility Specify which logos should be on outputs	IMPACT					
	Donor: ECHO					
	Coordination Framework: Somalia Cash Consortium					
	Consortium Partners: Concern Worldwide, ACTED, Save the Children, COOPI, IMPACT, Norwegian Refugee Council, Danish Refugee Council					

2. Rationale

2.1. Background Info

The humanitarian crisis in Somalia continues to deteriorate with the below-average Deyr rain season. The current extreme, widespread, and persistent multi-season drought is unprecedented and is devastating livelihoods and driving sharp increases in food, water, and nutrition insecurity. Nearly 50 per cent of the population – 7.7 million people – require some form of humanitarian or protection assistance, of whom 7 million are estimated to be affected by the drought.³

Drought, chronic instability, environmental changes and protracted displacement have left an estimated 6.7 million people across Somalia to face high levels of acute food insecurity (IPC phase 3 or above) between October and December 2022.⁴ Moreover, famine (IPC Phase 5) is projected to emerge in Bay region, in late 2022. Furthermore, with poor Deyr rain season, the region experienced an unprecedented fifth consecutive rainfall season as of December 2022. Forecasts show increased chances of below-average rainfall in early 2023 in the eastern Horn of Africa, which would prolong extreme drought and its impacts well into 2023.⁵

It is projected that an estimated 2.2 million people require urgent humanitarian assistance. IDPs are chronically more food insecure and vulnerable and have no official documentation of the mostly privately owned land on which they reside, exposing them to repeat evictions. UNHCR projected that the total number of refugees and asylum seekers stood at 34,595, as of 31st December 2022.⁶

Within this context, the Somali Cash Consortium was formed in late 2017 in response to the continued threat of famine and seeks to provide vulnerable populations in worst-affected districts with monthly multi-purpose unconditional cash transfers (MPCA). The Somali Cash Consortium has now entered its fifth year of activities and will be distributing MPCAs in the districts of **Mahas, Galkacyo, Burtinle, Doolow and Banadir**. for the 2022 MR2 programme. The targeted beneficiary households will either receive two or three rounds of MPCA, over the course of three months⁷.

³ [Drought Response and Famine Prevention Plan \(May-December 2022\). Somalia](#)

⁴ [Integrated Food Security Phase Classification \(September 2022\). Somalia](#)

⁵ [Famine Early Warning System Network \(December 2022\). Somalia](#)

⁶ [UNHCR Somalia Registered Refugees and Asylum-seekers \(December 2022\)](#)

⁷ Beneficiary HHs who will pass the re-verification by the consortium management will receive three rounds of transfer, while Households who will be re-targeted by the SCC partners and added to the programme after the second round of transfer will only receive to rounds of transfer since they were not part of the first line response.

The cash transfer amounts were set in line with the harmonized super-region transfer values recommended by the European Civil Protection and Humanitarian Aid Operations (ECHO) and the Department for International Development (DFID), based on the Minimum Expenditure Basket (MEB) in each region. The MPCAs are planned for January, February and March 2023.

2.1. Intended Impact

In order to monitor the ongoing impact of the MPCAs at the household level, IMPACT Initiatives will conduct two assessments, in two different moments of the cash transfer program. The first one (called hereafter 'baseline') will be conducted during the first half of February 2023 to HHs whose vulnerability profile and eligibility for cash transfer has been verified and confirmed and after that the first round of cash transfer has been realised. The endline assessment is tentatively planned for late March 2023. The overall aim of this research is to assess the outcome of MPCA to drought-affected households in **Mahas, Galkacyo, Burtinle, Doolow and Banadir** districts and inform similar interventions in the future by Somali Cash Consortium. Due to the fact that both rounds of data collection (Baseline and Endline) take place after that one round of cash transfer was disbursed and that the beneficiary target population has been changed during the vulnerability evaluation⁹ (run by SCC Consortium Management Unit), two important methodological and contextual limitations need to be highlighted:

- At the baseline assessment, a part of the assessed HHs will have already received one round of cash transfer and another part will have not. This means that by the time data will be collected, for the first group of HHs, the cash assistance will have already produced an impact;
- As a consequence, at the endline assessment, findings will concern partly HHs who have received 2 rounds of cash transfer and partly HHs who have received 3 rounds of cash transfers.

These circumstances might limit the capacity of the survey to assess the full impact of the MPCA provided (given that a part of the respondents will have already received some financial assistance at the first assessment) and the comparability of aggregated results among HHs who have received two rounds of cash transfers and those having received three rounds. Different disaggregation methodologies will be tested during the data analysis stage to provide the most accurate and relevant findings and comparisons as possible.

3. Methodology

3.1. Methodology overview

The baseline and endline surveys will be comprised of a representative household survey targeting beneficiary households of the Somalia Cash Consortium MPCA programme. Through this survey, households will be asked about their overall food and livelihood security situation, as well as their perceptions of whether humanitarian assistance is delivered in a safe, accessible, accountable, and participatory manner. These indicators are in line with the Cash Working Group M&E Workstream harmonised indicators list and harmonised tool provided by the Cash Consortium.

The data will be collected through phone interviews, and the households to interview will be randomly selected per district from the list of registered beneficiaries. Phone numbers will be obtained through the beneficiary household registration lists shared by the Cash Consortium partner agencies, which will be used to randomly select households for the assessment.

For the baseline and endline survey, a stratified simple random sampling approach will be used to have data that is representative of the beneficiary population (households) at the district level, with a 95% confidence level and a 7% margin of error. A 15% buffer will be included in the sample to account for non-response or data quality issues.¹⁰

⁹ Following to which some of the HHs having received the first money transfer might be confirmed as vulnerable, some others rejected and new ones added.

¹⁰ The planned number of HHs to be interviewed by district is indicated in the table below.

3.2. Population of interest

The geographical areas assessed consist of these districts: **Mahas, Galkacyo, Burtinle, Doolow and Banadir.** districts. The sample population will be drawn from the Somali Cash Consortium beneficiary list, which specifically targets newly displaced and worst-affected pastoralist and agro-pastoralist communities. The sample will be statistically representative at the district level. The assessments will be conducted at a household level to understand the impact of the MPCA program on beneficiary households' food security and expenditure patterns. The following information will be collected on household demographics to allow a disaggregated analysis according to the demographic characteristics of the population assessed. This disaggregated analysis will be indicative as the sample has only been stratified according to district.

- Location - Region, District, Village/Settlement
- Livelihood Zone (Urban; Pastoral; Agro-pastoral including riverine populations)
- Displacement Status
- Age & Gender of the Respondent, and Head of Household (if different)
- Size of the Household

3.3 Secondary data review

The [baseline 2022](#), [baseline MR1 2022](#) and reports from Somali Cash Consortium in 2021 [here](#) will be used to inform the assessment methodology and questionnaire design. Information will be integrated from the 2020, 2021 and 2022 assessment cycles of the Somali Cash Consortium third-party monitoring done by IMPACT.

3.4 Primary Data Collection

Primary data collection will be comprised of a household survey that has been designed in participation with the Somali Cash Consortium. To monitor the impact of the MPCAs at the household level, IMPACT initiatives will conduct a baseline and an endline assessments throughout the course of the cash intervention. To ensure compliance with the principle of "Do No Harm" in the context of the global Covid-19 outbreak, the baseline and endline assessments will be conducted via phone interviews. This decision aligns with the [Covid-19 strategies of IMPACT](#) and the Cash Consortium and aims to reduce risk to both the project beneficiaries and the enumerators.

The tool, including the accuracy and clarity of translations from English into Somali, will be extensively tested by field officers prior to roll-out to avoid any problems or confusion arising during data collection. The tool will be designed and coded using an XLS form and then deployed on the IMPACT Kobo server. All data will be collected via smartphone using Open Data Kit (ODK collect) or Kobo Collect. To limit the burden on respondents who are voluntarily dedicating their time to participating in the assessment, the survey will be designed to take a maximum of 30 minutes to complete.

Sampling

Sample Frame:

Region	District	Total Households (Beneficiary Population)	Sample Size for target of 95% Conf. Level and 7% M.E.	Minimum Sample Size + Buffer 15% (Baseline, PDM)
Hiran	Mahas	825	159	183
Mudug	Galkacyo	1350	171	200
Nugaal	Burtinle	1320	171	197
Gedo	Dollow	750	156	179
Banadir	Banadir (Deynile, Khada)	700	153	176
Total		4,945	810	935

The endline assessment will follow up with the beneficiary HHs that were fully verified after the first line activation (cash transfer). Due to sampling, beneficiary HHs interviewed during the baseline may not be interviewed at the endline assessment. The samples will be randomly drawn from the payroll that will be provided by the SCC partners. A 15% buffer will be included to the sample to account for non-response or data quality issues. To ensure random selection of respondents, IMPACT will generate random numbers on the list of beneficiaries that will be provided by the partners and then sort the random numbers from smallest to largest to select the required number of respondents. The interview will be conducted with the person registered as a beneficiary in each household. All non-responses will be monitored in a tracker. Baseline data and endline data collection will be conducted in February and early March 2023 respectively.

3.5 Data Processing & Analysis

The assessment will comprise a household survey designed in partnership with the Somali Cash Consortium partners. The tool will be designed and coded using kobo and all data will be collected via smart phone using Kobo Collect. 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](#). 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. Studio For food consumption score and coping strategy index, the guidelines provided by World Food Programme (WFP) from pages 63 to 80 [here](#) will be used. We will compile factsheets from the analyzed data, publish the reports on the IMPACT website, and share the outputs with the Somali Cash Consortium Management Unit.

3.5.1 Data Analysis:

Following data cleaning, the data will be analyzed using an R/R studio

The cleaned data set will be used to calculate and measure a number of indicators, tracking changes over time. Data analysis will be conducted at the district (strata) level. A full data analysis plan is included in Annex 1: Data Analysis Plan Somali Cash Consortium 2022. The following are some of the key indicators in line with the Somali Cash Working Group M&E Workstream Harmonised Indicators List and ECHO Key Protection Indicators that will be analysed.

- % of HHs reporting that MPCA helped them to better meet their basic needs;
- Average # of meals per day;
- Household expenditure and spending patterns.
- ECHO Protection Index Score (calculated as % of respondents answering 'yes' to ECHO provided questions measuring whether humanitarian assistance is provided in a safe, accessible, accountable, and participatory manner);
- Household Dietary Diversity Score;
- Households Hunger Scale
- Food Consumption Score (FCS) and % of target populations with acceptable FCS;
- Average Reduced Consumption Coping Strategy Index (rCSI) Score for the target population;
- Economic Capacity to Meet Essential Needs (ECMEN)
- Livelihood Coping Strategy Index Score and proportion of HHs at each severity level.

4. Key ethical considerations and related risks

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

<i>The proposed research design...</i>	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 (<i>specifically by: seeking informed consent, designing length of survey/ discussion while being considerate of participants' time, ensuring accurate reporting of information provided</i>)?	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	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	

5. Roles and responsibilities

Table 2: Description of roles and responsibilities

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

Monitoring & Evaluation	Assessment Assistant	Assessment Assistant	IMPACT HQ Research Department, consortium members, Research Manager	HQ, Consortium Members, county coordinator
Lessons learned	Assessment Assistant	Assessment Assistant	IMPACT HQ Research Department, 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

6. Data Analysis Plan

[This is presented as Annex 1](#)

7. Data Management Plan

Administrative Data			
Research Cycle name	Baseline and Post distribution monitoring for Somali cash consortium		
Project Code	27FAE		
Donor	ECHO		
Project partners	Somali Cash Consortium (ACTED, Concern, Oxfam, Cooperazione Internazionale, Danish Refugee Council, Norwegian Refugee Council, Save the Children International).		
Research Contacts	Liston Mwabi liston.mwabi@reach-initiative.org Alice Mwindi alice.mwindi@reach-initiative.org Jack Palazzo jack.palazzo@reach-initiative.org		
Data Management Plan Version	Date: December 2022	Version: v1	
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: <input checked="" type="checkbox"/> Deletion Log <input checked="" type="checkbox"/> 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 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
	<input checked="" type="checkbox"/>	All participants reached age of majority		[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 <i>[IMPACT staff only]</i>
	<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>	reach_enum
View and Edit Form	<i>Amos Leaduma</i>	amos_leaduma
View Form and Submit Data	<i>Team Leaders</i>	reach_enum
Download Data	<i>Amos Leaduma</i>	amos_leaduma

Raw Data Access Rights

Raw Data Access	Reason	Person
Accountable	Will lead in data cleaning	<i>Amos Leaduma</i>

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 identification of individuals is to be collected.
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[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>Household demographic information</i>	<i>May result in household identification in combination with other information collected</i>	<i>Loss of privacy</i>	<i>Allows analysis of food security indicators vis a vis household size, gender of head of household etc.</i>	B2	Ensure that no direct identification of households is possible when presenting data and findings (i.e. only presented in aggregated format). Any demographic variable not needed for analysis should be removed to minimise risk of identification. To be permanently deleted after the data analysis.
<i>Clan affiliation and minority groups</i>	<i>Direct identification of the respondent who fall under the minority group</i>	<i>Loss of privacy Exposing the beneficiary to risk</i>		B2	Ask enumerators if they feel comfortable in making this question and if not, they should not make it. Repeat to the respondents, before these precise questions on minority are asked, that they have the right not to reply to these questions if they don't feel like doing it.
<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 permanently deleted from raw dataset after data cleaning is completed. Access to raw data is limited to staff listed as accountable for data cleaning above. If this information needs to be stored for future use(e.g. for calling back in the next PDM rounds), it should be extracted with UUID in a separate password protected file and stored securely with limited access within the team as well.
<i>Title/role of the person who coerced a respondent or was paid by respondent in order to</i>	<i>Direct identification of the person who coerced or was paid by the beneficiary.</i>	<i>Loss of privacy Exposing the beneficiary to risk eg. Risk of reprisal from community members or the person</i>	<i>Follow up by complaints and response mechanism (CRM) team of the Kenya cash consortium</i>	B1	To be permanently deleted from raw dataset after data collection verification. Access to raw data is limited to person listed as accountable for data cleaning above.

<i>be included in the beneficiary list and/or receive assistance</i>	<i>Direct identification of the beneficiary</i>	<i>who coerced the beneficiary</i>			
Responsibilities					
Data collection	Abdiweli Shukri abdiweli.shukri@reach-initiative.org Field Coordinator Somalia				
Data cleaning	Amos Leaduma, amos.leaduma@reach-initiative.org Senior Database Officer				
Data analysis	Amos Leaduma, amos.leaduma@reach-initiative.org Senior Database Officer				
Data sharing/uploading	Amos Leaduma, amos.leaduma@reach-initiative.org Senior 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_log	<input checked="" type="checkbox"/> Yes
		# of downloads of x product from Relief Web	Country request to HQ		<input checked="" type="checkbox"/> Yes
		# of downloads of x product from Country level platforms	Country team		<input checked="" type="checkbox"/> Yes
	Number of individuals accessing IMPACT services/products	# of page clicks on x product from REACH global newsletter	Country request to HQ		<input checked="" type="checkbox"/> Yes
		# of page clicks on x product from country newsletter, sendingBlue, bit.ly	Country team		<input checked="" type="checkbox"/> Yes
		# of visits to x webmap/x dashboard	Country request to HQ		<input type="checkbox"/> Yes
IMPACT activities contribute to better program implementation and coordination of the humanitarian response	Number of humanitarian organisations utilizing IMPACT services/products	# references in HPC documents (HNO, SRP, Flash appeals, Cluster/sector strategies)	Country team	Reference_log	Kenya 2022 Humanitarian Needs Overview
		# references in single agency documents			
Humanitarian stakeholders are using IMPACT products	Humanitarian actors use IMPACT evidence/products as a basis for decision making, aid planning and delivery Number of humanitarian documents (HNO, HRP, cluster/agency strategic plans, etc.) directly informed by IMPACT products	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. This assessment may also be included in a usage survey of partners if one is conducted in the future.
		Perceived usefulness and influence of IMPACT outputs			
		Recommendations to strengthen IMPACT programs			
		Perceived capacity of IMPACT staff			

		Perceived quality of outputs/programs			
		Recommendations to strengthen IMPACT programs			
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	Engagem ent_log	x Yes
		# of organisations/clusters inputting in research design and joint analysis			x Yes
		# of organisations/clusters attending briefings on findings;			x Yes