

Research Terms of Reference

Multi-Sectoral Needs Assessment

KEN2206

Dadaab and Kakuma refugee camps, Kenya

October 2022

[V1]

REACH Informing
more effective
humanitarian action

1. Executive Summary

Country of intervention	Kenya				
Type of Emergency	<input type="checkbox"/>	Natural disaster	<input checked="" type="checkbox"/>	Conflict	<input type="checkbox"/> Other (specify)
Type of Crisis	<input type="checkbox"/>	Sudden onset	<input type="checkbox"/>	Slow onset	<input checked="" type="checkbox"/> Protracted
Mandating Body/ Agency	United Nations High Commission for Refugees (UNHCR), Government of Kenya (GOK)				
IMPACT Project Code	24ASB				
Overall Research Timeframe (from research design to final outputs / M&E)	01/09/2022 to 31/03/2023				
Research Timeframe Add planned deadlines (for first cycle if more than 1)	1. Pilot/ training: 13&14 /10/2022		6. Preliminary presentation: 23/11/2022		
	2. Start collect data: 15/10/2022		7. Outputs sent for validation: 9/12/2022		
	3. Data collected: 29/10/2022		8. Outputs published: 30/12/2022		
	4. Data analysed: 10/11/2022		9. Final presentation: upon request		
	5. Data sent for validation: 11/11/2022				
Number of assessments	<input checked="" type="checkbox"/>	Single assessment (one cycle)			
	<input type="checkbox"/>	Multi assessment (more than one cycle)			
Humanitarian milestones Specify what will the assessment inform and when e.g. The shelter cluster will use this data to draft its Revised Flash Appeal;	Milestone		Deadline		
	<input checked="" type="checkbox"/>	Donor plan/strategy	01/12/2022-31/12/2023		
	<input type="checkbox"/>	Inter-cluster plan/strategy	_ _ / _ _ / _ _ _ _		
	<input type="checkbox"/>	Cluster plan/strategy	_ _ / _ _ / _ _ _ _		
	<input checked="" type="checkbox"/>	NGO platform plan/strategy Norwegian Refugee Council (NRC) regional advocacy strategy. Other actors working with refugee population	01/12/2022-31/12/2023		
	<input type="checkbox"/>	Other (Specify):	_ _ / _ _ / _ _ _ _		
Audience Type & Dissemination Specify who will the assessment inform and how you will disseminate to inform the audience	Audience type		Dissemination		
	<input checked="" type="checkbox"/> Strategic		<input checked="" type="checkbox"/> General Product Mailing (e.g. mail to NGO consortium; HCT participants; Donors)		
	<input checked="" type="checkbox"/> Programmatic		<input type="checkbox"/> Cluster Mailing (Education, Shelter and WASH) and presentation of findings at next cluster meeting		
	<input checked="" type="checkbox"/> Operational		<input checked="" type="checkbox"/> Presentation of findings (e.g. at HCT meeting; Cluster meeting)		
	<input type="checkbox"/> [Other, Specify]				

		<input 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 identify the multisectoral humanitarian needs and access to services ¹ of refugees ² , and asylum seekers ³ residing in Dadaab and Kakuma refugee camps and inform multi-sector humanitarian programming for 2023.	
Specific Objective(s)	<p>To identify the demographic composition of refugee and asylum seekers HHs residing in Dadaab and Kakuma refugee camps.</p> <p>To identify protection, food and livelihood, education, health and nutrition, WASH and shelter needs.</p> <p>To identify humanitarian assistance needs and barriers to accessing humanitarian assistance for HHs in Dadaab and Kakuma refugee camps</p>	
Research Questions	<ul style="list-style-type: none"> • What is the demographic composition of refugee and asylum seekers households (HHs) residing in Dadaab and Kakuma refugee camps? • What are the common protection needs for refugee and asylum seekers HHs residing in Dadaab and Kakuma refugee camps? • What is the food security situation for refugee and asylum seekers HHs residing in Dadaab and Kakuma refugee camps? • What is the education situation for refugee and asylum seekers HHs residing in and Kakuma refugee camps? • What is the health and nutrition situation for refugee and asylum seekers HHs residing in Dadaab and Kakuma refugee camps? • What are the livelihoods needs for refugee and asylum seekers HHs residing in Dadaab and Kakuma refugee camps? • What are the WASH needs for refugee and asylum seekers HHs residing in Dadaab and Kakuma refugee camps? • What are the shelter needs for refugee and asylum seekers HHs residing in Dadaab and Kakuma refugee camps? 	

¹ Services include healthcare services, water, sanitation, and hygiene services (WASH), infrastructure services and education.

² A refugee is a person who has been forced to leave their country of origin to escape conflict, war, persecution or natural disaster. [In Kenya, majority of refugees and asylum seekers originate from Somalia \(53%\). Other major nationalities are South Sudanese \(245%\), Congolese \(10%\); Ethiopians \(5.6%\).](#) While most people fleeing from conflict in South Sudan arrive in Kakuma in northern Kenya, most Somali refugees flee to Dadaab, located in Garissa County.

³ [An asylum seeker is a person who has left his/her country of origin and formally applied for asylum in another country but whose claim has not been concluded. If an applicant is denied refugee status at the first instance level during refugee status determination, he/she can appeal this negative decision. Until a final decision is arrived at, this person remains an asylum seeker.](#)

	<ul style="list-style-type: none"> What is the humanitarian assistance needs and barriers to accessing humanitarian assistance for HHs residing in Dadaab and Kakuma refugee camps?? 			
Geographic Coverage	Dadaab Refugee complex, covering Dagahaley, Hagadera, and Ifo camps. Kakuma refugee camps, covering Kakuma 1, Kakuma 2, Kakuma 3, and Kakuma 4			
Secondary data sources	1. UNHCR Monthly operational updates 2. Sector-specific assessments in Dadaab 3. The Dadaab spatial profile , June 2021 by UN Habitat 4. The Kakuma spatial profile , June 2021 by UNHabitat 5. The Kakuma socio-economic survey , 2019 by UNHCR and world bank 6. REACH, August 2018 , December 2018 , February 2019 and, September 2019 , October 2020 and November 2021 Dadaab multi-sectoral needs assessment factsheets and situation overviews. 7. REACH, Kalobeyei 2020 and Kakuma 2020 multisectoral needs assessment situation overview			
Population(s) <i>Select all that apply</i>	<input type="checkbox"/>	IDPs in camp	<input type="checkbox"/>	IDPs in informal sites
	<input type="checkbox"/>	IDPs in host communities	<input type="checkbox"/>	IDPs [Other, Specify]
	<input checked="" 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 type="checkbox"/>	Host communities	<input type="checkbox"/>	Asylum seekers in camp
Stratification <i>Select type(s) and enter number of strata</i>	<input checked="" type="checkbox"/>	Geographical #:7 (Dagahaley, Hagadera, Ifo, Kakuma 1, Kakuma 2, Kakuma 3, and Kakuma 4) 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>Household tool</i>	<input checked="" 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 #): 2,772 ⁴ <input type="checkbox"/> Individual interview (Target #):_____ <input type="checkbox"/> Direct observations (Target #):_____ <input type="checkbox"/> [Other, Specify] (Target #):_____ 	
Structured data collection tool # 2 <i>Key informant interview tool</i>	<input checked="" type="checkbox"/> Purposive <input type="checkbox"/> Probability / Simple random <input type="checkbox"/> Probability / Stratified simple random <input type="checkbox"/> Probability / Cluster sampling		<input checked="" type="checkbox"/> Key informant interview (Target #):70 ⁵ <input type="checkbox"/> Group discussion (Target #):_____ <input type="checkbox"/> Household interview (Target #):_____ <input type="checkbox"/> Individual interview (Target #):_____ 	

⁴ Refer to table 1 in the methodology section 3.4.1 for more information⁵ Refer to table 2 in the methodology section 3.4.1 for more information

	<input type="checkbox"/> Probability / Stratified cluster sampling <input type="checkbox"/> [Other, Specify]		<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	<input type="checkbox"/>	UNHCR
	<input type="checkbox"/>	[Other, Specify]		
Expected output type(s)	x	Situation overview #:2	x	Report #: 1
	<input type="checkbox"/>	Presentation (Preliminary findings) #: _ _	x	Presentation (Final) #: 2
	<input type="checkbox"/>	Interactive dashboard #: _	<input type="checkbox"/>	Webmap #: _ _
	<input type="checkbox"/>	[Other, Specify] #: _ _		
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>	REACH			
	Donor: ECHO			
	Partners: NRC			

2. Rationale

2.1 Background

As of July 2022, a total of 233,736⁶ mostly Somali refugees and asylum seekers resided in Dadaab refugee camps and 188,683⁶ mostly South Sudanese refugees and asylum seekers resided in Kakuma refugee camps. The refugees and asylum seekers fled their counties of origin due to conflict. Dadaab refugee camps were established in 1991, and Kakuma refugee camps in 1992.

According to the [MSNA conducted by REACH Initiatives in Dadaab in 2021](#), these refugees and asylum seekers are reportedly in need of livelihood opportunities among other needs such as food, education, health and nutrition, WASH items, and protection services. Some of the refugees and most of the asylum seekers do not have proper documentation such as birth certificates, alien identity cards, marriage certificates, etc. some HHs reported perceiving that unregistered HH members experienced challenges, such as arrests by security personnel (44%) or reduced access to basic services (24%) and lack of access to shelter (22%). The proportion of HHs reporting that all or some HH members were not registered as refugees or asylum seekers, seemed to have increased by 41% and 7% in Dagahaley and Ifo respectively, between September 2019 and November 2021.

A similar [MSNA conducted in Kakuma in 2020](#) revealed that refugees and asylum seekers HHs in Kakuma camps have severe needs across multiple sectors, with the most severe needs appearing to be in food security sector where almost two-thirds (67%) of HHs were found to have either a poor or borderline food consumption score (FCS).

Dadaab refugee camps are in Garissa County while the Kakuma refugee camps are in Turkana County. These two counties were severely affected by the ongoing drought⁷. According to the NDMA August 2022 bulletin⁷, Turkana is in the alarm drought phase while Garissa is in the alert drought phase. In addition, the refugee camps were classified to be in the second phase

⁶ [UNHCR statistics package, July 2022](#)

⁷ [The NDMA August 2022 bulletin](#)

of the integrated phase classification (IPC) between June and September 2022 with the likelihood that they would have been at least one phase worse without the current or programmed humanitarian assistance.⁸

Additionally, due to the ongoing drought in the horn of Africa, (Somalia and Ethiopia) there has been an influx of new arrivals in Dadaab in the recent months. REACH will seek to understand their needs through this MSNA.

2.2. Intended impact

REACH in close coordination with NRC, UNHCR, and other relevant humanitarian actors will conduct the 2022 MSNA in Dadaab and Kakuma refugee camps with an aim of building on and undertaking a comparative analysis of the outcomes of this MSNA with previous MSNAs. Additionally, due to the influx of new arrivals in Dadaab as a result of the drought situation in Somalia, REACH will interview 50 purposively sampled households to understand their needs as well. The findings of the MSNA will help to understand the impact of the on-going drought to the households. Since without humanitarian assistance the households in the camps could be in a worse IPC phase⁸, It will be key to understand access to the humanitarian assistance and the challenges faced by the refugees and asylum seekers in accessing the assistance. The findings from this assessment will help humanitarian actors within Dadaab and Kakuma to plan for and execute a harmonized and evidence-based humanitarian response.

The assessment also seeks to contribute to and inform the strategic thinking and planning concerning camp closure considerations and deliberations. Additionally, by carrying out surveys to identify the needs and priorities of refugee and asylum seekers, humanitarian actors will be able to understand the level of needs across WASH, health and nutrition, protection, food security, shelter, livelihoods, education, and humanitarian assistance needs of the refugees and asylum seekers. This will inform the wider plans under the umbrella of the Comprehensive Refugee Response Framework (CRRF) roll-out which will help humanitarian actors to change the approach of service delivery in the camps and support the inclusion processes of refugees into national systems as well as inform short-term assistance.

3. METHODOLOGY

3.1 Methodology overview

The MSNA will use the quantitative methods approach in conducting the research. Quantitative data will be collected by conducting key informant interviews with leaders of various groups including youth leaders, leaders of persons living with disability, leaders of the elderly, leaders of minority groups and the overall camp leaders in Dadaab and Kakuma, and household-level surveys in both Dadaab and Kakuma refugee camps. The household surveys will be conducted through face-to-face interviews, with households being selected through the stratified simple random sampling technique. Additional 50 household surveys will be conducted with the new arrivals in Dadaab who settled on the boundaries of the refugee camps. The households will be purposively sampled. The key informant interviews will also be conducted face to face with the leaders in Dadaab and Kakuma. The leaders will be selected through purposive sampling and REACH will engage with the various stakeholders including the Department of refugee services (DRS) Kenya and UNHCR while selecting the key informants to engage during the key informant interviews. Questionnaires for both the household surveys and the key informant interviews will cover various key profiles, needs and gaps in assistance as per the [Sphere standards and IASC indicators](#).

Special focus will be given to Livelihoods, Education and Protection sectors due to the wider plans under the umbrella of the Comprehensive Refugee Response Framework (CRRF) roll-out to change the approach of service delivery in the camps and support the inclusion processes of refugees into national systems.

3.2 Population of interest

⁸ [FEWSNET food security outlook, August 2022](#)

The assessment will cover three refugee camps in Dadaab refugee complex: Dagahaley, Hagadera and Ifo camps, four refugee camps in Kakuma refugee camps; Kakuma 1, Kakuma 2, Kakuma 3 and Kakuma 4 and 3 villages in Kalobeyei settlement. The population of interest are refugees and returnees living within the refugee camps and settlements.

3.3 Secondary data review

- UNHCR Monthly operational updates - This provides an overview of activities and service delivery carried out in the camps including WASH activities, education interventions, Health services as well as protection and security. The resource will help triangulate primary data collected on needs and access to services in Dadaab as perceived by households.
- Sector-specific assessments in Dadaab and Kakuma - These include food security assessments, education assessments as well as health surveys carried out by actors operating in Dadaab. These resources will aid in designing the methodology including tool development.
- [The Dadaab spatial profile](#), June 2021 by UN Habitat and [The Kakuma spatial profile](#), June 2021 by UNHabitat - This study will provide an understanding of the current context of the Dadaab refugee complex area and the work that the government and humanitarian and development agencies have put into the growth of the area in the past.
- [The Kakuma socio-economic survey](#), 2019 by UNHCR and world bank, REACH, [August 2018](#), [December 2018](#), [February 2019](#) and, [September 2019](#), [October 2020](#) and [November 2021](#) – will help to understand the context in the refugee camps and provide a basis for triangulation of the findings.
- Dadaab multi-sectoral needs assessment factsheets and situation overviews, REACH, [Kalobeyei 2020](#) and [Kakuma 2020](#) multisectoral needs assessment situation overview- will help in designing methodology and developing tools as well as offering a comparative of the situation in the different years.

3.4 Primary Data Collection

Primary data will be collected through two quantitative tools, a household questionnaire for the household survey and a key informant questionnaire for the key informant interviews. The Household survey will be conducted concurrently with the key informant interviews

3.4.1 Household surveys with refugees and asylum seekers in the camps

Household level interviews will be conducted in the Dadaab and Kakuma refugee camps. The sample will be selected through probability stratified random sampling at camp level to fulfil a 95% Confidence level and a 5% Margin of Error and will include a 5% buffer to account for any non-responses and potential surveys to be deleted during data cleaning. Random GPS points will be generated using ESRI's ArcMap in the Dadaab and Kakuma refugee camps which is clearly divided into blocks, enumerators will access the random GPS points from their android phones using maps.me, and they will interview households that fall on points. In case there is no one to interview in the selected household, or the respondent is unwilling to participate, enumerators will target the nearest household in a radius of five meters. If there is still no household to interview, then they will interview the household that falls on the next point. A buffer of GPS points will be provided to ensure that required sampling target is met. Additionally, 50 household surveys will be conducted with the new arrivals in Dadaab who settled on the boundaries of the refugee camps, and they will be purposively selected. Therefore, findings relating to this group will be indicative and cannot be generalized to the entire population.

The HH surveys will be conducted with the self-reported head of household. If the head of household is unavailable, another adult with knowledge of household circumstances will be interviewed in his/her place. No individuals under the age of 18 will be interviewed. The household-level questionnaire will cover levels of needs, access, and vulnerabilities across the sectors of protection, water, sanitation, and hygiene (WASH), education, food security, health and nutrition, and livelihoods.

The sample size will be calculated based on household population figures of each camp, shared bilaterally by UNHCR. Household survey data will be collected using open data kit (ODK) collect by use of mobile phones. [To reduce the risk of contracting and spreading COVID-19](#), REACH will collect data through enumerators living within the camps and will provide personal protective equipment such as face masks and hand sanitizers to the enumerators and field staff. The enumerators will also be required to take breaks between interviews to reduce contact time. In addition, the enumerators will observe strict social distancing by conducting the interviews while 1.5 meters apart from the respondent. The enumerators will undergo a one-day training on the tool and best practices during data collection.

Table 1

Population and sample size for household surveys

Camp	Population size (# of Households)	Sample size	Buffer (5%)	Total
Dagahaley	15,718	375	19	394
Hagadera	16,536	375	19	394
Ifo	14,508	374	19	393
Kakuma 1	15,410	375	19	394
Kakuma 2	5,766	360	18	378
Kakuma 3	12,348	373	19	392
Kakuma 4	5,020	357	18	375
Dadaab surrounding for new arrivals	N/A	50		50
TOTAL	85,306	2,639	131	2,770

3.4.2 Key Informant Interviews (KIs)

KIs will be conducted with leaders of various groups in Dadaab and Kakuma camps. The interviews will be conducted with two youth leaders, two leaders of minority groups, two leaders of the people living with disability groups, two leaders of groups for the elderly and two camp leaders. In each group, REACH will aim at interviewing a male and a female leader. The community leaders in the camps are elected by the refugee community members.

REACH will work hand in hand with the DRS to identify the leaders to be interviewed by choosing from the leaders in Dadaab and Kakuma. A total of 70 leaders KIs will be interviewed in Dadaab and Kakuma camps (two camp leaders, two youth leaders, two representatives of persons living with disability⁹, two minority group leaders and two elderly leaders in each camp). In each group, one KI will be a male and the other a female. A structured KI tool will be used to collect data and will include specific indicators and questions to measure circumstances and perspectives on relevant topics such as level of needs across the sectors of protection, water, sanitation, and hygiene (WASH), education, food security, health and nutrition,

⁹ Representatives of persons living with disabilities are the leaders who represent them in various forums.

shelter, and livelihoods. The KIIs will complement the findings of the HH surveys by providing additional quantitative information about the various sectors in focus in this MSNA.

KIIs will be conducted through Open Data Kit (ODK) by use of mobile phones. REACH will collect data through enumerators living within the camps. In addition, the enumerators will observe strict social distancing by conducting the interviews while 1.5 meters apart from the respondent. The enumerators will undergo a one-day training on the tool and best practices during data collection. All interview data will be submitted after completion of the interviews and will be reviewed and cleaned at the close of the day. Enumerators and the Assessment Officers (AO) and Field Officers (FO) will then hold a debrief, where enumerators will provide further detail where applicable and identify issues to be resolved in the tool. The AO and FO will discuss any potential errors or anomalies and clean the data accordingly.

Table 2

Sample size of leaders for key informant interviews

CAMP		Total #of leaders to be interviewed
Dadaab	Ifo	10
	Dagahaley	10
	Hagadera	10
Kakuma	Kakuma 1	10
	Kakuma 2	10
	Kakuma 3	10
	Kakuma 4	10
Total		70

3.5 Data Processing & Analysis

All data from the household surveys and KIIs will be entered into Kobo Collect and uploaded daily onto the Kobo server. Daily data cleaning will be conducted by the database officer to identify potential errors and anomalies as established in [IMPACT's Data Cleaning Minimum Standards Checklist](#). The outcomes of the data quality checks will form a basis for debriefing the enumerators before further data collection.

On finalization of data cleaning, household survey data and key informant interviews data will be analyzed through the R statistical software and will include both descriptive statistics in addition to more advanced statistical analysis where appropriate.

Weighting¹⁰ of the data will also be done to allow the aggregation of the data to the overall camps of Dadaab and Kakuma as well as a comparison between the two refugee camps. Once data analysis is completed, the findings will be discussed and contextualized with relevant partners and two situation overviews will be produced for Dadaab refugee camp and Kakuma refugee camp. Additionally, one comparative report will be produced, and it will incorporate the findings on both Dadaab and Kakuma camps covering the sectors of protection, water, sanitation, and hygiene (WASH), education, COVID-19, food security, health and nutrition, and livelihoods.

¹⁰ Weighting is the process of assigning a coefficient to the responses of the data set so that the sample better represents the population from which it was sampled. It will be calculated by dividing the number of HHs in each individual camp by total population in the camps then dividing this by the sampled HHs in each camp divided by the total sample in all the camps.

4. Key ethical considerations and related risks

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

<i>The proposed research design...</i>	<i>Yes/ No</i>	<i>Details if no (including mitigation)</i>
... Has been coordinated with relevant stakeholders to avoid unnecessary duplication of data collection efforts?	Yes	Consultation with UNHCR, NRC and partners in Dadaab operation
... Respects respondents, their rights and dignity (<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	We will seek consent for participation
... Does not expose data collectors to any risks as a direct result of participation in data collection?	No	To minimize the risk all health protocols to prevent contracting or spreading COVID-19 will be followed (both interviewer and interviewee must wear face masks and must stand a minimum of 1.5 meters apart, preferably outdoors or in a well-ventilated room). IMPACT Initiatives SOPs for collecting data during COVID-19 will also be adhered to.
... Does not expose respondents / their communities to any risks as a direct result of participation in data collection?	No	To minimize the risk all health protocols to prevent contracting or spreading COVID-19 will be followed (both interviewer and interviewee must wear face masks and must stand a minimum of 1.5 meters apart, preferably outdoors or in a well-ventilated room). IMPACT Initiatives SOPs for collecting data during COVID-19 will also be adhered to.
... Does not involve collecting information on specific topics which may be stressful and/ or re-traumatizing 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. Enumerators will receive training on ensuring questions are asked in a non-intrusive, sensitive manner 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 3: Description of roles and responsibilities

<i>Task Description</i>	<i>Responsible</i>	<i>Accountable</i>	<i>Consulted</i>	<i>Informed</i>
<i>Research design</i>	Assessment Officer	Research Manager	IMPACT Research Design and Data Unit (RDDU), GIS Officer, UNHCR	Country coordinator
<i>Supervising data collection</i>	Senior Field Officer	Assessment Officer	RDDU, Research Manager, GIS Officer	Country coordinator
<i>Data processing (checking, cleaning)</i>	Senior Field Officer, GIS Officer	Assessment Officer	RDDU, Research Manager	Country Coordinator
<i>Data analysis</i>	Database Officer, GIS Officer	Assessment Officer	Research Manager, RDDU, UNHCR	Country coordinator, NRC
<i>Output production</i>	GIS Officer, Assessment Officer	Senior Assessment Officer	Research Manager, IMPACT Research Reporting Unit (RRU), UNHCR	Country coordinator, NRC
<i>Dissemination</i>	Assessment Officer	Senior Assessment Officer	Research Manager, HQ Communications Officer, UNHCR	Country coordinator, NRC
<i>Monitoring & Evaluation</i>	Assessment Officer	Senior Assessment Officer	Research Manager, RDDU, UNHCR	Country coordinator, NRC
<i>Lessons learned</i>	Assessment Officer	Senior Assessment Officer	Research Manager, RDDU, UNHCR	Country coordinator, NRC

Responsible: the person(s) who executes the task

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

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

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

6. Data Analysis Plan

Available upon request

7. Data Management Plan

Available upon request

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 Number of individuals accessing IMPACT services/products	# Of downloads of x product from Resource Centre	Country request to HQ	User log	x Yes
		# Of downloads of x product from Relief Web	Country request to HQ		x Yes
		# Of downloads of x product from Country level platforms	Country team		x Yes
		# Of page clicks on x product from REACH global newsletter	Country request to HQ		x Yes
		# Of page clicks on x product from country newsletter, sendingBlue, bit.ly	Country team		x Yes
		# Of visits to x web map/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	Norwegian Refugee Council (NRC) regional advocacy strategy. -Comprehensive Refugee Response Framework -Kenya
		# References in single agency documents			
Humanitarian stakeholders are using IMPACT products	Humanitarian actors use IMPACT evidence/products as a basis for decision making, aid planning and delivery	Perceived relevance of IMPACT country-programs	Country team	Usage Feedback and Usage Survey template	Decisions made and implemented based on the assessment – to be checked with operational and donor partners to ask what actions they took based on the findings and recommendations

	Number of humanitarian documents (HNO, HRP, cluster/agency strategic plans, etc.) directly informed by IMPACT products	Perceived usefulness and influence of IMPACT outputs			<i>This assessment may also be included in a usage survey of partners if one is conducted in the future.</i>
		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 (<i>providing resources, participating to presentations, etc.</i>)	# Of organisations providing resources (i.e., Staff, vehicles, meeting space, budget, etc.) for activity implementation	Country team	Engagement log	x Yes
		# Of organisations/clusters inputting in research design and joint analysis			x Yes
		# Of organisations/clusters attending briefings on findings;			x Yes

