

Research Terms of Reference

Water, Sanitation and Hygiene assessment – Monsoon update

Bangladesh
BGD 1801a

25 August 2018

REACH Informing
more effective
humanitarian action

1. Executive Summary

Country of intervention	Bangladesh	
Type of Emergency	X	Conflict
Type of Crisis	X	Protracted
Mandating Body/ Agency	UNICEF, Cox's Bazar WASH cluster	
Project Code	70iAGE	
Overall Research Timeframe (from research design to final outputs / M&E)	25/07/2018 to 30/09/2018	
Research Timeframe Add planned deadlines (for first cycle if more than 1)	1. Start collecting data: 05/09/2018	4. Data sent for validation: 26/10/2018
	2. Data collected: 15/10/2018	5. Outputs sent for validation: 02/11/2018
	3. Data analysed: 25/10/2018	6. Outputs published: 15/11/2018
Number of assessments	X	Multi assessment (more than one cycle) – baseline conducted April 2018, this follow-up assessment to be conducted in
Humanitarian milestones Specify <i>what</i> will the assessment inform and <i>when</i> e.g. The shelter cluster will use this data to draft its Revised Flash Appeal;	Milestone	Deadline
	X Inter-cluster plan/strategy	Joint Response Plan 2019 (deadline Jan 2018), in combination with April 2019 baseline assessment and December 2019 end-of-year assessment
	X Cluster plan/strategy	WASH sector 2019 (deadline Dec 2018), in combination with April 2019 baseline assessment and December 2019 end-of-year assessment; WASH sector outcome monitoring in line with 2018 strategy
Audience Type & Dissemination Specify <i>who</i> will the assessment inform and <i>how</i> you will disseminate to inform the audience	Audience type	Dissemination
	X Strategic [ISCG]	X Cluster Mailing (Education, Shelter and WASH) and presentation of findings at next cluster meeting
	X Programmatic [UNICEF, Cox's Bazar WASH sector, Site Management Sector, Protection Sector & IM Working Group.	X Presentation of findings (e.g. at HCT meeting; Cluster meeting)
	X Operational [WASH sector and Site Management Sector implementing agencies]	X Website Dissemination (Relief Web & REACH Resource Centre)
		X Humanitarianresponse.info
		X Humanitarian Data Exchange
General Objective	To ensure that the WASH-related needs of Rohingya refugee populations in Cox's Bazar are met through evidence-based humanitarian planning and response.	
Specific Objective(s)	<ul style="list-style-type: none"> To identify needs and vulnerabilities of Rohingya refugee populations in 	

	<p>relation to water, sanitation, and hygiene during the monsoon season.</p> <ul style="list-style-type: none"> • To monitor changes in key water, sanitation and hygiene indicators against REACH baseline data collected in April 2018.
Research Questions	<p>A. How do Rohingya refugee households access water and what, if any, are the main obstacles to accessing water?</p> <ul style="list-style-type: none"> ○ What types of water sources do households use for drinking and non-drinking water? ○ How long does it take households to collect water at water points? (travel time/distance, waiting time, and filling time) ○ Which household members are responsible for collecting water? ○ How much water do households collected per person per day (litres) for drinking and non-drinking uses? ○ What types of drinking and non-drinking water storage do households used (type of container, volume, covered or not)? ○ What difficulties do households face regarding access to drinking water? What coping strategies do households use when they face problems accessing enough clean drinking water? ○ What are household water treatment practices (types of treatment)? <ul style="list-style-type: none"> ▪ Are households receiving aquatabs? ▪ If households are not using aquatabs, why? ○ What are household levels of satisfaction related to drinking water? Does this differ according to respondent gender or age? <p>B. What sanitation conditions do Rohingya refugee households experience?</p> <ul style="list-style-type: none"> ○ What are the spaces most commonly used by households for defecation (broken down by age and gender of household member - adult males, adult females, children under 5)? ○ How long (minutes) do households have to walk to the nearest functional latrine? ○ Do spaces used for defecation have access to handwashing facilities? ○ What difficulties do households face regarding access to latrines? Does this differ according to respondent gender and/or age? ○ Do household members feel safe using shared latrines? Does this differ depending on gender or age? ○ What are household levels of satisfaction related to latrines? Does this differ according to respondent gender or age? ○ How do households dispose of feces for children under 5? ○ What are the spaces most commonly used by households for bathing (broken down by gender of household member)? ○ How long (minutes) do households have to walk to the nearest functional bathing facility? ○ What difficulties do households face regarding access to bathing facilities? Does this differ according to respondent gender or age? ○ Do household members feel safe using shared bathing facilities? Does this differ depending on gender or age? ○ What are household levels of satisfaction with access to bathing facilities? Does this differ according to respondent gender or age? ○ Where do households do their laundry? ○ Where do households dispose of their solid waste? ○ Is there evidence of substantial solid waste near households? ○ Does stagnant water gather around households after heavy rain? ○ What are household levels of satisfaction related to solid waste management? Does this differ according to respondent gender?

	<p>C. What hygiene conditions do Rohingya refugee households experience?</p> <ul style="list-style-type: none"> ○ Do households have access to soap? If not, what type of difficulties to they face with accessing soap? ○ Are households able to identify critical times for handwashing? Does this differ according to respondent gender? ○ What difficulties do households face regarding access to soap? ○ What are household levels of satisfaction with access to soap? ○ What menstrual hygiene management materials do women use? <ul style="list-style-type: none"> ▪ How do they access these items? ▪ If disposable, how are they disposed of? ▪ If reusable, how are they washed and dried? ○ Where do women wash, dry and change their menstrual hygiene management materials? ○ What difficulties do women face with accessing menstrual hygiene management? What types of menstrual hygiene management materials would women and girls prefer to use? ○ When did households last receive 'full' and 'top-up' hygiene kits? ○ What types of hygiene training or demonstrations have household participated in? What types of training or demonstrations would they like to participate in? <p>D. How has access to essential water, sanitation and hygiene facilities and services changed since before the monsoon season started?</p>			
Geographic Coverage	34 out of the 35 ISCG/RRRC-recognised refugee camps and settlements in Ukhaia and Teknaf Upazilas, Cox's Bazar (with Kutupalong RC the only exception due to ongoing security concerns in this camp)			
Secondary data sources	REACH Water, Sanitation and Hygiene baseline assessment, REACH Infrastructure mapping (Round 8/9), Needs and Population Monitoring report (Round 11/12), most recent UNHCR population data update			
Population(s) <i>Select all that apply</i>	<input checked="" type="checkbox"/> Refugees in camp	<input checked="" type="checkbox"/>	<input type="checkbox"/> Refugees in informal sites	
	<input checked="" type="checkbox"/> Refugees in host communities			
Stratification <i>Select type(s) and enter number of strata</i>	<input checked="" type="checkbox"/> Geographical #:34 Population size per strata is known? <input checked="" type="checkbox"/> Yes			
Data collection tool(s)	<input checked="" type="checkbox"/> Structured (Quantitative)			
	Sampling method		Data collection method	
Structured data collection tool # 1 <i>Select sampling and data collection method and specify target # interviews</i>	<input checked="" type="checkbox"/> Probability / Stratified random sample		<input checked="" type="checkbox"/> Household interview (Target #): 3,193	
Target level of precision if probability sampling	95% level of confidence		+/- 5 % margin of error (aggregate) +/- 10 % margin of error (per stratum)	
Data management platform(s)	<input type="checkbox"/> IMPACT			
Expected output type(s)	<input checked="" type="checkbox"/> Presentation (Preliminary findings) #: 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Report #: 1	<input checked="" type="checkbox"/> Factsheet #: 34
	<input checked="" type="checkbox"/> Cleaned dataset			
Access	<input checked="" type="checkbox"/> Public (available on REACH resource center and other humanitarian platforms)			

Visibility *Specify which logos should be on outputs*

REACH, UNICEF, Cox's Bazar WASH Sector

2. Rationale

Since August 2017, an estimated 702,160 Rohingya refugees have arrived in Bangladesh's Cox's Bazar District from Myanmar, bringing the total number of Rohingya refugees residing in Bangladesh to approximately 915,000. The unplanned and spontaneous nature of the post-August Rohingya refugee camps have combined with high population densities and challenging environmental conditions to produce a crisis with especially acute water, sanitation and hygiene (WASH) needs. In particular, acute watery diarrhea and other water-borne diseases represent a serious threat to an extremely vulnerable population already affected by high endemic rates of malnutrition. Under the leadership of the Bangladeshi Government's Department of Public Health Engineering (DPHE) and co-chaired by UNICEF and Action Against Hunger (ACF), the Cox's Bazar WASH Sector is tasked with the coordination, oversight, monitoring and strategic planning for all WASH-related aspects of the humanitarian response.

The early stages of this crisis were characterised by a rush by humanitarian actors to provide basic water, sanitation and hygiene (WASH) infrastructure—much of it poor quality and temporary in nature. As the situation stabilises, the WASH sector has begun to transition toward a medium-term WASH strategy emphasising quality over quantity of infrastructure, complemented with stronger operational management and community engagement. In order to inform monitoring and strategic planning for WASH sector partners following this shift in strategy, UNICEF funded REACH to implement a WASH household-level assessment across all recognised Rohingya camps.

In April 2018, REACH undertook a baseline assessment, taking the form of a household survey covering 3,576 households across all 35¹ recognised Rohingya refugee camps, providing data that is statistically representative at the camp level and for the response as a whole. The dataset, report, and camp-by-camp factsheets were released to the Cox's Bazar WASH Sector and wider humanitarian community in mid-July 2018. The follow-up survey will seek to understand the impact of the rainy season on WASH conditions across the camps, including a comparative analysis of the WASH household baseline survey conducted in April 2018 where possible.

3. Methodology

2.1. Methodology overview

REACH will use the same methodology for the follow-up survey as the April 2018 baseline survey, enabling comparison between the two datasets. This will involve a household survey adopting a random sampling approach stratified by camp. In order to attain a representative sample, the sampling frame will be developed using population data collected by the UNHCR Family Counting exercise to yield representative results at the camp/location level, providing generalisable findings with a confidence level of 95% and a +/-10% margin of error, aggregateable to 95% confidence level and +/-5% margin of error for the target population as a whole. Research tools and analysis plan will be developed by REACH in consultation with the Cox's Bazar WASH Sector and UNICEF. Tools will be translated into Rohingya language with the support of Translators Without Borders. REACH will collect data across all 34 camps throughout the month of August with a gender-balanced team of approximately 36 enumerators using Kobo forms. Target households will be identified using randomly distributed GPS points based on OpenStreetMap shelter footprints. Data will be cleaned throughout the collection process, and checked to monitor consistency and enumerator performance. Data analysis will be conducted in R based on the above analysis plan. Data will be released as raw data, factsheets and a final report, shared via SendInBlue, the REACH resource centre and HDX, and presented before the UNICEF and the Cox's Bazar WASH sector.

2.2. Population of interest

¹All ISCG-recognised camps will be assessed except Kutupalong RC, due to ongoing security concerns

The population of interest that REACH will specifically target consists of Rohingya refugee households residing in the 34 ISCG recognised camps. See the complete list of targeted camps below in Table 1. Households have been selected as the unit of analysis since the majority of research questions address issues pertaining to an entire household; camps have been selected as strata as these are the main operational units in which WASH actors work.

2.3. Secondary data review

At present, the primary source for relevant secondary data specific to WASH coordination and emergency programming in Cox's Bazar is available through the WASH Sector platform on [Humanitarian Response](#). This platform is updated regularly by the WASH Sector Information Management team, providing an overview of updates on needs, vulnerabilities and interventions taking place. At present, the following secondary data sources will be used to develop questionnaires, and inform and triangulate analysis:

- REACH-UNICEF WASH Baseline Household Survey (report, factsheets and cleaned datasets)
- REACH-UNICEF WASH Site Profiling Assessments Rounds 1-8
- Needs and Population Monitoring Round 11 Site Assessment

Sources of information that will be used to identify target population, sample size, and distance to key facilities are:

- ISCG camp boundaries
- UNHCR Family Counting July 2018 dataset
- NPM Mahjee block footprints and population counts
- Open Street Map shelter footprint

2.4. Primary Data Collection

This assessment will use a stratified random sample approach to collect data at the household level. The sample will be stratified by camp level, and findings will be summarized at the all-camps level. Camp-based sampling at a 95% confidence level with a +/-10% margin of error will identify which camps differ significantly from the average, and hence inform operational decisions at the site management and WASH sector operating agency level. Identifying trends at this level aims to identify differences between different parts of the response and report strategic decision-making on how resources are allocated. Finally, aggregating all results to a weighted average for all settlements at 95% confidence and +/-5% margin of error will allow for a strategic overview of the state of the response as a whole in the middle of the rainy season.

Primary quantitative data collection will take place over an estimated period of 25 working days using 4 teams of 9 enumerators, each led by a Team Leader, working in up to two separate camps at the same time. The Field Coordinator will have responsibility for monitoring quality and quantity of data collection, assisted by the Field Assistant.

Households will be the unit of measurement for this survey. For the purposes of this assessment, a household is defined as a group living together, generally eating with one pot (sharing food). Respondents will be asked to provide information about the number of household members including their ages, gender and disability. Further, initial questions will be asked regarding the total number of individuals living within a shelter since many shelters contain more than one household. This will enable measurement of indicators around daily water consumption in cases where multiple households share the same set of drinking water containers, enabling reporting against the SPHERE standard of 15 litres per person/per day.

The sampling frame will consist of populations in all accessible Rohingya refugee households living within the below-mentioned camps (Table 1). Sample size calculations will include a 25% non-response/non-eligibility rate based on experience from REACH's most recent household assessment in the camps. The expected sample size and population is as follows:

Bangladesh WASH Household Assessment – Monsoon Follow-up (October 2018)

Table 1. Population and expected sample size by location²

Area	Camp Name	# Families (UNHCR Family Counting Datasets)	Sample
<i>Kutupalong-Balukhali Extension</i>	Camp 1E	9,122	105
	Camp 1W	9,381	117
	Camp 2E	6,900	107
	Camp 2W	5,725	104
	Camp 3	9,118	116
	Camp 4	7,490	111
	Camp 4 Extension*	602	97
	Camp 5	6,054	106
	Camp 6	5,762	116
	Camp 7	9,188	113
	Camp 8E	7,624	102
	Camp 8W	7,563	116
	Camp 9	8,642	117
	Camp 10	7,710	127
	Camp 11	7,331	113
	Camp 12	4,855	99
	Camp 13	9,538	112
	Camp 14	6,843	117
Camp 15	11,145	116	
Camp 16	4,828	114	
Camp 17	3,458	112	
Camp 18	6,799	116	

² UNHCR Family Counting data will be the main population data source used for this assessment. The sample frame in Table 2 is from the UNHCR Family Counting July 2018 dataset and is subject to change pending data being updated. The sampling frame will be adjusted based on the most up-to-date population numbers when the data collection commences.

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	Camp 19	4,633	115
	Camp 20	1,136	95
	Camp 20 Extension*	817	99
	Camp 21	3,001	115
<i>Northern Teknaf</i>	Camp 22	4,592	94
	Camp 23	2,642	95
	Camp 24	7,804	96
	Camp 25	2,185	108
<i>Southern Teknaf</i>	Camp 26	9,776	97
	Camp 27	2,891	97
	Nayapara RC	5,734	98
	Total	200,889	3,562

Target households will be identified by generating a random set of GPS points from the OpenStreetMap shelter footprints for each camp. In case of higher-than-anticipated non-response rates, the GIS Officer will generate approximately 300 random points per camp, and randomly select target sample points from this list. In the event more points are needed, a further random selection from this list will be made. Enumerator teams will then navigate using the sample map and the Maps.me application to each point and select the nearest household for assessment. In the event that no eligible respondents are identified at the selected household, the enumerator will make a note of a non-response and move on to their next target household. Enumerators will not seek to conduct an interview at an alternative nearby household as this may bias the sample.

Target individuals within each household will be identified as follows. Male enumerators will interview men and female interviewers will interview women. This is intended to ensure that the needs and perceptions of both women and men are reflected in survey results, and allow for indicative comparisons of results by gender (especially with regard to access and perception-based questions). Each enumerator will ask to interview the member of the household of their own gender who is most knowledgeable about the affairs of the household (self-defined by the household). Any individual aged 18 or over is eligible for participation in the assessment. If no eligible individuals are available, the household will not be assessed. Due to the cultural sensitivities around menstrual hygiene management, questions on this issue will only be collected by female enumerators and only directed to female respondents. A separate consent to discuss this issue will be sought and obtained by the appropriate point in the questionnaire.

Tools

For this assessment, indicators will be adapted from an existing list derived from the previous REACH WASH assessment, UNICEF as well as the Global WASH Cluster, updated according to feedback and lessons learned from the first assessment. As a consequence, the indicator list will include several indicators not used in the baseline assessment. The indicators and corresponding questions will be sent to UNICEF for a final review and then to the WASH Sector for any additional feedback prior to data collection taking place. Once the list has been finalized, a full data analysis plan will be developed and be sent to Geneva for validation along with research tools.

The English version of the tool will be updated from the previous assessment to reflect new indicators/research questions, and then translated into the Rohingya language by Translators without Borders (TWB) in Cox's Bazar. The Kobo tool will be developed and uploaded to REACH's Samsung Galaxy phones. No paper forms will be used during this assessment. Kobo forms will be tested thoroughly before data collection begins at the training session. Use of the Kobo collect platform allows data entry errors to be limited through building constraints and relevancy expressions into the tool.

Training and pilot

REACH Field Coordinators will be involved throughout the tool development and planning stage, to allow for feedback on proposed questions and feasibility of methodology. Once tools, sampling and the data collection strategy have been finalised, a two-day training session specific to the survey will be conducted for team leaders and enumerators at the REACH office in Cox's Bazar. A detailed Powerpoint presentation will be developed in collaboration with the Field Coordinator, and will be translated from English to Bangla by the Field Coordinator, to ensure training participants understand the content. Training will include modules on: details of tasks and logistics, personal security, download and use of Kobo (though enumerators will preferably and where possible have prior experience with data collection platforms), the 50% male/female respondent target, the process for identifying standard containers for drinking and non-drinking water (including practical simulation exercises), minimum time thresholds to complete surveys, target number of surveys to completed daily, managing technical difficulties, final questionnaire training and planning for field operations. In addition, a Prevention of Sexual Exploitation and Abuse (PSEA) advisor will run a training module for participants.

Once training is completed, the Assessment Officer will accompany teams on a two-day pilot of data collection in order to practice identifying households according to the relevant sampling methodology, administering the questionnaire and using the Kobo form. Following the trial, one day will be permitted to coordinate a feedback session with the Field Coordinator, Field Assistant, and Team Leaders, allowing for the identification of additional required training or adjustments to the tool. Issues relating to the performance of enumerators (i.e. hitting interview targets, using the Kobo form) during the pilot may necessitate the provision of a further half-day training. Should issues with the Kobo form arise during the pilot, the Assessment Officer will work with the Field Coordinator and Senior Data Assistant to ensure all changes are adequately addressed in revising the form in preparation for official data collection.

Once the official data collection commences, the assessment team will monitor incoming data, including average number and duration of interviews. In addition, for the duration of data collection, the Assessment Officer, Field Coordinator and Field Assistant will coordinate morning briefing sessions for all field staff as well as weekly meetings for Team Leaders. This will ensure emerging technical or enumerator performance issues are addressed effectively and efficiently, and determine the provision training, guidance and trouble-shooting assistance as required. Further, the Assessment Officer and Field Coordinator will regularly update the *REACH Bangladesh Field Team Issues Register* with any issues relating to enumerator welfare, as well as enumerator performance, informing continuous improvements to training modules for field staff.

Triangulation

Throughout data collection, the assessment team will monitor incoming data on a daily basis, tracking the locations from which surveys are submitted to ensure that they conform to the sampling frame. Daily checking will include monitoring GPS accuracy, number and length of interviews per enumerator, high rates of "other" responses on the Kobo form, and any other issues arising throughout the data collection process. The assessment team will also keep a daily record of progress, tracking the completion points against targets, with progress maps developed by the GIS Officer passed onto the Field Coordinator and Field Assistant on a daily basis to inform daily planning. In addition, ongoing communication between the assessment team and field teams will allow for immediate follow-up on errors occurring during interviews. Similarly, tasks requiring follow-up will be provided to Team Leaders for immediate action with their enumerators.

2.5. Data Processing & Analysis

The Senior Data Officer will download data from the REACH server and conduct data cleaning on a daily basis. Cleaning will be conducted by the Senior Data Officer according to a set of Standard Operating procedures, which will be developed prior to data collection. This will aim to delete ineligible records (e.g. those falling below a minimum duration threshold); identify any errors and logical inconsistencies in the data; check for outliers; and translate and—where necessary—recode “other” responses if they fall under already-existing categories. The Data Officer will keep a list of phone numbers of enumerators in order to follow-up on specific issues as required. All changes to the data will be entered in a data cleaning log. Prior to the start of data analysis, the Senior Data Officer will send a cleaned dataset and the cleaning log to Geneva for validation.

Once the dataset has been cleaned, analysis will be conducted according to the analysis plan. Analysis will be conducted using R statistical software. The REACH GIS Officer will work with the Assessment Officer to develop an R script to conduct data analysis once all research tools have been finalized after the pilot, with the aim of validating the script with Geneva before data collection is complete.

Since the survey will contain potentially identifying data in the form of GPS points (which are necessary for enumerator monitoring processes and for spatial analysis for certain indicators), the Senior Data Officer will ensure that all data downloaded from the server is kept in password-protected databases during cleaning and analysis. All identifying data will be scrubbed from the clean dataset before it is shared with Geneva and externally.

3. Roles and responsibilities

Table 2: 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	Country Focal Point	IMPACT HQ	WASH sector lead, UNICEF, GWC, IMPACT HQ
<i>Supervising data collection</i>	Field Coordinator, Field Assistant, and Team Leader	Country Focal Point	GIS Officer, Country Focal Point	Country Focal Point
<i>Data processing (checking, cleaning)</i>	Assessment Officer/GIS Officer	Country Focal Point	GIS Officer, Country Focal Point	IMPACT HQ
<i>Data analysis</i>	GIS Officer/ Assessment Officer	Country Focal Point	IMPACT HQ	WASH Sector lead, GWC
<i>Output production</i>	Assessment Officer	Country Focal Point	IMPACT HQ	WASH Sector lead, UNICEF, GWC, IMPACT HQ
<i>Dissemination</i>	Assessment Officer	Country Focal Point	IMPACT HQ	WASH Sector lead, UNICEF, GWC, IMPACT HQ
<i>Monitoring & Evaluation</i>	Assessment Officer	Country Focal Point	IMPACT HQ	IMPACT HQ
<i>Lessons learned</i>	Assessment Officer	Country Focal Point	Country Focal Point	IMPACT HQ

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

4. Data Analysis Plan

The full Data Analysis Plan can be accessed at [this link](#).

5. Data Management Plan

- Please complete the Data Management Plan below

Administrative Data		
Research Cycle name	BGD1801	
Project Code	70iAGE	
Donor	UNICEF	
Project partners		
Research Contacts	Ben Townsend ben.townsend@reach-initiative.org Oliver Lough oliver.lough@reach-initiative.org	
Data Management Plan Version	Date: 25/07/2018	Version: 1.0
Related Policies		
Documentation and Metadata		
What documentation and metadata will accompany the data? <i>Select all that apply</i>	<input type="checkbox"/> Data analysis plan	<input type="checkbox"/> Data Cleaning Log, including: <input type="checkbox"/> Deletion Log <input 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"/>
Ethics and Legal Compliance		
Which ethical and legal measures will be taken?	<input type="checkbox"/> Consent of participants to participate	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/> Gender, child protection and other protection issues are taken into account
	<input type="checkbox"/> All participants reached age of majority	<input type="checkbox"/>
Who will own the copyright and Intellectual Property Rights for the data that is collected?	UNICEF	
Storage and Backup		
Where will data be stored and backed up during the research?	<input type="checkbox"/> IMPACT/REACH Kobo Server	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
Which data access and security measures have been taken?	<input type="checkbox"/> Password protection on devices/servers	<input type="checkbox"/> Data access is limited to Assessment Officer, Senior Data Officer, GIS Officer

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Preservation				
Where will data be stored for long-term preservation?	<input type="checkbox"/>	IMPACT / REACH Global Cloud / Physical Server	<input type="checkbox"/>	OCHA HDX
	<input type="checkbox"/>	REACH Country Server		
Data Sharing				
Will the data be shared publically?	<input type="checkbox"/>	Yes		
Will all data be shared?	<input type="checkbox"/>		<input type="checkbox"/>	No, only anonymized and cleaned data will be shared
	<input type="checkbox"/>	No		
Where will you share the data?	<input type="checkbox"/>	REACH Resource Centre	<input type="checkbox"/>	OCHA HDX
	<input type="checkbox"/>	HumanitarianResponse	<input type="checkbox"/>	Vie Sendinblue to Cox's Bazar WASH Sector partners
Responsibilities				
Data collection	Field Coordinator, Field Assistant, and approximately 32 enumerators			
Data cleaning	Senior Data Assistant and Assessment Officer			
Data analysis	GIS Officer and Assessment Officer			
Data sharing/uploading	Assessment Officer			

6. 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 type="checkbox"/> Yes
		# of downloads of x product from Relief Web	Country request to HQ		<input type="checkbox"/> Yes
		# of downloads of x product from Country level platforms	Country team		<input type="checkbox"/> No
	Number of individuals accessing IMPACT services/products	# of page clicks on x product from REACH global newsletter	Country request to HQ		<input type="checkbox"/> Yes
		# of page clicks on x product from country newsletter, sendingBlue, bit.ly	Country team		<input type="checkbox"/> Yes
		# of visits to x webmap/x dashboard	Country request to HQ		<input type="checkbox"/> No
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	2019 JRP, WASH sector strategy
		# references in single agency documents			UNICEF WASH sector strategy, UNHCR WASH sector strategy, ISCG strategies and sitreps
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	Usage survey at the end of 2018 targeting all WASH sector partners; feedback workshop with WASH sector partners at the end of current round of data collection
		Perceived usefulness and influence of IMPACT outputs			
		Recommendations to strengthen IMPACT programs			
		Perceived capacity of IMPACT staff			
		Perceived quality of outputs/programs			
	Number of humanitarian documents (HNO, HRP, cluster/agency strategic plans, etc.) directly informed by IMPACT products	Recommendations to strengthen IMPACT programs			
Humanitarian stakeholders are engaged in IMPACT	Number and/or percentage of humanitarian organizations	# of organisations providing resources (i.e.staff, vehicles, meeting space, budget, etc.) for activity implementation	Country team	Engagement_log	<input type="checkbox"/> No

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programs throughout the research cycle	directly contributing to IMPACT programs (providing resources, participating to presentations, etc.)	# of organisations/clusters inputting in research design and joint analysis			<input type="checkbox"/> Yes
		# of organisations/clusters attending briefings on findings;			<input type="checkbox"/> Yes