

Research Terms of Reference

Dadaab Infrastructure Mapping

KEN1801

Kenya

June 2018

DRAFT

REACH Informing
more effective
humanitarian action

1. Executive Summary

Country of intervention	KENYA		
Type of Emergency	<input checked="" type="checkbox"/> Natural disaster	<input checked="" type="checkbox"/> Conflict	
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)		
Project Code	TBC		
Overall Research Timeframe (from research design to final outputs / M&E)	01 /06/2018 to 30/03/2019		
Research Timeframe¹ Add planned deadlines (for first cycle if more than 1)	1. Start collect data: 06 /06/2018	4. Data sent for validation: 25/07 /2018	
	2. Data collected: 15/06/2018	5. Outputs sent for validation: 25 /07 /2018	
	3. Data analysed: 22/06/2018	6. Outputs published: 30/07/2018	
Number of assessments	<input type="checkbox"/> Single assessment (one cycle) <input checked="" type="checkbox"/> Multi assessment (more than one cycle) <i>Quarterly assessments, total of 3 assessments</i>		
Humanitarian milestones	Milestone	Deadline	
	<input type="checkbox"/> Donor plan/strategy	_ _ / _ _ / _ _ _ _	
	<input type="checkbox"/> Inter-cluster plan/strategy	_ _ / _ _ / _ _ _ _	
	<input type="checkbox"/> Cluster plan/strategy	_ _ / _ _ / _ _ _ _	
	<input checked="" type="checkbox"/> NGO platform plan/strategy - NRC regional advocacy strategy	throughout life of project	
	<input type="checkbox"/> Other (Specify):	_ _ / _ _ / _ _ _ _	
Audience Type & Dissemination	Audience type	Dissemination	
	<input 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 type="checkbox"/> Operational	<input checked="" type="checkbox"/> Presentation of findings (e.g. at HCT meeting; Cluster meeting)	
	<input type="checkbox"/> [Other, Specify]	<input checked="" type="checkbox"/> Website Dissemination (Relief Web & REACH Resource Centre)	
		<input type="checkbox"/> [Other, Specify]	

¹ The timeframe indicated here is for the first phase of the assessment. There will be four phases, and products will be published at all phases. Second phase will be in October; Third phase in January 2019 and last phase in March 2019.

Detailed dissemination plan required	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
General Objective	Build a general understanding of access to services and other infrastructure elements at Dadaab Refugee Camps in order to support the identification of available facilities and key service gaps.	
Specific Objective(s)	<ol style="list-style-type: none"> To understand functionality and conditions of WASH, Health, education, protection and Market infrastructure in Dadaab Camps Monitoring changes in conditions and services of key community infrastructure on a regular, reliable and predictable basis 	
Research Questions	<ol style="list-style-type: none"> What critical infrastructure is available in Dadaab Camps and where are they located? What are the conditions of key WASH and protection related infrastructure in Dadaab Camps? 	
Geographic Coverage	Dadaab Refugee complex in Kenya, covering three composite camps; Dagahaley, Hagadera and IFO Main camps	
Secondary data sources	<ol style="list-style-type: none"> REACH 2017 infrastructure mapping spatial data Existing camp infrastructure data sets from UNHCR and sector lead agencies, Infrastructure Databases from lead sector agencies including Norwegian Refugee Council (NRC), Lutheran World Federation (LWF), Save the Children international and Care international. 	
Population(s)	<input type="checkbox"/> IDPs in camp <input type="checkbox"/> IDPs in host communities <input checked="" type="checkbox"/> Refugees in camp <input type="checkbox"/> Refugees in host communities <input type="checkbox"/> Non-displaced (hosting) <input checked="" type="checkbox"/> Returnees	<input type="checkbox"/> IDPs in informal sites <input type="checkbox"/> IDPs [Other, Specify] <input type="checkbox"/> Refugees in informal sites <input type="checkbox"/> Refugees [Other, Specify] <input type="checkbox"/> Non-displaced (not hosting) <input type="checkbox"/> [Other, Specify]
Stratification	<input checked="" type="checkbox"/> Geographical #:3 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	<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 type="checkbox"/> Probability / Stratified cluster sampling <input type="checkbox"/> [Other, Specify]	<input checked="" type="checkbox"/> Key informant interview (Target #): 300 ² <input type="checkbox"/> Group discussion (Target #): _____ <input type="checkbox"/> Household interview (Target #): _____ <input type="checkbox"/> Individual interview (Target #): _____ <input type="checkbox"/> Direct observations (Target #): __ <input checked="" type="checkbox"/> [Other, Specify] (1200): Targetted key infrastructure in the camps will be assessed
Target level of precision if probability sampling	__% level of confidence	__+/- % margin of error
Data management platform(s)	<input checked="" type="checkbox"/> IMPACT <input type="checkbox"/> [Other, Specify]	<input checked="" type="checkbox"/> UNHCR

² The target number presented here is for only one phase. The activity will have four phases up to the completion of the project

Expected output type(s)	<input type="checkbox"/>	Situation overview #: __	<input type="checkbox"/>	Report #: __	<input type="checkbox"/>	Profile #: __
	<input type="checkbox"/>	Presentation (Preliminary findings) #: __	<input type="checkbox"/>	Presentation (Final) #: __	<input type="checkbox"/>	Factsheet #:
	<input type="checkbox"/>	Interactive dashboard #:_	<input type="checkbox"/>	Webmap #: __	<input checked="" type="checkbox"/>	Map #: 3
	<input type="checkbox"/>	[Other, Specify] #: __				
Access	<input checked="" type="checkbox"/>	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	REACH, ECHO, UNHCR, NRC					

2. Rationale

2.1. Rationale

Dadaab Refugee complex is home to over 200,000 Refugees and Asylum seekers mostly from Somalia. The complex comprise of multiple shelter types and a variety of facilities including latrines, boreholes, tap stands, schools, health facilities and markets. Since 2014, there have been pressure to close down the camps, which have affected service delivery and assistance to refugees in the camps. In May this year, one of the four camps in Dadaab (IFO 2) was closed and refugees in this camp were moved into the other three camps. Access to critical facilities therefore remain constrained as more people get added in the already populated camps. For this reason, REACH will build an understanding of access to services and other key infrastructure elements in the three Dadaab refugee camps. This will be achieved by mapping infrastructure services and by filling information gaps for the list of available infrastructure and facilities that will be provided by lead actors operating in Dadaab.

3. Methodology

2.1. Methodology overview

REACH will use a mixed-methods, multi-phased approach to create a comprehensive infrastructure map and database for each of the 3 Dadaab complex camps, as well as develop a monitoring system to report on the status of critical WASH infrastructure over time.

In phase one, secondary data on key community infrastructure (schools, health care facility, water access points, and other public services) will be collected from relevant partners in Dadaab. This data will serve as a base for targeting facilities to be mapped through primary data collection as well as provide standards for naming facility types. Primary data collection will be targeted on all known and unknown facilities across the sectors of Health, Education, Trade, WASH and protection. For education and health facilities, Key informant interviews will be conducted with relevant key informants in these facilities to obtain secondary data. Following successful completion of phase one, REACH will present the findings to partners operating in Dadaab so that they can provide inputs and feedback from the activity.

Phase two will aim to cover gaps during the first round as well as to incorporate the feedback provided by partners. Consecutive rounds of infrastructure mapping will be focused on skills-transfer with partners as well as capacity development to update infrastructure and services mapping. For this purpose, REACH will share the consolidated database of services and infrastructure with UNHCR sector leads as well as key partners together with a guide on how to use it and how to update the database with simple steps and using open and free source software (QGIS). REACH will also conduct one-day workshop in January with these partners to strengthening the local capacity to map and update services and infrastructure, in order to make sustainable the mapping capacity within the local and camp actors.

Population of interest

The population of interest is the refugees living in the three refugee camps in Dadaab refugee complex.

2.2. Secondary data review (outline key bibliography/sources you will use and for what).

1. Data collected during REACH's 2017 infrastructure mapping exercise
2. Existing camp infrastructure maps from UNHCR and sector lead agencies: *These maps will provide information on existing facilities including their locations and distance to households and will triangulate primary data findings.*
3. Infrastructure Databases from UNHCR and lead sector agencies including Norwegian Refugee Council (NRC), Lutheran World Federation (LWF), Save the Children international and Care international: *The databases will provide critical information on the number of existing facilities per camp as well as the conditions of these facilities. This will inform the assessment methodology particularly what infrastructure need to be mapped, where there are existing gaps.*

2.3. Primary Data Collection

Since Dadaab is a planned/structured refugee camp, REACH will contact partners operating in the camps acting on various sectors to get their existing databases on facilities available. Enumerators will target to map all the facilities in the camps in the identified sectors including their functionality and conditions. A facility mapping tool will be developed for primary data collection. REACH will use the available data and the primary data to provide infrastructure maps for the camps. The enumerators will conduct primary data collection using GRID³ system to ensure that all facilities have been mapped. Daily data checks will be conducted on incoming data. The enumerators will be debriefed before the start of each data collection exercise to ensure a smooth data collection process.

2.4. Data Processing & Analysis

Primary data will be uploaded on the KOBO platform where it will be downloaded for cleaning and analysis. Data cleaning will be performed before analysis. Once data is cleaned, analysis will be conducted on the conditions or functionality of infrastructure and maps produced at camp level indicating locations with infrastructure inclusive of their functionality.

4. Roles and responsibilities

Table 2: Description of roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed
Research design	Assessment Officer	Assessment Manager	REACH HQ, GIS Officer, UNHCR	Country coordinator
Supervising data collection	Field Officer	Assessment Officer	REACH HQ, Assessment Manager, GIS Officer	Country coordinator

³ The camps will be divided into equal grids, and the points of these grids will be added in a navigation application (maps.me). Enumerators will be assigned a number of grids per day to map all facilities that fall within that grid.

Data processing (checking, cleaning)	Field Officer, GIS Officer	Assessment Officer	REACH HQ, Assessment Manager	Country Cordinator
Data analysis	Assessment Officer, GIS Officer	Assessment Officer	Assessment Manager, REACH HQ,	Country coordinator, UNHCR, NRC
Output production	GIS Officer, Assessment Officer	Assessment Officer	Assessment Manager, REACH HQ,	Country coordinator, UNHCR, NRC
Dissemination	Assessment Officer	Assessment Officer	Assessment Manager, REACH HQ,	Country coordinator, UNHCR, NRC
Monitoring & Evaluation	Assessment Officer	Assessment Officer	Assessment Manager, REACH HQ, UNHCR	Country coordinator, NRC
Lessons learned	Assessment Officer	Assessment Officer	GIS Officer, Assessment Manager, REACH HQ, 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

NB: Only one person can be Accountable; the only scenario when the same person is listed twice for a task is when the same person is both Responsible and Accountable.

5. Data Management Plan

Administrative Data			
Research Cycle name	Dadaab Infrastructure Mapping		
Project Code	TBC		
Donor	ECHO		
Project partners	UNHCR, NRC		
Research Contacts	George Kamau Nairobi.assessment-officer@reach-initiative.org		
Data Management Plan Version	Date: 30/06/2018	Version: 1	
Related Policies			
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 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"/> [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			
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 checked="" 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 REACH STAFF
	<input checked="" type="checkbox"/>	Form and data encryption on data collection server		
	<input type="checkbox"/>	[Other, Specify]		
Preservation				
Where will data be stored for long-term preservation?	<input type="checkbox"/>	IMPACT / REACH Global Cloud / Physical Server	<input checked="" type="checkbox"/>	OCHA HDX
	<input checked="" type="checkbox"/>	REACH Country Server	<input type="checkbox"/>	[Other, Specify]
Data Sharing				
Will the data be shared publically?	<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 checked="" type="checkbox"/>	OCHA HDX
	<input type="checkbox"/>	HumanitarianResponse	<input type="checkbox"/>	[Other, Specify]
Responsibilities				
Data collection	<i>Ismail, Dadaab Field Officer</i>			
Data cleaning	<i>Naomi, GIS Officer</i>			
Data analysis	<i>George, Assessment Officer</i>			
Data sharing/uploading	<i>George, Assessment Officer</i>			

6. Monitoring & Evaluation Plan

- Please complete the M&E Plan column in the table and use the corresponding Tools in the Monitoring & Evaluation matrix to implement the plan during the research cycle.

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 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
		# 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 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	Somalia HNO 2018,
		# 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_Feed back 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
		Perceived usefulness and influence of IMPACT outputs			
		Recommendations to strengthen IMPACT programs			

	Number of humanitarian documents (HNO, HRP, cluster/agency strategic plans, etc.) directly informed by IMPACT products				<p><i>the findings and recommendations.</i> <i>This assessment may also be included in a usage survey of partners if one is conducted in the future.</i></p>
		Perceived capacity of IMPACT staff			
		Perceived quality of outputs/programs			
		Recommendations to strengthen IMPACT programs			
<p>Humanitarian stakeholders are engaged in IMPACT programs throughout the research cycle</p>	<p>Number and/or percentage of humanitarian organizations directly contributing to IMPACT programs (<i>providing resources, participating to presentations, etc.</i>)</p>	# of organisations providing resources (i.e.staff, vehicles, meeting space, budget, etc.) for activity implementation	<p>Country team</p>	<p>Engagement _log</p>	<input type="checkbox"/> Yes
		# of organisations/clusters inputting in research design and joint analysis			<input checked="" type="checkbox"/> Yes
		# of organisations/clusters attending briefings on findings;			<input checked="" type="checkbox"/> Yes

Annex 1: Data collection tool

Basic information

- What is the enumerator's name?
- In which camp is the assessment being conducted?
- In which section is the assessment being conducted?
- What is the type of facility?
- What is the name of the facility?

Health

- What type of health facility is this?
- If other, please specify
- Does the facility have an electricity supply?
- Does the facility have a water supply?
- Are any services currently operating from this facility?
- Who manages services at this facility?
- If other, please specify
- Who is the implementing partner?
- Which health services are available at this facility?
- What staff are available at the facility?
- Has the structures of the health facility been damaged?
- If Yes, what is the cause of damage to the health facility structures?
- If other, please specify
- Is the available key informant willing to provide contact details? Contacts may be used for REACH to clarify responses, or to update conditions in the settlement. Contacts will not be passed to any other agency, individual or organisation
- Names of the key informant
- Telephone number of the key informant
- Position of the key informant
- Other, specify

School

- What is the composition of the students or pupils in the school?
- When functioning, what level of education was/ is taught at the school?
- If other, please specify
- Who is the implementing partner?
- Is there someone available to answer questions about the school before it closed?
- Has the school structures been damaged?
- If yes, what has caused the damage of the school structures?
- If other, please specify
- If school is damaged, what is the extent of the damage?
- Is there a water point at the school?
- Are there functional latrines at the school?
- Are the latrines segregated by gender?
- How many male students are enrolled in the school?
- How many teachers are working at the school?

Is the available key informant willing to provide contact details? Contacts may be used for REACH to clarify responses, or to update conditions in the settlement. Contacts will not be passed to any other agency, individual or organisation

Names of the key informant

Telephone number of the Key informant

Position of the key informant

Other, specify

Water points

What is the type of water point?

If other, please specify

What is the capacity of the tank in litres?

What is the code of the borehole (write 999 if unknown or not available)

How many taps does the water point have?

Is the water point functioning?

Why is the water point not functioning?

Is the water drinkable?

market

What market type is this?

Is the market functioning?

Is the market open at night?

Which of the following food types are stocked by the market?

If other, please specify

Which of the following non-food items are stocked by the market?

If other, please specify

public light

Is this a single streetlight or is it part of a group of lights?

Approximately how many?

What type is this light / the majority of this group of lights?

Does this light / the majority of this group of lights work?

Please take the GPS coordinates of the facility, if inside hold the phone by a window or leave the building, please wait for accuracy to drop below 8 metres

Take photo of the facility