|  |  |
| --- | --- |
| **Terms of Reference**  **Support to Movement and Intentions Tracking**  **Kenya**  **Research Cycle ID: KEN 1701** | |
| **November, 2017**  **V.1** | **C:\Users\Megan\AppData\Local\Microsoft\Windows\INetCache\Content.Word\REACH logo white (for a coloured background).jpg** |

# 1. Summary

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Country of intervention** | *Kenya* | | | | | | |
| **Type of Emergency** |  | Natural disaster |  | Conflict | | x | Emergency | |
| **Type of Crisis** |  | Sudden onset |  | Slow onset | | x | Protracted | |
| **Mandating Body/ Agency** | *UNHCR, GOK* | | | | | | |
| **Project Code** | 24iAFW / *24DDV* | | | | | | |
| **REACH Pillar** |  | Planning in Emergencies | x | Displacement | |  | Building Community Resilience |
| **Research Timeframe** | October - November 2017 | | | | | | |
| **General Objective** | To support multi-sectoral and area-based approaches to intervention in Dadaab refugee camps, through needs assessments and facility mapping, development of community information and coordination structures, and information on community needs, communication and demographics. | | | | | | |
| **Specific Objective(s)** | 1. To consolidate shared indicators, support methodological development and tools for convenience sampled ongoing monitoring of movement and intentions by NRC partners and the Refugee Council Kenya (RCK) at border crossings and in Dadaab camp 2. To facilitate a representative assessment of household movement between Keyna and Somalia and intentions in Dadaab camp 3. To support joint analysis of shared indicators on intentions and movement monitoring | | | | | | |
| **Research Questions** | 1. What are the development patterns of refugee camps in Dadaab including/in terms of: key needs, population count (including age and gender disaggregation), shelter types and conditions, and WASH facilities/conditions?  2. What are the risk profiles for each targeted camp?  3. What are the population profile needs, intentions and gaps in service coverage across the sectors of shelter, WASH, food security, nutrition, health, education and protection as per Sphere standards and IASC indicators  4. Who are the service providers in the assessed area, who is doing what, and how are they going about it? | | | | | | |
| **Research Type** | x | Quantitative |  | Qualitative | |  | Mixed methods |
| **Geographic Coverage** | Kenya – Dadaab camps | | | | | | |
| **Target Population(s)** | Refugees in Dadaab | | | | | | |
| **Data Sources** | **Secondary Data:** Movement monitoring tools in Somalia, including PRMN, IOM DTM/ Flow monitoring; UNHCR weekly and monthly briefs, NRC, RCK and partner camp service data  **Primary Data:** | | | | | | |
| *Key informant interviews*  *Household Survey*  *Facility mapping* | | | | | | |
| **Expected Outputs** | 1. Camp profile per composite camp  2. Static mapping of facilities and the camps  3. Camp profile of whole of Dadaab | | | | | | |
| **Key Resources** |  | | | | | | |
| **Humanitarian milestones** |  | | | | | | |
| **Milestone** | | | | **Timeframe** | | |
|  | Cluster plan/strategy | | |  | | |
|  | Inter-cluster plan/strategy | | |  | | |
|  | Donor plan/strategy | | |  | | |
| X | NGO plan/strategy | | | NRC will use the assessment findings to inform their programming in Dadaab in 2018 | | |
|  | Other | | |  | | |
| **Audience** |  | | | | | | |
| **Audience type** | | | | **Specific actors** | | |
|  | Operational | | |  | | |
| *X* | Programmatic | | | ***NRC, RCK, UNHCR*** | | |
|  | Strategic | | |  | | |
|  | Other | | |  | | |
| **Access** | X | Public (available on REACH research center and other humanitarian platforms) | | | | | |
|  | Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms) | | | | | |
|  | Other (please specify) | | | | | |
| **Visibility** | *NRC, UNHCR, RCK and REACH* | | | | | | |
| **Dissemination** | *Broad dissemination via the Humanitarian Response Portal, Reliefweb, REACH Resource Centre, REACH Monthly Newsletter and direct emails to key stakeholders/REACH partners* | | | | | | |

# 2. Background & Rationale

According to UNHCR, from 2014 up until October 2017, 73,815 Somali Refugees have returned to Somalia, from Kenya. As of 15th October 2017, a total of 71,631 individuals from Dadaab had been assisted in the framework of voluntary return to Somalia since the launch of voluntary repatriation on 08 December 2014. 32,317 refugees have returned in 2017 alone. Resumption of voluntary return by road is yet to be approved by the Government of Kenya, a situation that has contributed to the reduced number of refugees seeking registration for repatriation. As deteriorating drought conditions prevail in Somalia, Ethiopia and Kenya, the potential for increased displacement into Kenya across the porous border with southern Somalia is high. This potential, alongside existing issues with (de)registration of Somali refugees in Dadaab, heightens protection concerns related to cross-border movement.

NGOs operating in Kenya, especially Dadaab, are in a position to gather extensive information on intentions to move, transit, protection concerns and cross-border movement patterns. Currently Refugee Council Kenya (RCK) is operating a network of 17 border monitors along the Kenya-Somalia border, and protection monitors within Dadaab refugee camps. The protection monitors observe and record movement of people in and out of the country along specific border points to show the trends and reasons that drive movement; monitor, intervene and report human rights violations such as unaccompanied/separated minors and Gender Based Violence; and provide information of asylum seekers arrested along the border and migration corridor in need of legal assistance. NRC is in regular contact with those intending to return to Somalia and those who have recently arrived in Dadaab through ongoing ICLA programming. RCK also supports protection monitoring within Dadaab.

Between April and July 2017, REACH Supported NRC and RCK to carry out an analysis of displacement profiles, previous movements and future return intentions and access to services and assistance amongst Dadaab refugees. To complement these initial findings, REACH in the current project is supporting NRC and RCK to conduct a random sampled assessment of household displacement profiles, movement, intentions and a facilities mapping in Dadaab Camp.

The indicative findings on the May-June Dashboard highlighted:

* 20% of households have no member registered with an authorised body, and these households are less likely to have accessed assistance in the camp.
* Households reported a high preference for remaining in Kenya, with 42% indicating they have no intention of returning to Somalia in the next six months and a further 23% stating they are unlikely to return largely due to conflict, drought, lack of access to land, livelihoods and services.
* Of the 14% of households indicating at least one member had previously returned, 64% had accessed voluntary repatriation.
* 59% of returnees that had returned to Somalia came back to Kenya, mainly due to drought and lack of services in Somalia.
* 80% of the assessed households reported that they received assistance in the last 3 months.
* 85% of the households reported to have at least one member possessing identity documents.

While the initial pilot of support to NRC and RCK focused on development of shared tools and analysis, it was limited by a number of constraints. Firstly, security and resource limitations at the Kenya/Somali border limited the capacity of monitors to gather significant household interviews for analysis. Secondly, the camp sample relied on existing outreach activities by NRC and RCK, and was as a result a **convenience sample.** This prevented the production of statistically generalisable analysis, while instead generating indicative findings on displacement trends, return dynamics, intentions, registration and documentation, assistance and communication.

# 3. Research Objectives

**Overall Objective:** To support multi-sectoral and area-based approaches to intervention in Dadaab Refugee camps, through iterative needs assessments and facility mapping, development of community information and coordination structures, and qualitative information on community needs, communication and demographics.

**Specific Objectives:**

1. To consolidate shared indicators, support methodological development and tools for convenience sampled ongoing monitoring of movement and intentions by NRC partners and the Refugee Council Kenya (RCK) at border crossings and in Dadaab camp
2. To facilitate a representative assessment of household movement between Keyna and Somalia and intentions in Dadaab camp
3. To support joint analysis of shared indicators on intentions and movement monitoring

# 4. Research Questions

1. What are the development patterns of refugee camps in Dadaab including/in terms of: key needs, population count (including age and gender disaggregation), shelter types and conditions, and WASH facilities/conditions?
2. What are the risk profiles for each targeted camp?
3. What are the population profile needs, intentions and gaps in service coverage across the sectors of shelter, WASH, food security, nutrition, health, education and protection as per Sphere standards and IASC indicators
4. Who are the service providers in the assessed area, who is doing what, and how are they going about it?

# 5. Methodology/Activities

* 1. Methodology overview

The activity is based on quantitative data collection and secondary data analysis from previous assessments and existing secondary data from partners, including, UNHCR secondary data review, IOM DTM, NRC. REACH, NRC and RCK will conduct detailed analysis of facilities, services/ assistance provision and needs in Dadaab refugee camps. The activity will include a key informant assessment, with one KI selected per section / block in the camps, household-level (HH) assessment sampled across all the four camps, encompassing population profile needs and gaps in coverage and infrastructure mapping. The sampled HH assessment in Dadaab will consist of a cluster sample at 95%/10% accounting for average ICC[[1]](#footnote-1) across Dadaab. In addition to a REACH led facilities mapping, the assessment will also include gathering available data from key actors in WASH, Education, Health and Camp coordination in the camps. Technical design and oversight will be provided by REACH, with data collection by NRC/ RCK staff.

* 1. Population of interest

Between April and July 2017, REACH Supported NRC and RCK to carry out an analysis of displacement profiles, previous movements and future return intentions and access to services and assistance amongst Dadaab refugees in the four refugee camps based on convenience sampling. The current assessment will involve a random sampling of households in the four camps to complement the initial findings

* 1. Secondary data review

NRC assessment briefs and dashboards, UNHCR weekly updates, reports and dashboards, Previous UNOSAT satellite imagery of Dadaab Camp

* 1. Primary Data Collection

**Key informant level interview:** An identification exercise in each refugee camp in Dadaab. A key informant is defined as an individual with the capacity to speak for conditions within a defined community, which may constitute a geographic agglomeration (e.g. a specific village), a livelihood group (e.g. pastoralists) or population profile (e.g. IDPs). The community definitions are defined by each key informant. The activity will consist of physical visits to each camp in the target areas in order to conduct key informant level interviewsto identify key needs, populations and conditions for refugees in the camps. In each camp, enumerators will visit sections in the camps and interview the section leaders, one male and one female. At each section the following information will be gathered:

* GPS coordinates of each site
* Management/ administration presence and needs per camp
* Number of individuals per section in the camps, disaggregated by age and gender
* Shelter types present in each camp
* Shelter conditions/ state of repair in each camp
* Access to water, sanitation, electricity, healthcare, food, and income per camp

**Household data collection** will be conducted in the four camps. The sample size per camp is calculated on a simple random sampling with a minimum 95% level of confidence and 10% margin of error for each camp. Households will be selected using random GPS generation. Random GPS points will be generated on the target areas and send enumerators to them. The locations that they need to target shall be added in the maps.me application. The household-level questionnaire will cover the key profile, needs, intentions and gaps in assistance as per Sphere standards and IASC indicators. This will provide a multi sectoral overview of living conditions in the camps.

**Facility mapping** Since Dadaab is a planned/structured refugee camp; REACH will contact partners operating in the camps acting on WASH, Education, Health and Camp coordination sectors to get their existing databases on facilities available. Enumerators will target facilities not mapped or where new facilities have been created and no existing data is available. REACH will use the available data and the primary data to provide infrastructure maps for the camps.

* 1. Data Analysis Plan

Data will be collected using ODK collect by use of mobile phones. Daily data checks will be conducted in the evening once enumerators have uploaded the data in the server. The outcomes of the data quality checks will be used as a basis for debriefing the enumerators before further data collection. Once all data have been uploaded, data cleaning will begin and feedback gathered where needed from enumerators. Data analysis shall be done on laid out indicators using excel and SPSS.

* 1. Activities

### A1 Tool review and data management

On the basis of the indicator harmonisation and tool design completed in the pilot phase, REACH will review shared assessment tools for use by RCK and NRC, and other partners where engagement is possible. Tools for each assessment type (intentions monitoring in Dadaab and border monitoring) will be reviewed. REACH will design tools both for data capture on the Open Data Kit mobile collection system, and on paper forms where security concerns limit the possibility of mobile data collection. The sampled assessment will utilise the Dadaab tools. Data will be managed on the shared KOBO server established in the pilot phase.

### A2 Technical design

In cooperation with NRC and RCK, REACH will produce a sample for the Dadaab assessment, based upon the time and resource constraints of NRC and RCK staff who will be implementing data collection. The exact design of the sampled assessment in Dadaab will be agreed between partners based upon NRC/RCK staff and resource availability, but at a minimum will consist of a cluster sample at 95%/10% accounting for average ICC[[2]](#footnote-2) across Dadaab, and if possible will consist of a Simple Random Sample at 95%/10% for each of the 5 composite camps within Dadaab.

### A4 Training

Following the development of indicators, tools and methodology, REACH will organise a training of NRC and RCK field staff on the agreed harmonised tools in Dadaab. Training will focus on field data collection, understanding of the sampling strategy, interview techniques and tool understanding. NRC and RCK staff involved have already received training on mobile data collection.

### A5 Data collection

REACH assessment staff will travel to Dadaab to implement training and oversee data collection. The Assessment Officer, with support from REACH GIS staff, will undertake development of daily data collection plans, daily data checks and verification, briefing and debriefing of field teams, and progress reporting.

### A6 Field support to ongoing monitoring

REACH assessment staff in Dadaab will provide real-time support to ongoing monitoring by NRC and RCK staff in Dadaab and RCK border monitors trained in the pilot phase of the project. The Assessment Officer will support NRC and RCK staff to implement the interviews, update on progress and challenges, and support technical understanding. The overall aim will be to improve the quality and quantity of data submitted through ongoing outreach by NRC and RCK programme teams.

### A7 Data analysis and products

Utilising data collected following the training, REACH will conduct data analysis on key agreed indicators. From the analysis REACH will produce products for visualisation of data. Final products will be agreed with partners, but will provisionally include one situation overview of movement observations from the border monitoring, and intentions and movement dashboards from surveys conducted in Dadaab camp (1 dashboard for Dadaab if sample is across all camps, one per composite camp if sample is representative at this level). Products will be designed to inform partner programming, as well as to highlight the possibilities of shared/ harmonised data collection and analysis with other key stakeholders.

### A8 Review Workshop

Following the completion of the above activities, REACH will, in coordination with NRC and RCK, organise a 2 day workshop on with staff engaged in the exercise. The purpose of the workshop will be to review the feasibility of both the convenience and random sampling approaches, challenges in field data collection and impact of the assessments. The workshop will consist of 15-20 participants, to include representation from NRC and RCK management, field teams in Dadaab and border monitors.

# 6. Product Typology

Table 1 : Type and number of products required

|  |  |  |
| --- | --- | --- |
| **Type of Product** | **Number of Product(s)** | **Additional information** |
| Report | 1 |  |
| Situation Overview |  |  |
| Profile |  |  |
| Factsheet | 4 | One factsheet per composite camp |
| Presentation |  |  |
| Map | 4 (TBC) | Facility map for each camp |
| Interactive Dashboard |  |  |
| Web Map |  |  |
| Other(s) |  |  |

# 7. Management arrangements and work plan

##### 7.1. Roles and Responsibilities, Organogram

Table 2: Description of roles and responsibilities

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task Description** | **Responsible** | **Accountable** | **Consulted** | **Informed** |
| Tool design | REACH AO | REACH CC | NRC, RCK | UNHCR |
| Methodology review | REACH AO | REACH CC | NRC, RCK | UNHCR |
| Training | REACH AO, GIS Specialist | REACH, NRC, RCK | NRC, RCK | NRC |
| Data analysis and reporting | REACH AO | REACH | NRC, RCK | UNHCR |

***Responsible:*** *the person(s) who execute the task*

***Accountable:*** *the person who validate 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*

* 1. Resources: HR, Logistic and Financial

### HR requirements

|  |  |
| --- | --- |
| **Staff** | **Responsibilities** |
| Country Coordinator | Overall management, review and technical design |
| Assessment Officer | Design of tools, methodologies, trainings and products |
| GIS Specialist | Production of final mapping outputs, technical support on methodology and data validation |
| IMPACT Technical Support | Review and technical guidance on assessment and GIS applications and designs |

##### 7.3. Work plan

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# 8. Risks & Assumptions

Table 3 : List of risks and mitigating action

|  |  |
| --- | --- |
| **Risk** | **Mitigation Measure** |
| Errors in data collection | Errors in data can be mitigated by piloting the form, training enumerators and ensure close supervision in the field. |
| Security risks towards participants for partaking in survey/affiliating with INGO. | REACH will closely monitor security risks and community dynamics and ensure participants, communities and/or community leaders are supportive of the assessment officers. |
| Security risks towards staff | Security situation will be closely monitored and action taken in case of any change in security environment according to REACH Security policies. |
| Population in targeted areas can be unwelcoming of the activity | This will be managed through sensitization by camp management, NRC staff and enumerators in preparation and conduction of the assessment, as well as thorough training on introductions and accountability with the enumerators. |
| Gender based risks - Women excluded from undertaking certain activities due to cultural barriers | Conscious gender monitoring will be carried out to mainstream participation of women: targeting women at selection |

# 9. Monitoring and Evaluation

Table 4 : Monitoring and evaluation targets

|  |  |  |  |
| --- | --- | --- | --- |
| **Objective** | **Indicator** | **Target** | **Data collection methodology** |
| Number of humanitarian organisations utilising regular information products to inform response capacity | Number and percentage of humanitarian organisations reporting utilizing information management services that are accessed by clients | Baseline  0  Target value  30 | Reference monitoring data collection will be conducted using a quantitative methodology, simply counting the number of instances of reference to project material using Google Analytics (by IMPACT HQ); requests to Reliefweb (IMPACT HQ) and other relevant platforms (Country teams); Mailchimp (IMPACT HQ); and Map request and printing logs (Country teams) |
|  | Number of products made available by information services that are accessed by clients | Baseline  0  Target value  112 | User monitoring data collection will be conducted using a quantitative methodology, simply counting the number of instances of access using Google Analytics (by IMPACT HQ); requests to Reliefweb (IMPACT HQ) and other relevant platforms (Country teams); Mailchimp (IMPACT HQ); and Map request and printing logs (Country teams) |

All indicators for this result monitor the use of REACH products by humanitarian organisations. By regularly conducting outreach to humanitarian actors working in Kenya and Somalia, REACH will ensure a symbiotic relationship with key coordination mechanisms, where cluster leads and partners are able to feed in to the information products produced by REACH in order to ensure outputs are usable and appropriate to the context.

User monitoring will be used to track access to REACH products released as part of the project. This will be undertaken using google analytics for access to research products on the REACH Resource Centre, Reliefweb, and where possible humanitarian response.info; monitoring of email and hard-copy dissemination.

Reference monitoring will be utilised to measure the number of documents where REACH outputs have been used as secondary data and identify occasions where REACH outputs have been shown to inform decision-making, and will consist of counting of frequency of references in key humanitarian documents.

# 10. Documentation Plan

* ToRs
* Analysis Framework
* Data collection tools:
  + Household
  + Key informant
  + Settlement/Facility mapping
* Raw Database (soft copy)
* Clean Database (soft copy)
* Data Cleaning Logbook
* Reports
* Factsheets
* Maps

# 11. Annexes

* Data Management Plan
* M&E Matrix
* Questionnaire (external Annex)

# Annex 1 : Data Management Plan

|  |  |
| --- | --- |
| *Checklist Section* | *Questions to consider and guidance* |
| **Administrative Data** | |
| Project Name | Support to movements and intentions tracking |
| Project Code | 24iAFW / 24DDV |
| Donor | NRC |
| Project partners | NRC & RCK |
| Project Description | Support NRC and RCK in movements and intentions tracking in Dadaab refugee camps and the Kenya/Somalia Border |
| Project Data Contacts | Rebecka Rydberg |
| DMP Version | V1 |
| Related Policies |  |
| **Data Collection** | |
| What data will you collect or create? | Key informant dataset  Facility dataset and shapefile  Household dataset |
| How will the data be collected or created? | Direct Interview utilizing ODK mobile |
| **Documentation and Metadata** | |
| What documentation and metadata will accompany the data? | 1. ToRs  2. Background and rationale  3. Questionnaires  4. Final products  5. Data cleaning logs  6. HDX meta data standards  7. Data analysis and analysis plan |
| **Ethics and Legal Compliance** | |
| How will you manage any ethical issues? | Sensitive protection data will be redacted prior to sharing of dataset |
| How will you manage copyright and Intellectual Property Rights (IPR) issues? | Data is owned by the REACH Initiative, with an enduring license for NRC to use and distribute data gathered during the exercise |
| **Storage and Backup** | |
| How will the data be stored and backed up during the research? | Raw data is collected and stored on the NRC/RCK KOBO server. Following data collection REACH will produce clean data sets, which will be stored on the REACH server and shared with NRC and RCK for further analysis. Redacted datasets will be published on the HDX platform. |
| How will you manage access and security? | Access to the RCK/NRC server is managed by NRC and RCK. Access to the REACH server is restricted to current REACH staff with relevant permissions. REACH will share redacted versions of the data publicly. Un-redacted data will be shared on a case-by-case basis only upon the provision of adequate need. |
| **Data Sharing** | |
| How will you share the data? | REACH will share redacted versions of the data publicly via the HDX and REACH resource centre platforms. Un-redacted data will be shared on a case-by-case basis only upon the provision of adequate need. |
| Are any restrictions on  data sharing required? | Personal identifiers and protection-sensitive data shall be redacted prior to sharing. Geographic identifiers such as GPS coordinates shall be rounded in the household data set before distribution in order to preserve confidentiality. |
| **Responsibilities** | |
| Who will be responsible for data management? | REACH Initiative |
|  |  |

Adapted from:

DCC. (2013). Checklist for a Data Management Plan. v.4.0. Edinburgh: Digital Curation

Centre. Available online: <http://www.dcc.ac.uk/resources/data-management-plans>

# Annex 2 : M&E Matrix

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **IMPACT Objective** | **External M&E Indicator** | **Internal M&E Indicator** | **Methodology** | **Focal point** | **Tool** | **Research-specific information** |
| **Humanitarian stakeholders are accessing IMPACT products** | Number of humanitarian organisations accessing IMPACT services/products  Number of individuals accessing IMPACT services/products | # of downloads of Dadaab products from Resource Center | User monitoring | Country request to HQ | User log | *Y* |
| # of downloads of Dadaab product from Relief Web | Country request to HQ | Y |
| # of downloads of Dadaab product from Country level platforms | Country team | Y |
| # of page clicks on Dadaab product from REACH global newsletter | Country request to HQ | Y |
| # of page clicks on Dadaab product from country newsletter, sendingBlue, bit.ly | Country team | Y |
| **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 (Flash appeals, sector strategies) | Reference monitoring | Country team | Reference log | **Y** |
| # references in single agency documents | **Y** |
| **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 | Usage M&E | Country team | Usage Feedback *and* Usage Survey template |  |
| Perceived usefulness and influence of IMPACT outputs | *Feasibility workshop to be conducted by the end of the project with key stakeholders (UNHCR, RCK, RAS and NRC).* |
| Recommendations to strengthen IMPACT programs |  |
| Perceived capacity of IMPACT staff |  |
| Perceived quality of outputs/programs |  |
| Recommendations to strengthen IMPACT programs | **N** |
| **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 | Engagement Monitoring | Country team | Engagement log | **Target # of organisations: 4 (UNHCR, RCK, RAS, NRC)** |
| # of organisations/sectors inputting in research design and joint analysis |  |
| # of organisations/ sectors attending briefings on findings; |  |

1. Intra-cluster correlation, to account for design effect. [↑](#footnote-ref-1)
2. Intra-cluster correlation, to account for design effect. [↑](#footnote-ref-2)