Research Terms of Reference

Multi-Sector Needs Assessment – Refugee settlements and hosting districts, UGANDA

23 March 2018

UNHCR
The UN Refugee Agency

1. Summary

Country of intervention	*Uganda*				
Type of Emergency	Natural disaster	**x**	**Conflict**		Emergency
Type of Crisis	Sudden onset		Slow onset	x	Protracted
Mandating Body/ Agency	*UNHCR*				
Research Timeframe	First half 2018				
General Objective	Inform multi-sector humanitarian programming for the South Sudan, DRC, and Burundian refugee responses in Uganda				

Specific Objective(s)	- Provide a comprehensive evidence base of multi-sectoral needs among populations in refugee settlement hosting districts in Uganda:
	    o Refugees residing within refugee settlements and Kampala
	    o Host community population
	 - Provide robust evidence to support the Uganda Integrated Refugee Response Plan (I-RRP) for 2019, and guide the response to meet the objectives of the Comprehensive Refugee Response Framework (CRRF)				

Research Questions	- What is the situation for specific population groups (refugees residing within refugee settlements and host community populations) regarding: – Assistance, Health & Nutrition, Livelihoods & Environment, NFIs & Shelter, WASH, and Education sectors				
Research Type	X	Quantitative		Qualitative		Mixed methods
Geographic Coverage	30 refugee settlements, Kampala and 12 refugee hosting districts				
Target Population(s)	Refugees residing within host community populations, refugees residing within refugee settlements, and host community populations				
Data Sources	**Secondary Data:** Humanitarian Openstreetmap Team (HOT) shelter counts, other detailed population data available (availability assessed at a settlement by settlement basis); Existing sector, location and population specific needs assessments; REACH Gap Analysis Focus Group Discussions (FGD) **Primary Data:** To be collected during March 2018 – July 2018 through a a quantitative household survey and shelter counts from UNOSAT/REACH when available.				
Expected Outputs	1 comprehensive MSNA report with the following annexes: 1 de-sensitized quantitative dataset per district (12); 1 de-sensitized quantitative dataset per settlement (30); 1 comprehensive refugee settlement shelter footprint shapefile				

Humanitarian milestones	Milestone		Timeframe
		Cluster plan/strategy	
	X	Inter-cluster plan/strategy	*Will inform 2019 RRP*
	X	Donor plan/strategy	
	X	NGO plan/strategy	*Inform 2018-2019 implementation plans*
		Other	
Audience			
	Audience type		Specific actors
	X	Operational	Office of the Prime Minister (OPM), United nations High Commissioner for Refugees (UNHCR), NGOs working in assessed areas, district local government
	X	Programmatic	OPM, UNHCR, Sector Coordination, NGOs working in assessed areas, district local government
	X	Strategic	Comprehensive Refugee Response Framework (CRRF), OPM, UNHCR, Sector Coordination
		Other	
Access	x	Public (available on https://ugandarefugees.org, data.unhcr.org, and REACH resource center; wide dissemination at country level	
		Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)	
		Other	

2. Background & Rationale

With over 1 million South Sudanese refugees now in Uganda following the July 2016 crisis, as well as large refugee populations from the Democratic Republic of the Congo (DRC) and Burundi, humanitarian needs across Uganda remain large. With an anticipated 300,000 more South Sudanese refugees due to arrive this year, and already growing influx of DRC refugees arriving since mid-December 2017, the need for humanitarian aid will only increase throughout 2018. Because of this continuing emergency, there is little capacity for actors to clearly map the landscape of needs across newly opened or recently expanded settlements and effectively prioritise the delivery of life saving aid. This is exacerbated further for aid targeting host community populations who, under the CRRF, are integrated into the aid response in order to enhance cohesion between refugee and host communities and bolster ongoing development projects. In practice, this is achieved through a provision of at least 30% of humanitiarian aid to the host community. Often, though, host communities are merely included in programs designed around the needs of refugee populations.

In light of the unprecedented levels of humanitarian crisis across Sub-saharan Africa, North Africa and the Middle East, funding shortfalls left only 7% of the 2017 Burundi RRP and 34% of the 2017 South Sudan RRP funded in Uganda. This siutation is likely to continue into 2018, further increasing the need for accurate information dissemination in order to efficiently utilize limited funds across the humanitarian emergency and also allow the UN, OPM, donors, and humanitarian agencies to lobby for additional funds.

This intervention will address information gaps on the need of refugees and host communities alike, provide an improved evidence-base for the refugee crisis response, and enhance the ability of operational partners to meet the strategic aims of donors and coordinating bodies. To this aim, REACH Initiative will support UNHCR's coordination of information management through coordinated, joint needs assessments through the inter-agency system across all refugee settlements and refugee hosting districts in Uganda.

3. Research Objectives

General objective:
Inform multi-sector humanitarian programming for the South Sudan, DRC, and Burundian refugee responses in Uganda.

Specific objectives:
- Provide a comprehensive evidence base of multi-sectoral need among refugee and host populations across Uganda, including:
  - Refugees residing within refugee settlements and Kampala
  - Host community population
- Provide robust evidence to support the Refugee Response Plan for 2019, the implementation of the Comprehensive Refugee Response Framework

4. Research Questions

- What is the situation for specific population groups (host communities and refugees residing within refugee settlements) regarding:
  - Levels of needs, access and vulnerabilities across the sectors of:
    - Protection
    - Water, sanitation, and hygiene (WASH)
    - Education
    - Food assistance
    - Health and nutrition
    - Shelter, site, and NFIs
    - Livelihoods and environment

5. Methodology

5.1. Methodology overview

REACH will use mixed-methods data collection driven by a household-level tool quantitative and methodology developed through close coordination between UNHCR, sector leads, and partners to collect baseline, multi-sectoral data on the needs among refugee and host community populations living in 30 refugee settlements across 11 districts, as well as Kampala. The quantitative household level assessment will produce representative results with a 95% confidence level and a 10% margin of error. All sampling will be randomized to ensure statistical accuracy. For sampling within refugee settlements, there is currently no accepted, reliable data set that provides accurate population figures at the block or zone level within refugee settlements, but all available secondary data will be utilized to improve in-settlement sampling where possible. REACH will conduct a shelter count in the refugee settlements where possible in order to weight the final analysis and confirm population estimates. Sampling for host community populations will be derived from the 2014 Ugandan census[1]. Due to logistical and funding constraints, probability proportionate to size multi-stage sampling will be used within each host community district, with subcounties, villages, and households used as the three sampling units.

A pilot will be conducted prior to actual data collection in one selected refugee settlement. The results from the pilot will be reviewed and a second round of tool revision will be conducted as needed.

With support from UNCHR, REACH will engage partners, UN agencies and sector leads in the development and review of the tools and methodology. The Government of Uganda (GoU), Local Authorities, and the Office of the Prime Minister (OPM) are engaged in the planning of the MSNA through REACH's consistent engagement throughout the past year. All relevant stakeholders will be kept updated throughout all stages of the assessment and analysis process to ensure transparency and agreement on the assessment outputs.

Quantitative (household-level) sampling

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[1] Ugandan Bureau of Statistics (UBoS). "Total Population by Sex, Total Number of Households and proportion of Households headed by Females, by Subcounty and Parish, Uganda, 2014", available at http://www.ubos.org/2014-census/census-2014-final-results/

REACH will conduct household sampling to produce a representative sample of two target groups – in-settlement refugees and host communities. Sample sizes will be determined based on the most current, reliable information available at the start of the assessment for nationals in each district and for refugees in each settlement. In refugee settlements, REACH will conduct systematic random sampling at the household level, sampling equally across all villages, aiming for a confidence level of 95% with a 10% margin of error. Where available, intra-settlement population data for refugees will be used to produce a stratified, systematic random sample.

For each host community district, sub-counties will be selected with probability based on subcounty population. Within each subcounty, a random sample of villages will be selected, assuming equal population size, unless more detailed population data is made available. Within villages, a systematic random sampling approach will be used, ensuring as equal as possible intervals between interviewed households. Enumerator teams will approach the selected village, and locate the geographic centre, using local knowledge and community leadership to ensure their selection is accurate. The enumerator teams will spin a pen to indicate a random direction, and locate the nearest household of the relevant population type in that direction for assessment. A die will also be rolled to indicate the number of households to be skipped before assessment. Each member of the team will repeat this from the centre until the household sampling is exhausted. Should the selected household be non-responsive, enumerators repeat this randomisation process from the original household of selection.

Settlements with over 20,000 households will be sampled at the zone level so findings can be disaggregated across these larger settlements. Since in-settlement population distribution is typically not known, it will be assumed that each zone contains the entirety of the settlement population unless secondary data produces more accurate figures.

In Kampala, purposive sampling will be used to select slum areas with high concentrations of refugees, as identified through collaboration between REACH, UNHCR, and KCCA. Within these areas, systematic random sampling will be used to sample host community and refugee households alike. The quantitative tool and indicators for Kampala differ from those for the refugee settlement and host community district surveys since they were designed to assess urban refugees in slum areas, but key indicators have been aligned across the tools to allow for comprehensive analysis in the report.

The design effect will be estimated using previous published results in the areas of data collection. If this is not available, a design effect of 2 will be assumed, doubling the sample size required.

5.2. Population of interest

REACH will target all refugee settlements in Uganda and Kampala, along with the hosting district populations:
Within each of the refugee settlements and host community districts, REACH will conduct sampling at 95/10 within two populations groups:

1. Refugees (systematic random)
2. Host communities (multi-stage)

5.3. Secondary data review

At present, relevant secondary data on multi-sectoral needs in Ugandan refugee settlements can be found at, but not limited to the following sources:

1. REACH/UNHCR settlement gap analysis factsheets:
   https://ugandarefugees.org/category/policy-and-management/settlement-factsheet/?r=48
   Vulnerability study, 2017
   Food Security and Needs Assessment, 2017
   Upcoming Joint Assessment Mission, May 2018

2. REACH qualitative data, including focus group discussions and key information interviews in all 30 settlements and 11 host community districts. Since August 2017, REACH has conducted at least six focus group discussions with refugees in each settlement (180 total focus groups), as well as at least six focus group discussions with host community members in each refugee hosting district (66 total focus groups). Key informant interviews have also been conducted with leadership staff, including representatives from UNHCR, OPM, and district local government. Background and contextual information for the MSNA reports will draw on this qualitative data.

Sources of information that will be used to identify target population and sample size are:
1. Host community - Ugandan 2014 census data: http://www.ubos.org/2014-census/census-2014-final-results/
2. Refugees - latest OPM registration figures: https://ugandarefugees.org/category/policy-and-management/refugee-statistics/?r=48
3. Further population data will be consolidated from partners on a settlement by settlement basis.

Further, UNHCR's information portal and Relief Web will be monitored to for pertinent information uploaded by partners
1. https://ugandarefugees.org
2. http://reliefweb.int/country/uga

5.4. Primary Data Collection

Primary quantitative data collection will take place over an estimated 60 working days using a team of enumerators supplied by partners working in the targeted settlements and districts, including Kampala. Each team will be led by a REACH field officer and/or field assistant. Data will be stored on the UNHCR Kobo server, ensuring that data is properly protected by password and adheres to the data protection principles. Only specific staff will have access to this data, with separate accounts used for data analysis and data collection to ensure access is properly restricted. Before collected data is shared publicly, it will be cleaned of all identifying information to ensure anonymization.

The expected sample size and population is as follow:

Table 1. Locations with population and expected sample size

District	Sample (95/10)	Sub-counties	Households (nationals)	Refugee settlements	Households (refugees)	Sample (95/10)
Adjumani 41,315 households	192	Adjumani Town Council	5,897	Agojo	754	**86**
		Adropi	2,287	Alere II	1,224	**90**
		Arinyapi	2,147	Ayilo I/II	6,615	**95**
		Ciforo	3,243	Baratuku	1,469	**91**
		Dzaipi	8,143	Boroli	2,555	**93**
		Itirikwa	2,954	Elema	148	**59**
		Ofua	2,566	Maaji I/II/III	6,859	**95**
		Okusijoni	1,998	Mirieyi	904	**87**
		Pacara	3,006	Mungula I/II	1,190	**89**
		Pakele	9,385	Nyumanzi	8,359	**95**
				Oliji	274	**72**
				Olua I/II	2,448	**93**
				Pagrinya	6,392	**95**
Arua 146,627 households	192	Adumi	5,939	Imvepi	21,237	**-**
		Aii-Vu	7,123	*Imvepi - Zone A*	Unknown	**96**
		Ajia	5,713	*Imvepi - Zone B*		**96**
		Ajia	5,713	*Imvepi - Zone C*		**96**
		Anyiribu	1,593	Rhino Camp	23,291	**-**

		Arivu	4,858	*Ocea Zone*		**96**
		Aroi	4,437	*Ofua Zone*		**96**
		Arua Hill	3,162	*Omugo Zone*		**96**
		Ayivuni	4,548	*Siripi Zone*	Unknown	**96**
		Bileafe	3,834	*Odobu Zone*		**96**
		Dadamu	7,230	*Eden Zone*		**96**
		Katrini	6,571	*Tika Zone*		**96**
		Logiri	7,454			
		Logiri	7,454			
		Manibe	5,796			
		Offaka	3,991			
		Ogoko	3,482			
		Okollo	4,070			
		Oluko	7,291			
		Omugo	7,887			
		Pajulu	11,003			
		Pawor	1,896			
		Rhino Camp	4,025			
		Rigbo	5,908			
		River Oli	7,158			
		Udupi	7,277			
		Uleppi	1,966			
		Uriama	4,334			
		Vurra	8,937			
Hoima 120,350 households	**192**	Bugambe	6,827	Kyangwali	7,158	**95**
		Buhanika	3,332			
		Buhimba	8,729			
		Bujumbura Division	5,295			
		Buseruka	8,896			
		Busiisi Division	4,469			
		Kabwoya	13,761			
		Kahoora Division	9,871			
		Kigorobya	12,889			
		Kigorobya Town Council	1,285			
		Kitoba	7,476			
		Kiziranfumbi	7,563			
		Kyabigambire	8,908			
		Kyangwali	20,911			
		Mparo	5,695			
Isingiro 87,551 households	**192**	Bireere	4,792	Nakivale	20,281	**-**
		Endiinzi	4,686	*Zone 1*		**96**
		Isingiro Town Council	6,684	*Zone 2*	Unknown	**96**
		Kabarebere Town Council	1,579	*Zone 3*		**96**
		Kabingo	4,498	Oruchinga	1,370	**90**
		Kabingo	4,498			

		Kabuyanda	4,361			
		Kabuyanda Town Council	3,569			
		Kashumba	4,407			
		Kikagate	11,171			
		Masha	5,633			
		Mbaare	6,844			
		Ngarama	7,028			
		Nyakitunda	8,750			
		Nyamuyanja	3,390			
		Ruborogota	3,696			
		Rugaaga	6,828			
		Rushasha	2,617			
Kamwenge 80,031 households	192	Biguli	7,056	Rwamwanja	15,170	**96**
		Bihanga	2,936			
		Buhanda	5,238			
		Busiriba	5,998			
		Bwizi	6,097			
		Kabambiro	3,639			
		Kahunge	7,640			
		Kamwenge	4,947			
		Kamwenge Town Council	4,655			
		Kanara	3,037			
		Kicheche	5,774			
		Mahyoro	6,811			
		Nkoma	6,851			
		Ntara	5,866			
		Nyabbani	4,601			
Kiryandongo 49,768 households	192	Bweyale Town Council	6,348	Kiryandongo	11,440	**96**
		Kigumba	8,565			
		Kigumba Town Council	4,160			
		Kiryandongo	15,544			
		Kiryandongo Refugee Settlement	2,220			
		Kiryandongo Town Council	1,302			
		Masindi Port	1,888			
		Mutunda	12,683			
Koboko 49,768 households	192	Abuku	1,829	Lobule	418	**78**
		Dranya	2,371			
		Koboko Town Council	6,016			
		Kuluba	5,993			
		Lobule	4,955			
		Ludara	4,482			
		Midia	5,116			
Kyegegwa 56,267 households	192	Hapuuyo	9,825	Kyaka II	5,517	**95**
		Kabweeza-Kyegegwa	5,445			
		Kakabara	10,495			

		Kasule	5,140			
		Kyaka	4,398			
		Kyegegwa Town Council	4,416			
		Mpara	7,071			
		Ruyonza	5,043			
		Rwentuha	7,499			
Lamwo 27,468 households	**192**	Agoro	3,553	Palabek	2,214	**93**
		Lamwo Town Council	1,573			
		Lokung	3,358			
		Madi Opei	2,473			
		Padibe East	1,845			
		Padibe Town Council	2,053			
		Padibe West	2,505			
		Palabek Kal	2,932			
		Palabek-Gem	3,019			
		Palabek-Ogili	1,913			
		Paloga	2,273			
Moyo 25,867 households	**192**	Aliba	2,437	Palorinya	24,797	**-**
		Difule	1,642	*Zone 1*		**96**
		Gimara	2,397	*Zone 2*	Unknown	**96**
		Itula	2,295	*Zone 3*		**96**
		Laropi	1,988			
		Lefori	2,236			
		Metu	5,738			
		Moyo	5,034			
		Moyo Town Council	2,127			
Yumbe 63,773 households	**192**	Apo	5,375	Bidibidi	57,194	**-**
		Ariwa	3,380	*Zone 1*		**96**
		Drajini	4,463	*Zone 2*		**96**
		Kei	6,490	*Zone 3*	Unknown	**96**
		Kerwa	4,153	*Zone 4*		**96**
		Kochi	5,379	*Zone 5*		**96**
		Kululu	5,084			
		Kuru	5,128			
		Lodonga	4,146			
		Midigo	4,793			
		Odravu	6,509			
		Romogi	4,449			
		Yumbe Town Council	4,373			
Total sample	**2,112 host community households**			**3,799 refugee households**		

	Division	Ward	Estimated population	Sample
Kampala (Agora data collection)	Makindye	Katwe II	7,000	**170**
		Kansanga	5,000	**170**
	Rubaga	Lunguja, Lubya, Busega	3,000	**170**
		Nakulabye	8,000	**170**
	Central	Kisenyi III	2,000	**170**

	Mengo	500	**170**
Kawempe	Bwaise II	7,000	**170**
	Kazo Angola	6,000	**170**

Table 2: Core indicators

Sector	IN #	Indicator / Variable	Data collection method
General	1.01	% of HHs by area of origin	HH interview
	1.02	% of individuals by age group and sex	HH interview
	1.03	Average size of HHs	HH interview
	1.04	% of female- and male-headed HHs	HH interview
	1.05	% of HHs with vulnerable persons	HH interview
	1.06	% of children who are unaccompanied or separated	HH interview
	1.07	% of individuals with chronic illnesses	HH interview
	1.08	% of individuals with disabilities	HH interview
	1.09	% of women who are pregnant and/or lactating	HH interview
Protection	2.01	% of HHs with biggest needs per sector	HH interview
	2.02	% of HHs with identification from their country of origin	HH interview
	2.03	% of HHs registered in a refugee settlement	HH interview
	2.04	% of HHs verified in a refugee settlement	HH interview
	2.05	% of HHs reporting females have access to sanitary pads	HH interview
	2.06	% of HHs with PSNs that have been registered as PSNs	HH interview
	2.07	% of HHs reached by child protection awareness campaigns	HH interview
	2.08	% of HHs reached by psychosocial awareness campaigns	HH interview
	2.09	% of HHs reached by SGBV awareness campaigns	HH interview
	2.10	% of HHs reporting access to psychosocial care when needed	HH interview
	2.11	% of HHs with UASCs that receive protection services	HH interview
	2.12	% of HHs with UASCs planning reunification in next 3 months	HH interview
	2.13	% of HHs with UASCs receiving monitoring visits	HH interview
	2.14	% of HHs reporting children suffered violence, abuse, or exploitation	HH interview
	2.15	% of HHs feeling secure in their current location	HH interview
	2.16	% of HHs reporting main security providers by choice	HH interview
	2.17	% of HHs reporting positive relations with local communities	HH interview
	2.18	% of HHs reporting positive relations with refugees	HH interview
WASH	3.01	% of HHs using an improved water source	HH interview
	3.02	% of HHs by main source of water	HH interview
	3.03	% of HHs using less than 20 litres of water per person per day + average water/person/day	HH interview
	3.04	% of HHs by challenges to ensuring access to water	HH interview
	3.05	Coping mechanisms for lack of water	HH interview
	3.06	% of HHs for whom fetching water constitutes a problem	HH interview
	3.07	% of HHs having soap for handwashing	HH interview
	3.08	% of HHs by reported occassions for handwashing	HH interview
	3.09	% of HHs having received hygiene promotion in the last 30 days	HH interview
	3.10	% of HHs using a functioning household latrine	HH interview
	3.11	% of HHs using a gender segregated latrine	HH interview
	3.12	Average # of households sharing a single latrine	HH interview
	3.13	Average # of households using a single latrine	HH interview

Livelihoods	4.01	% of HHs by primary source of livelihoods	HH interview
	4.02	% of HHs which have earned an income in the past 30 days	HH interview
	4.03	% of HHs by coping strategies used in the past 30 days	HH interview
	4.04	% of HHs with a member participating in a savings programme	HH interview
	4.05	% of HHs with members that have received vocational training	HH interview
	4.06	% of HHs able to access sufficient agricultural land	HH interview
	4.07	% of HHs by reasons for not cultivating	HH interview
	4.08	% of HHs that cultivated in the most recent harvest/agricultural season	HH interview
	4.09	% of HHs with a usable agricultural tools and inputs NFI kit	HH interview
	4.10	% of HHs with a member that has participated in agricultural training	HH interview
	4.11	% of HHs that own livestock	HH interview
	4.12	% of HHs that own poultry	HH interview
Food assistance	5.01	% of HHs with a ration card	HH interview
	5.02	% of HHs accessing food by source	HH interview
	5.03	% of HHs able to access local markets	HH interview
	5.04	% of HHs by food coping strategies	HH interview
	5.05	Average Food Consumption Scores	HH interview
	5.06	% HHs by Food Consumption Score ("poor", "borderline" and "acceptable")	HH interview
Health and nutrition	6.01	% of HHs by reported primary health care provider	HH interview
	6.02	% of HHs who have sought treatment and faced challenges in accessing health care	HH interview
	6.03	% of HHs by reported challenge in accessing healthcare	HH interview
	6.04	% of HHs by reported health issue affecting HHs members in the past two weeks	HH interview
	6.05	% of HHs reporting suffering from diarrhoea in the past 7 days	HH interview
	6.06	% of HHs reporting children under 5 have received polio vaccinations	HH interview
	6.07	% of HHs reporting children under 15 have received measles vaccinations	HH interview
	6.08	% of children under 5 years old who have received vitamin A supplements	HH interview
	6.09	% of HHs with an insecticide treated mosquito net	HH interview
	6.10	% of HH sleeping under an ITN the previous night	HH interview
	6.11	% of pregnant/lactating women who received IYCF counselling	HH interview
	6.12	% of pregnant/lactating women who receive nutritional supplements	HH interview
	6.13	% of pregnant/lactating women who received minimum 2 doses fanidar	HH interview
Education	7.01	% of HHs with school-aged children	HH interview
	7.02	% of children who are school-aged	HH interview
	7.03	% of school-aged children attending schools per gender, age group and type of education (formal and informal)	HH interview
	7.04	% of HHs whose children never attended school	HH interview
	7.05	% of HHs whose children dropped out of school	HH interview
	7.06	% of HHs by reported barriers to ensure school attendance of their children	HH interview
Site, shelter, and NFIs	8.01	% of HHs by type of shelter	HH interview
	8.02	% of HHs reporting ownership of shelter	HH interview
	8.03	% of HHs which share shelter with other families	HH interview
	8.04	% of HHs reporting shelter flooding in the past year	HH interview

	8.05	% of HHs reporting shelter leakage during rains	HH interview
	8.06	% of HHs with access to a kitchen kit	HH interview
	8.07	% of HHs by primary fuel source	HH interview
	8.08	% of HHs with an improved cook stove	HH interview
	8.09	Top three NFI priorities	HH interview

5.5. Data Analysis Plan

The complete data analysis plan for this MSNA can be downloaded through this link.

Report

Quantitative datasets and quantitative information will be triangulated with available secondary data sources in order to answer the research questions listed above. REACH will present preliminary assessment findings at a dedicated workshop in Kampala with RRP partners, sector leads/technical staff and UNHCR staff. A smaller presentation of results will be carried out at the IACM hosted by OPM and UNHCR. REACH will consolidate the findings, along with workshop outputs and recommendations into a final assessment report. Upon validation by UNHCR Uganda, REACH will upload a final clean report, quantitative dataset, and analysis scripts to the REACH Resource Centre and UNHCR's ugandarefugees.org web-portal, or on other appropriate platforms identified in consultation with UNHCR. It will also be disseminated via email through the UNHCR IM focal points at Kampala, and by REACH to partners in the field.

6. Product Typology

Table 3: Type and number of products required

Type of Product	Number of Product(s)	Additional information
MSNA report	1	Synthesises data from all settlements and host communities from the entire MSNA exercise
Shelter footprint shapefile	1	Assessed through up-to-date satellite imagery as available
Dataset – settlement level	30	Personally identifying information will be removed
Dataset – district level	12	Personally identifying information will be removed

7. Management arrangements and work plan

Roles and Responsibilities, Organogram
- REACH Regional Coordinator (RC) (**1x**)
  - Review of tools and outputs
- REACH Senior Assessment Officer (SAO) (**1x**)
  - External Engagement
  - Develop research design, methodology and workplan
  - Review of tools and outputs
  - Coordinate assessment implementation plans
- REACH Senior GIS Officer (SGISO) (**1x**)
  - Develop research design and methodology
  - Design and draft factsheets
  - Review of tools and data
  - Data analysis support
  - Mapping support
- REACH Assessment Officer (AO) (**1x**)

- o Oversee assessment implementation
- o Draft data collection tools and training materials
- o Lead output production
- REACH Assessment Intern (AI) (**1x**)
  - o Assist on assessment implementation
  - o Assist on output production
- REACH GIS Intern (GISI) (**1x**)
  - o Design and draft factsheets
  - o Proved maps for targeting assessment locations
  - o Provide maps for report
  - o Data analysis support
- REACH Senior Field Officers (SFO) (**2x**)
  - o Coordinates partner data collection
  - o Identification of enumerators
  - o Conduct training of field teams
  - o Oversight of fieldwork (including data collection and cleaning)
  - o Communication point between field and assessment/ analysis teams
- REACH Field Officers (FO) (**2x**)
  - o Support HH data collection through facilitation and coordination of partners
  - o Conduct training of field teams
  - o Management of field teams and oversight of fieldwork
  - o Daily data cleaning and briefings to ensure accurate data
- REACH Field Assistant (**5x**)
  - o Assist training of field teams
  - o Oversight of field teams during data collection
  - o Assist in data cleaning and daily briefings
- Enumerators
  - o Conduct data collection in the field

Table 4: Description of roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed
Define research scope	UNHCR, RC/SAO	UNHCR, RC	UNHCR Kampala, REACH Global Team	All RRP partners
Design questionnaire	SGISO	RC	IACM + UNHCR, REACH Global Team	UNHCR + IACM
Define sampling frame	SAO / SGISO	SGISO	IACM + UNHCR, REACH Global Team	UNHCR + IACM
Organise Data collection	Senior Field Officer	AO	SAO, SGISO, Logs	ACTED CD

Data cleaning	Field Officers	AO	Field Officers	SAO
Factsheet production	GIS Intern/AO	SAO	AO, FOs, IACM + UNHCR, REACH Global Team	UNHCR + IACM, Donors
Report production	AO	SAO	SGISO, FOs, IACM + UNHCR, REACH Global Team	Donors, UNHCR + IACM

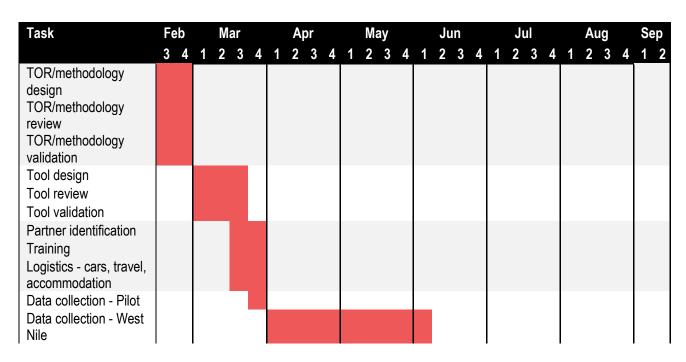**Responsible:** *the person(s) who execute the task*

Accountable: *the person who validate the completion of the task and is accountable of the final output or milestone*
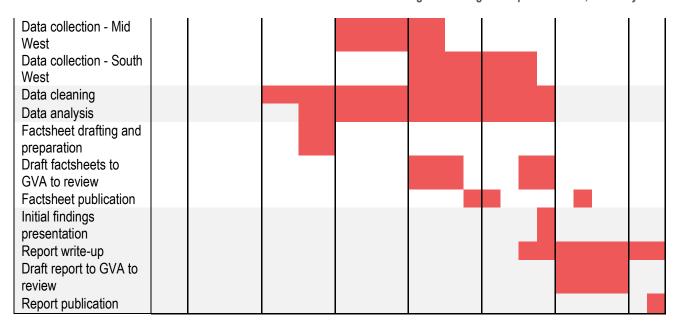
Consulted: *the person(s) who must be consulted when the task is implemented*

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

7.2. Resources: HR, Logistic and Financial

Funding from the Directorate-General for European Civil Protection and Humanitarian Aid Operations (ECHO) will provide support for operations. This will cover Country-level assessment coordination, assessment staff, logistic/ security staff, technical equipment, field accommodation and vehicle rental. REACH will leverage existing assets and concurrent operations to provide other necessary staff and support equipment. Participating partner agencies will provide support in research design and validation, and existing staff support for data collection in areas of operation.

7.3. Work plan

Task	Feb		Mar				Apr				May				Jun				Jul				Aug				Sep	
	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2
TOR/methodology design TOR/methodology review TOR/methodology validation	■	■																										
Tool design Tool review Tool validation			■	■	■																							
Partner identification Training Logistics - cars, travel, accommodation						■																						
Data collection - Pilot Data collection - West Nile							■	■	■	■	■	■	■															

Data collection - Mid West					■	■			
Data collection - South West						■	■		
Data cleaning			■	■	■	■			
Data analysis				■	■	■	■		
Factsheet drafting and preparation				■					
Draft factsheets to GVA to review					■		■		
Factsheet publication						■		■	
Initial findings presentation									
Report write-up							■	■	■
Draft report to GVA to review								■	
Report publication									■

8. Risks & Assumptions

Table 5: List of risks and mitigating action

Risk	*Mitigation Measure*
Assessment locations inaccessible due to distance from partner offices and locations, rendering primary data collection difficult for other organizations to assist in.	Flexible work plan to allow movement of assessment alternative locations should logistical concerns necessitate switching; REACH to support collection in areas further from humanitarian response when possible.
Randomly selected sample of households generate non-responses	Ensure overall sample contains a 10% buffer, with the aim to survey 10% more respondents than needed to reach the target sample size.
Interviewees are unwilling to participate in the assessment	Survey questions will respect humanitarian protection guidelines and respondents will be approached in a courteous and respectful manner, while emphasising the importance of the information gathered. If households remain unwilling to participate, enumerators will be instructed to move on to other households

9. Monitoring and Evaluation

See table in annex 4.

10. Documentation Plan

- Terms of reference
- Indicator list
- Data analysis plan
- Data collection tools

- Raw dataset and cleaning log
- Clean datasets
- Presentation of findings
- Summary report synthesising all findings once the exercise has been completed

11. Annexes

1. Data Management Plan
2. Questionnaire(s) / Tool(s)
3. Dissemination Matrix

Annex 1: Data Management Plan

Administrative Data	
Project Name	MSNA – Uganda refugee response
Project Code	25DCX
Donor	ECHO
Project partners	UNHCR, refugee response partners
Project Description	Representatively sampled assessment of host communities and refugees across all refugee settlements and refugee hosting districts in Uganda
Project Data Contacts	Rebecka Rydberg, REACH Senior Assessment Officer Rebecka.rydberg@reach-initiative.org Seth Caldwell, REACH Senior GIS Officer Seth.caldwell@reach-initiative.org
DMP Version	Draft v1
Related Policies	None
Data Collection	
What data will you collect or create?	Secondary and primary (qual, quant)
How will the data be collected or created?	Quantitative data to be collected through ODK and stored on REACH's UNHCR KoBo server in order to ensure data is protected in accordance with REACH and UNHCR's global agreement Data will be shared in Word and Excel formats for ease of use by partners.
Documentation and Metadata	

What documentation and metadata will accompany the data?	**Value change log.** Documents changes to the dataset in order to track all the amendments made to the data values.
	Data cleaning log. Documents data cleaning process i.e. checking for inconsistencies, running logical checks, renaming variables, dropping variables if need be, generating new variables, merging or appending datasets if need be.
	Analysis log Documents the analysis through a reproducible R script. This log will make it possible to replicate the analyses command for other projects too.
	Data dictionary (for an actual dataset, this object highly connected with "Tool" sheet) – should contain information on data types and metadata for each variable. Usually represented in a structured format with the next fields:
	• Variable ID
	• Variable Name
	• Section
	• Data Type (e. g.):
	   o Integer
	   o Numeric
	   o Logical (TRUE/FALSE)
	   o Text
	   o Date
	   o Time
	   o DateTime
	• Semantic Data Type (e. g.):
	   o Single Choice
	   o Multiple Choice
	   o Id
	   o Geopoint
	• Technical Data Type (e. g.):
	   o Auto fill
	   o Calculated

	o User Input • Reference Field – in case we have related variables, for example one variable with concatenated multiple choices and set of binary responses for each choice, or variable that triggers another answer (like "yes" → reason or "Other" → Specify), this field should contain reference to the primary variable (id). **Codebook-** A document that describes data content- values, type of variables, missing values.
Ethics and Legal Compliance	
How will you manage any ethical issues?	**Consent** - All respondents will be asked for their consent prior to the interviews. **Anonymization** - all personally identifiable information (PII) will be removed or anonymised from shared datasets
How will you manage copyright and Intellectual Property Rights (IPR) issues?	NA. IMPACT/ REACH will own the data and it will be made public
Storage and Backup	
How will the data be stored and backed up during the research?	All digital data will be uploaded to UNHCR's KoBo server under IMPACT's global account and stored in the Uganda folder of the South Sudan Dropbox on a daily basis and backed up weekly to NAS in Juba
How will you manage access and security?	Only senior team will have direct access to data; access by others team members will be closely controlled and on an a needed basis only
Selection and Preservation	
Which data should be retained, shared, and/or preserved?	All digitized will be retained in password protected, limited access files on Dropbox; only anonymized data will be shared
What is the long-term preservation plan for the dataset?	Archived in South Sudan Dropbox and NAS – to be transferred to UGA Dropbox/ server once established
Data Sharing	
How will you share the data?	Data will be uploaded to REACH Resource Centre, Ugandarefugees.org, shared through UNHCR, and disseminated to the local partners by REACH
Are any restrictions on data sharing required?	Personally identifying information must be removed from the data set prior to sharing
Responsibilities	
Who will be responsible for data management?	GIS Intern

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: Questionnaire(s) / Tool(s)

Annex 3: Dissemination Matrix

Dissemination Channel	Comments
UNHCR - Kampala	Sharing of products, presentation
ISWG	Sharing of products, presentation
IACM	Sharing of products, presentation
IMWG technical assessment subgroup	Sharing of anonymized dataset
Resource Centre	Upload all products to the resource centre
Ugandarefugees.org	Upload all products to the website