

# Research Terms of Reference

## Multi-Sector Needs Assessment (MSNA)

UGA2404

UGANDA

July 2024

Version 1

**REACH** Informing  
more effective  
humanitarian action

## 1. Executive Summary

A. General information			
<b>Country of intervention</b>	Uganda		
<b>Type of Emergency</b>	<input type="checkbox"/> Natural disaster	<input type="checkbox"/> Conflict	<input type="checkbox"/> Other ( <i>specify</i> )
<b>Type of Crisis</b>	<input type="checkbox"/> Sudden onset	<input type="checkbox"/> Slow onset	<input checked="" type="checkbox"/> Protracted
<b>Mandating Body/ Agency</b>	UNHCR		
<b>IMPACT Project Code</b>	25AMI & 25BDR		
<b>Overall Research Timeframe</b>	01/04/2024 to 31/03/2025		
<b>Research Timeframe</b>	1. Data Analysis Plan (DAP) sent for validation: 27/06/2024	7. LSG framework sent for validation: 21/10/2024	
	2. Pilot/training: 09/07/2024	8. Preliminary presentation/Joint analysis workshop (JAW): 28/10/2024	
	3. Start data collection: 20/07/2024	9. MSNI analysis sent for validation: 21/10/2024	
	4. Data collected: 06/10/2024	10. Bulletin sent for validation: 18/11/2024	
	5. Clean dataset sent for validation: 07/10/2024	11. Bulletin published: 2/12/2024	
	6. Data analysis sent for validation: 21/10/2024	12. Other (specify): _/_/_----	
<b>Humanitarian milestones</b>	<b>Milestone</b>		<b>Deadline</b>
	<input checked="" type="checkbox"/>	Donor plan/strategy	2026 UCRRP
	<input checked="" type="checkbox"/>	Inter-sectorplan/strategy	2026 UCRRP
	<input type="checkbox"/>	PiN calculation / HNO	_/_/_----
	<input type="checkbox"/>	IPC (Integrated food security Phase Classification)	_/_/_----
	<input checked="" type="checkbox"/>	Cluster plan/strategy	2026 UCRRP
	<input type="checkbox"/>	NGO platform plan/strategy	_/_/_----
<input type="checkbox"/>	Other (Specify):	_/_/_----	

<b>Audience Type &amp; Dissemination</b>	<b>Audience type</b>		<b>Dissemination</b>	
	<input checked="" type="checkbox"/> Strategic <input checked="" type="checkbox"/> Programmatic <input type="checkbox"/> Operational <input type="checkbox"/> [Other, Specify]		<input checked="" type="checkbox"/> General Product Mailing (e.g. mail to NGO consortium; HCT participants; Donors) <input checked="" type="checkbox"/> Cluster Mailing (Education, Shelter and WASH) and presentation of findings at next cluster meeting <input checked="" type="checkbox"/> Presentation of findings at sector, inter-sector and Assessment Technical Working Group-level <input checked="" type="checkbox"/> Website Dissemination (Relief Web & REACH Resource Centre) <input checked="" type="checkbox"/> Joint validation workshops with sectors	
<b>Detailed dissemination plan required</b>	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>General Objective</b>	The main objective of this MSNA is to provide a comprehensive overview of the multi-sectoral needs and humanitarian conditions in all 13 formal refugee settlements and respective host communities within a 15km radius of each settlement across Uganda, and divisions in Kampala with high refugee concentrations. The findings of this assessment will serve to enhance current refugee response plans, and feed into the Uganda 2026-2029 RRP.			
<b>Specific Objective(s)</b>	<ul style="list-style-type: none"> <li>• Conduct a thorough inter-sectoral analysis to assess the magnitude and severity of humanitarian needs and conditions among refugee and host community households across all 13 formal refugee settlements across the country and divisions with high concentrations of refugees in Kampala.</li> <li>• Identify variations in humanitarian needs across different areas of study, population groups, and household vulnerability profiles.</li> <li>• Compare key findings of the 2024 MSNA with the Vulnerability and Essential Needs Assessment (VENA) (2019) and 2018 MSNA.</li> <li>• Offer insights into inter-sectoral needs to inform prioritization of refugee response efforts and strategic planning.</li> </ul>			
<b>Research Questions</b>	<p>What is the nature of multi-sectoral humanitarian needs in Uganda?</p> <ul style="list-style-type: none"> <li>• What is the magnitude, scope, and severity of humanitarian needs in specific sectors such as shelter, education, food security, health, livelihood, protection, AAP (accountability to affected populations) and WASH (Water, Sanitation, and Hygiene) in Uganda?</li> <li>• To what extent do households have cross-cutting needs that span multiple sectors, and which overlapping needs are the most prevalent?</li> </ul> <p>How do the findings vary across geographic areas (regions, settlements, urban areas), population groups (refugees, host communities, urban refugees), and the vulnerability profiles of households, including factors including but not limited to age, gender, disability, and length of stay?</p>			
<b>Geographic Coverage</b>	All 13 formal refugee settlements (Nakivale, Oruchinga, Kyaka II, Kyrandongo, Imvepi, Lobule, Rwamwanja, Palabek, Kyangwali, Adjumani, Bidibidi, Rhino Camp, Palorinya) and their respective 13 surrounding host communities (within a 15km buffer around the refugee settlements), and four divisions of high refugee concentrations in Kampala.			

<b>Secondary data sources</b>	<p>Sources that will inform tool design and triangulation of findings:</p> <ul style="list-style-type: none"> <li>• <a href="#">Vulnerability and Essential Needs Assessment</a> (2020) REACH</li> <li>• <a href="#">Multi-Sectoral Needs Assessment</a> (2018), REACH</li> </ul> <p>Sources that will inform research design include:</p> <ul style="list-style-type: none"> <li>• <a href="#">Food Security and Nutrition Assessment (FSNA) in Uganda</a>, (2023) UNHCR, Gov Uganda, UNICEF</li> <li>• <a href="#">Uganda Humanitarian Situation Report</a> (2024) UNICEF</li> </ul> <p>Sources that will inform on the contextual background in Uganda include:</p> <ul style="list-style-type: none"> <li>• <a href="#">The Realities of Self-Reliance within the Ugandan Refugee Context</a> (2023) REACH</li> <li>• <a href="#">Refugee Access to Livelihoods and HLP in Uganda</a> (2019) REACH</li> <li>• <a href="#">Uganda Refugee Operation – Participatory Assessment</a> (2021), REACH</li> <li>• <a href="#">Uganda Country Strategic Plan 2018-2025, Annual country report</a> (2023) WFP</li> <li>• <a href="#">Uganda Refugee Response Plan, WASH dashboard</a>, UNHCR, (2023) Govt. Uganda</li> <li>• <a href="#">Uganda Refugee Response Plan, Food security dashboard</a>, (2023) Govt. Uganda</li> <li>• <a href="#">Uganda multi-hazard graphic, DRR platform</a> (2024) IOM</li> <li>• <a href="#">Uganda population dashboard: Overview of refugees and asylum seekers in Uganda</a> (2024) UNHCR</li> </ul>
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**B. Sampling**

<b>Population groups</b>	<input type="checkbox"/>	IDPs in camp	<input type="checkbox"/>	IDPs in informal sites
	<input type="checkbox"/>	IDPs in host communities	<input type="checkbox"/>	IDPs [Other, Specify]
	<input checked="" type="checkbox"/>	Refugees in settlements	<input type="checkbox"/>	Refugees in informal sites
	<input type="checkbox"/>	Refugees in host communities	<input checked="" type="checkbox"/>	Refugees in urban areas
	<input checked="" type="checkbox"/>	Host communities	<input type="checkbox"/>	[Other, Specify]
<b>Structured questionnaire (Quantitative)</b>	<input checked="" type="checkbox"/>	Probability sampling	<input type="checkbox"/>	Non - Probability sampling
<b>Data collection level:</b>	<input checked="" type="checkbox"/>	Individual	<input checked="" type="checkbox"/>	Household
	<input checked="" type="checkbox"/>	Settlement	<input type="checkbox"/>	Other (specify): _ _ _ _ _

**If probability sampling**

**Sampling method:**     Random sampling     Cluster sampling

The sampling is stratified:     Yes     No

If yes what are the stratifications:

- ° Geographic: Refugee settlements, their respective refugee-hosting districts (15km radius from settlement borders), and divisions with high refugee concentrations (in Kampala)
- ° Population groups: Refugees residing in settlements, urban refugees, and host community

° Other:\_\_\_\_\_

What is the Primary Sampling Unit (PSU): Households residing in refugee settlements and four divisions in Kampala with high refugee concentrations, as well as host community households living within a band of 15km radius from the settlement borders.

**Sampling frame:**

Do you have the population number at PSU level for **all** population groups?     Yes     No

**Selection:**

Probability Proportional to Size (PPS) :             Yes     No

Selection of PSUs with replacement? :             Yes     No

**Aimed precision at stratification level:**

95% level of confidence

5% margin of error

Buffer: 10%

Total sample size: (Target #): 11,758

**Resampling:**

Do you have a reserve list of PSUs / households in case of inaccessible area ?     Yes     No

**Data collection method:**             Face to face  Remote data collection

**If non-probability sampling**

**Sampling method:**             Quota sampling             Purposive             Snowballing

The sampling is stratified:             Yes     No

If yes what are the stratifications:

° Geographic: settlements/Kampala

° Population groups: Refugees and Host Communities

**Data collection method**     Face to face             Remote data collection

**Semi-structured questionnaire (Qualitative)**

Yes

No

**Semi-structured data collection tool(s) # 1**

**Sampling method:**

Purposive

Snowballing

**Data collection method**

Key informant interview (Target #): 51

Individual interview (Target #):\_ \_ \_

Focus group discussion (Target #):\_ \_ \_



## 2. Rationale

### 2.1 Background

As per the UNHCR Operational Data Portal updated in April 2024, Uganda hosts 1.6 million refugees from neighboring countries, making it the country with the fourth largest number of refugees globally.<sup>1</sup> The majority of these refugees reside in refugee settlements in the South-West and West Nile regions of the country, and the majority originate from the Democratic Republic of Congo (DRC), and South Sudan.<sup>2</sup> Refugees live in 13 rural-based settlements designated by the Office of the Prime Minister (OPM), as well as in urban areas. The Ugandan government has an extensive track record of inclusive and welcoming policymaking towards refugees. Policies include unconditional access to a plot of land in a settlement of 30x30 meters for all households regardless of household size, the ability to register to live in Kampala, the capital, as well as inclusion into public service provisions such as healthcare and education.

REACH last conducted an MSNA in Uganda in 2018, and since then, the country has faced significant shifts within the humanitarian landscape, including a general decline in humanitarian funding, an increased emphasis on providing general food assistance, rising refugee numbers with notable influxes like Sudanese refugees in 2022, and the emergence of disease outbreaks such as COVID-19 and Ebola<sup>3</sup>. Against this backdrop, Uganda is undertaking another MSNA this year to reassess and address the evolving humanitarian landscape effectively. Additionally, in 2019, REACH, WFP, and UNHCR conducted a Vulnerability and Essential Needs Assessment (VENA), covering all 13 refugee settlements in Uganda, employing an analytical framework to understand the vulnerability needs of refugee households in Uganda. This year's MSNA aims to ensure comparability with the 2019 VENA, providing valuable insights into the changing humanitarian landscape and its effects on socio-economic vulnerability among refugees since then.

### 2.2 Intended impact

This assessments' findings aim to facilitate planning among key humanitarian stakeholders in collaboration with UNHCR. The collected data will also inform sectoral and cross-cutting working groups to ensure that stakeholders have the necessary evidence to effectively respond to the needs of refugee households and their neighbouring host communities living in Uganda. In particular, data will be used to inform strategic planning and prioritize key areas and subsets of the refugee population that are found to be the most vulnerable with the highest level of needs. Building on the framework established by the 2019 VENA, this assessment seeks to maintain comparability and provide deeper insights into the current situation while supporting the transition towards durable solutions. Furthermore, Uganda has not undergone an MSNA since 2018, a period marked by significant humanitarian developments that may have exacerbated the vulnerability of refugees and neighbouring host communities. As a result, there is a heightened demand for comprehensive multi-sectoral data on refugee households.

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<sup>1</sup> [UNHCR, Uganda Operational Data Portal, April 2024](#)

<sup>2</sup> [UNHCR, Uganda Operational Data Portal, April 2024](#)

<sup>3</sup> [WFP, Uganda Annual Country Report, May 2022.](#)

## 3. Methodology

### 3.1 Methodology overview

The planned assessment will employ a mixed-methods approach. Regarding the quantitative component, six teams of two field officers, with each team consisting of circa 25 enumerators, will be collecting 11758 household surveys (in total) during eight to nine weeks in all 13 settlements across Uganda, and four divisions within Kampala containing a high concentration of refugees. They will do so by visiting selected households and going through the structured Kobo tool on their tablets/phones. The population of reference used for the calculating the sample sizes is the UNHCR updated Active Population count.<sup>4</sup> The research design phase involved consultations with various sectors (including WASH, Food Security Sector, Livelihoods, Shelter, AAP, Protection, Health, Education, the Cash Working Group, and Nutrition) on the design and inclusion of indicators, alongside extensive inputs from IMPACT field officers.

The qualitative component will consist of 6 Key Informant Interviews (KIIs), divided into 3 KIIs with Refugee Welfare Councils (RWC) for the refugee community, and 3 KIIs with Local Councils (LCs) for the host community per location. This will take place across all 13 settlements, their neighbouring host communities, as well as divisions with high concentrations of refugees in Kampala. In Kampala, KIIs will be conducted with Refugee Community Leaders and Local Councils, leading to a total of 24 KIIs in Kampala. All KIIs will take place in person, and two field officers will engage two days per location to interview these six key informants per location. There will be two separate tools, one directed towards RWCs, and one for LCs. There will also be another qualitative adolescents component, designed and conducted in collaboration with Plan International, consisting of FGDs with adolescents and their caregivers, for which details will be excluded from this ToR, and to be outlined in a separate Methodology Note. Results and outputs will be disseminated through the publishing of a publicly available report, as well as sectoral factsheets, MSNA/VENA bulletins, and presentations in relevant fora, such as the Assessment Technical Working Group (ATWG) and sector working group meetings.

Key definitions:

- **Settlements** in the Ugandan context are areas assigned for refugee settlement by the Government of Uganda. The 13 settlements are managed by the Office of the Prime Minister (OPM) with the support of UNHCR.
- **Refugees** are “people who have fled war, violence, conflict or persecution and have crossed an international border to find safety in another country”.<sup>5</sup>
- **Host communities**, for this assessment, does not refer to all host communities in the refugee-hosting districts covered. Instead, data collection will focus on the host communities that reside in sub-counties that border or overlap with the targeted refugee settlements, and who are at most 15 kilometers from the settlement.

### 3.2 Population of interest

The population of interest for the quantitative aspect is all refugee and host community households living in/near all 13 refugee settlements<sup>6</sup> and divisions with high refugee concentrations in Kampala, in order to create both a

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<sup>4</sup> Last updated 30 April 2024.

<sup>5</sup> [UNHCR Refugee Definition, March 2019](#)

<sup>6</sup> Adjumani, Bidibidi, Imvepi, Kiryandongo, Kyaka II, Kyangwali, Lobule, Nakivale, Oruchinga, Palabek, Palorinya, Rhino Camp, Rwamwanja.

generalized and settlement-level understanding of the wider refugee and host community population's sectoral needs. The quantitative component will target both refugees and host communities in all 14 locations (13 refugee settlements plus four divisions with high refugee concentrations within Kampala) listed under geographic coverage, and the sample will be calculated with a 95% confidence level, 5% margin of error, and a 10% buffer. The qualitative component will consist of a total of six Key Informant Interviews (KIIs) per location, divided into three interviews with Refugee Welfare Committees to speak on behalf of refugees, and three interviews with Local Councils to speak on behalf of host communities. Within Kampala, the locations consist of four divisions (Makindye, Rubaga, Central and Kawempe).

The objective of the MSNA is to assess the multi-sectoral needs and standard living gaps of refugee households and host community households living in Uganda. The unit of measurement for the quantitative component will be at the household level, while the qualitative component will be at settlement level. However, for some of the sections (e.g., health, education, protection) there may be additional questions asked at the individual level, reported by the respondent for each household member.

### **3.3 Secondary data review**

Sources that will inform tool design and triangulation of findings include:

- [Vulnerability and Essential Needs Assessment](#) (2020) REACH
- [Multi-Sectoral Needs Assessment](#) (2018) REACH

Sources that will inform research design include:

- [Food Security and Nutrition Assessment \(FSNA\) in Uganda](#), (2023) UNHCR, Gov Uganda, UNICEF
- [Uganda Humanitarian Situation Report](#) (2024) UNICEF

Sources that will inform on the contextual background in Uganda include:

- [The Realities of Self-Reliance within the Ugandan Refugee Context](#) (2023) REACH
- [Refugee Access to Livelihoods and HLP in Uganda](#) (2019) REACH
- [Uganda Refugee Operation – Participatory Assessment](#) (2021) REACH
- [Uganda Country Strategic Plan 2018-2025, Annual country report](#) (2023) WFP
- [Uganda Refugee Response Plan, WASH dashboard](#), UNHCR, (2023) Govt. Uganda
- [Uganda Refugee Response Plan, Food security dashboard](#), (2023) Govt. Uganda
- [Uganda multi-hazard graphic, DRR platform](#) (2024) IOM
- [Uganda population dashboard: Overview of refugees and asylum seekers in Uganda](#) (2024) UNHCR

### **3.4 Primary Data Collection**

#### Quantitative Component

Sampling targets are set separately for refugees and host communities in each location. Prior to commencing data collection, authorization will be sought from OPM to conduct activities in the field. Data collection will be conducted by enumerators hired in the field from the IMPACT enumerator database. The field team, trained prior to departure to the field by the assessment team, will train the enumerators on location ahead of data collection. Data will be collected using KoBo. Enumerators will be provided with phones and tablets to do the data collection. Data will be cleaned and analyzed using R. Six teams of two field officers, and circa 25 locally recruited enumerators for each team will be collecting (11,758) household surveys during 8-9 weeks in and around all 13 refugee settlements across Uganda, as well as in Kampala. In Kampala, urban refugees and host communities are sampled from areas with a high concentration of refugees within the Kawempe, Makindye,



Central, and Rubaga divisions of the city using data gathered from UNHCR/OPM population statistics, alongside inputs from sectoral experts. This is presented in the below stratification table:

**Table 1: Stratification per location type, population type, and the amount.**

Location Type	Population Type	Number of locations visited
Refugee Settlements	Rural Refugee Community	13
15 km buffer surrounding the respective refugee settlements	Host Community	13
Divisions within Kampala (Makindye, Central, Rubaga, Kawempe)	Urban Refugees	4
	Urban Host Community	4

Stratified random sampling will be used to sample both refugee and host community households in refugee settlements, refugee-hosting districts, and four divisions with high refugee concentrations in Kampala based on a confidence interval of 95% and margin of error of 5% to allow for statistical representativeness across the two population groups, and per location (refugee settlements, refugee hosting districts, and urban divisions). A 10% buffer will be used to account for potential risks in the tracking of data collection, or the deletion of surveys in order to maintain data saturation. The sample sizes will be determined using the most recent UNHCR/OPM population statistics. Based on the calculated samples for each strata, GPS points will be randomly generated ensuring that all the households have a close as equal chance of being targeted for the survey. Households will be selected through the random selection of geopoints using GIS by the GIS officer.

**Table 2: Final sampling targets for the quantitative component, per region, district, location, and groups targeted.**

Region	District	Location	Groups targeted	Final Sampling Targets (inc. buffer)
West Nile	Adjumani	Adjumani	Refugees	423
			Host communities	423
West Nile	Yumbe	Bidibidi	Refugees	423
			Host communities	423
West Nile	Terego	Imvepi	Refugees	421
			Host communities	422
South-west	Kiryandongo	Kiryandongo	Refugees	422
			Host communities	421
South-west	Kyegegwa	Kyaka II	Refugees	423
			Host communities	422
South-west	Kikuube	Kyangwali	Refugees	423
			Host communities	423
West Nile	Koboko	Lobule	Refugees	399
			Host communities	420
South-west	Isingiro	Nakivale	Refugees	423
			Host communities	423
South-west	Isingiro	Oruchinga	Refugees	404
			Host communities	423
West Nile	Lamwo	Palabek	Refugees	422

			Host communities	417
West Nile	Obongi	Palorinya	Refugees	423
			Host communities	402
West Nile	Madi Okollo	Rhino Camp	Refugees	423
			Host communities	421
South-west	Kamwenge	Rwamwanja	Refugees	422
			Host communities	421
Kampala	Kampala	Kampala - Makindye	Refugees	202
			Host community	140
		Kampala - Rubaga	Refugees	87
			Host community	136
		Kampala - Central	Refugees	117
			Host community	27
		Kampala- Kawempe	Refugees	17
			Host community	120
			<b>Total</b>	<b>11758</b>

Enumerators will be trained in person by the field team prior to data collection by trained Field Officers. Two days of training will take place per location, so that the tools as well as the assessment background can be covered in-depth. From the start of data collection, all submitted data will be closely monitored on a daily basis. Every night, a data monitoring script will run on the data, checking for the following:

- Performance against sampled targets
- Verification of GPS points relative to their sample points
- Number of surveys per enumerator
- Time lapsed per survey
- Time lapsed between surveys
- Logical errors or inconsistencies in answer options which were not built-into the tool

A tracker as well as a cleaning log will be produced and shared with the assessment and field teams every morning. The cleaning log will also illustrate the surveys that will or may be deleted, for example as a result of incorrect GPS points or short duration. A summary of the issues and performance against targets will be created by the assessment team and shared with the field officers, who will provide answers for each issue, to be logged in the data cleaning log for daily inspection by the data and assessment teams. These summaries will be used by the field team to brief the enumerators before data collection every morning. The most common logical errors will be discussed in those briefings. Additionally, the data monitoring will flag any enumerators that are not collecting according to schedule, submitted surveys that are suspiciously short, or made a large amount of logical errors. The field team will follow-up with these enumerators in particular to make sure these issues are resolved for the continuation of data collection. Any issues which result in the need for potential deletion of surveys will be discussed between the field, data, and assessment teams, and duly logged in the deletion log and tracker.

### Qualitative Component

In order to address certain limitations regarding the MSNA being directed only at adult members of the household, this MSNA will encompass a qualitative element centred on adolescents' needs across key humanitarian sectors (protection, education, health, MHPSS and livelihood). This module, in coordination with Plan International, will aim to offer a more comprehensive insight into the needs and priorities concerning refugee and host communities' adolescents. The intended impact of this module is to supplement the MSNA's

understanding of adolescents' needs within refugee settlements and host communities surrounding refugee settlements, as well as neighbourhoods with a high concentration of refugee households in Kampala, in Uganda. By incorporating a qualitative element focused specifically on adolescents' needs across key sectors, this module seeks to provide a more thorough understanding of the needs and priorities affecting adolescents in both refugee settlements and host communities. Through this addition, the module aims to ensure that the voices of refugee and host community adolescents are not only heard but also valued, empowering them to actively participate in shaping policies and interventions that directly impact their lives. Ultimately, the goal is to improve the overall well-being and quality of life for refugee and host community adolescents by recognizing their agency and perspectives within the broader humanitarian context in Uganda. More information on this module can be found [here](#).

#### Method:

In order to gain a better understanding of the challenges faced by the refugee population, non-probability sampling methods will be employed to conduct a total of six Key Informant Interviews with three Refugee Welfare Councils (RWC) and three Local Councils (LC) in and around each of the 13 settlements. The unit of measurement for these KIIs are two-fold: interviews with RWCs will be aimed towards refugees, while interviews with LCs will be aimed towards the host community. In Kampala, Key Informant Interviews will be conducted with three Local Councils and three Refugee Community Leaders leading a total of 24 Key Informant Interviews across Kampala. During and after the completion of the quantitative component, two field officers will engage two days per location to interview these six key informants. Contingency plans in the case of not hitting the qualitative targets take the form of snowballing, to identify other leaders of the community who are in a position to speak on their opinions about the refugee experience.

#### Sampling:

**Table 3: Final sampling targets for the qualitative component, per region, district, location, and groups targeted.**

Region	District	Location	Type of KII	Unit of Measurement	Final targets KII
West Nile	Adjumani	Adjumani	Refugee Welfare Councils	Refugees	3
			Local Councils	Host Community	3
West Nile	Yumbe	Bidibidi	Refugee Welfare Councils	Refugees	3
			Local Councils	Host Community	3
West Nile	Terego	Imvepi	Refugee Welfare Councils	Refugees	3
			Local Councils	Host Community	3
South-west	Kiryandongo	Kiryandongo	Refugee Welfare Councils	Refugees	3
			Local Councils	Host Community	3
South-west	Kyegegwa	Kyaka II	Refugee Welfare Councils	Refugees	3
			Local Councils	Host Community	3
South-west	Kikuube	Kyangwali	Refugee Welfare Councils	Refugees	3
			Local Councils	Host Community	3
West Nile	Koboko	Lobule	Refugee Welfare Councils	Refugees	3
			Local Councils	Host Community	3
South-west	Isingiro	Nakivale	Refugee Welfare Councils	Refugees	3
			Local Councils	Host Community	3
South-west	Isingiro	Oruchinga	Refugee Welfare Councils	Refugees	3
			Local Councils	Host Community	3
West Nile	Lamwo		Refugee Welfare Councils	Refugees	3

		Palabek	Local Councils	Host Community	3
West Nile	Obongi	Palorinya	Refugee Welfare Councils	Refugees	3
			Local Councils	Host Community	3
West Nile	Madi Okollo	Rhino Camp	Refugee Welfare Councils	Refugees	3
			Local Councils	Host Community	3
South-west	Kamwenge	Rwamwanja	Refugee Welfare Councils	Refugees	3
			Local Councils	Host Community	3
Kampala	Kampala	Kampala – Central Division	Refugee Community Leaders	Refugees	3
			Local Councils	Host Community	3
		Kampala – Rubaga Division	Refugee Community Leaders	Refugees	3
			Local Councils	Host Community	3
		Kampala – Makindye Division	Refugee Community Leaders	Refugees	3
			Local Councils	Host Community	3
		Kampala – Kawempe Division	Refugee Community Leaders	Refugees	3
			Local Councils	Host Community	3
<b>Total</b>					<b>102</b>

### 3.5 Data Processing & Analysis

**Data Cleaning:** Uganda’s data cleaning SOPs will be updated prior to the start of data collection on the basis of lessons learned in previous assessments, while adhering to the Minimum Standard Data Cleaning Checklist developed by IMPACT HQ, to guide data checking, cleaning, and consolidation processes, as well as indicator-specific parameters. Data cleaning will be carried out by the database officer on a daily basis. The dataset will be verified through manual data checks and data cleaning through an R-based cleaning script, particularly during the initial days of data collection.

The Assessment Officer will hold daily morning or evening briefings with the field officers to review data collection procedures and flag any issues from spot checks and data cleaning checks, which will then be passed onto the enumerator teams by the field officers. Any data that is deemed inconsistent will be highlighted and shared with the relevant enumerators for clarification. All changes will be logged by the Data Officer or Assessment officer, and all issues raised during data collection will be addressed during the concurrent data cleaning phase and recorded in a log that enables retracing of cleaning steps.

**Data Analysis:** Prior to analysis, a framework will be developed and agreed upon with all sectoral partners, to identify the priority indicators to be cleaned and analyzed. The clean dataset will be created, validated, and shared, from which the preliminary analysis file and results tables will be created, validated, and shared. The analysis will be carried out using R Studio software. During aggregation, the smallest parameters of representation will be held (95%-5%).

For the qualitative component, interviews will be recorded provided that consent to record is given. Recordings will be used by staff to transcribe immediately after the data collection takes place. For the duration that recordings are saved, they will be stored offline in password protected files. Recordings will be deleted after the transcription is finalized. Informed consent will be gathered prior to the interviews. Additionally, IMPACT Minimum Standards for Qualitative Data processing will be followed; field teams will ensure that KIIs are transcribed in English as soon as possible after they have been conducted. They will then be typed and saved

into a protected central server (Teams SharePoint) at the end of each day. Data saturation grids will be used throughout data collection to track the progress and saturation of incoming KIIs. The saturation grids will inform the consistency in collected data, and the potential need for follow-ups or additional data collection. The KIIs and FGDs will be analyzed in MAXQDA. The transcripts will be uploaded to the software and coded on common themes. The coding system will be exported as a data saturation grid to highlight the key themes, areas of consensus, and areas of disagreement. Data saturation grids will be developed separately for both the KIIs and FGD data but the information from both will complement each other in the writeup.

## 4. Key ethical considerations and related risks

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

<b>The proposed research design...</b>	<b>Yes/ No</b>	<b>Details if no (including mitigation)</b>
... Has been coordinated with relevant stakeholders to <b>avoid unnecessary duplication</b> of data collection efforts?	Yes	
... <b>Respects respondents, their rights and dignity</b> ( <i>specifically by: seeking informed consent, designing length of survey/ discussion while being considerate of participants' time, ensuring accurate reporting of information provided</i> )?	Yes	
... Does not <b>expose data collectors to any risks as a direct result</b> of participation in data collection?	Yes	
... Does not <b>expose respondents / their communities to any risks as a direct result</b> of participation in data collection?	Yes	
... Does not involve <b>collecting information on specific topics which may be stressful and/or re-traumatizing</b> for research participants (both respondents and data collectors)?	No	Some questions, though formulated to be as respondent friendly as reasonably possible, have the potential for triggering emotional responses from respondents given that the MSNA will cover issues pertaining to scarcity of basic needs or access thereof. Field Officers will train enumerators to explain to respondents that they are able to take a break, skip questions, or discontinue the interview altogether. The tool will also include the contact number for the UNHCR Protection Desk.
... Does not involve <b>data collection with minors</b> i.e. anyone less than 18 years old?	No	Child protection component undertaken in collaboration with Plan International, who have a high level of expertise and experience working with minors. The methodology for his separate component can be found on the IMPACT Resource Centre once validated and published.

... Does not involve <b>data collection with other vulnerable groups</b> e.g. persons with disabilities, victims/ survivors of protection incidents, etc.?	No	As sampling is random, respondents will not be screened for such characteristics. For the qualitative module with adolescents in collaboration with Plan International, please see the separate Methodology Note on the Resource Centre (forthcoming).
... Follows IMPACT SOPs for management of <b>personally identifiable information</b> ?	Yes	

## 5. Roles and responsibilities

**Table 3: Description of roles and responsibilities**

<b>Task Description</b>	<b>Responsible</b>	<b>Accountable</b>	<b>Consulted</b>	<b>Informed</b>
<i>Research design</i>	AO	AO	Sectoral Working groups, ATWG, UNHCR, CC, Field staff, HQ, RM	UNHCR, HQ
<i>Supervising data collection</i>	AO/Field Staff	AO	RM, SGISO, SDO, Field Coordinator,	CC
<i>Data processing (checking, cleaning)</i>	AO/SGISO/SDO/Field Staff	AO	RM/HQ	
<i>Data analysis</i>	AO/SGISO/SDO	AO	RM/HQ	HQ
<i>Output production</i>	AO	AO	RM/CC	HQ
<i>Dissemination</i>	AO	AO	RM/CC	HQ
<i>Monitoring &amp; Evaluation</i>	AO	AO	RM/CC	HQ
<i>Lessons learned</i>	AO	AO	RM/CC/HQ	Mission-level

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

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

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

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

## 6. Data Analysis Plan

Attached as a separate document, found [here](#).

## 7. Annex : Modification to the core indicator

Indicator number	Indicator	Question	Please explain what modifications were made?	Justification for the change?	Change made in consultation with IMPACT HQ? If yes, who was consulted?
73	% children 5 to 18 y.o. who attended school or any early childhood education program at any time during the 2023-2024 school year	Did [child] attend school or any early childhood education program at any time during the 2023-2024 school year?	The age range for the below questions was changed from 5-18, to 3-18.	This was changed following in-country sector consultations, to align with Uganda schooling ages.	Yes, Marie-Amandine Grand is aware of this change.
75-79	% children 5 to 18 y.o. whose education was disrupted, by type of event	During the 2023 – 2024 school year, was [child] education disrupted by any of the following events: Natural hazards such as flood, cyclone, drought, wildfire or earthquake? Teacher's absence? School used as a shelter by displaced persons?	Same as above	Same as above	Same as above
80	% children 5 to 18 y.o. not attending school or any early childhood education program at any time during the 2023-2024 school year, by main reason	During the 2023-2024 school year, what was the main reason [child] did not access formal school?	Same as above	Same as above	Same as above