

Research Terms of Reference

Vulnerability and Essential Needs Assessment (VENA): Market Analysis

UGA 1902a

Uganda

September 2019

REACH Informing
more effective
humanitarian action

1. Executive Summary

Country of intervention	Uganda				
Type of Emergency	<input type="checkbox"/>	Natural disaster	<input checked="" type="checkbox"/>	Conflict	
Type of Crisis	<input type="checkbox"/>	Sudden onset	<input type="checkbox"/>	Slow onset	<input checked="" type="checkbox"/> Protracted
Mandating Body/ Agency	ECHO, UNHCR, WFP				
Project Code	25iAHM / 25iAKM				
Overall Research Timeframe (from research design to final outputs / M&E)	01/02/2019 to 01/02/2020				
Research Timeframe Add planned deadlines (for first cycle if more than 1)	1. Start collect data: 12/08/2019		5. Preliminary presentation: 15/11/2019		
	2. Data collected: 15/10/2019		6. Outputs sent for validation: 15/01/2020		
	3. Data analysed: 15/11/2019		7. Outputs published: 15/02/2020		
	4. Data sent for validation: 31/10/2019		8. Final presentation: 15/01/2020		
Number of assessments	<input checked="" type="checkbox"/>	Single assessment (one cycle)			
	<input type="checkbox"/>	Multi assessment (more than one cycle)			
Humanitarian milestones Specify what will the assessment inform and when e.g. The shelter cluster will use this data to draft its Revised Flash Appeal;	Milestone		Deadline		
	<input checked="" type="checkbox"/>	Donor plan/strategy	Early 2020		
	<input checked="" type="checkbox"/>	Inter-cluster plan/strategy	Early 2020		
	<input type="checkbox"/>	Cluster plan/strategy	_ _ / _ _ / _ _ _ _		
	<input type="checkbox"/>	NGO platform plan/strategy	_ _ / _ _ / _ _ _ _		
	<input type="checkbox"/>	Other (Specify):	_ _ / _ _ / _ _ _ _		
Audience Type & Dissemination Specify who will the assessment inform and how you will disseminate to inform the audience	Audience type		Dissemination		
	<input type="checkbox"/> Strategic		X General Product Mailing (e.g. mail to NGO consortium; HCT participants; Donors)		
	<input checked="" type="checkbox"/> Programmatic		X Cluster Mailing - CWG		
	<input type="checkbox"/> Operational		X Presentation of findings – CWG, cash consortiums		
	<input type="checkbox"/> [Other, Specify]		X Website Dissemination (Relief Web & REACH Resource Centre)		
			X Targeted donor briefings		

Detailed dissemination plan required	X	Yes	<input type="checkbox"/> No
General Objective	Within the framework of the Vulnerability and Essential Needs Assessment (VENA) ¹ in refugee settlement areas in Uganda which serves for establishing the protection and economic-related vulnerability profiling for actors to use for targeting assistance, the overall objective of the VENA market analysis is to assess market functionality and capacity and understand the potential for introduction of market-based assistance to meet essential needs from the market perspective. By doing so, the VENA market analysis aims to ensure the key standard of market analysis is being met so as to guide the work of humanitarian practitioners across sectors, strengthen response analysis and programme implementation, and finally, inform the overall humanitarian response in refugee settlement areas of Uganda.		
Specific Objective(s)	<ul style="list-style-type: none"> • To identify barriers (financial, social, physical) faced by refugees in accessing essential items² in the markets in a timely manner. • To understand availability (type, time, quantity and quality) of essential items across different seasons of the year and across markets. • To understand capacity of markets (existing and emerging new markets/traders) to supply essential items timely that meet current and increased demand of refugees in settlement areas. • To identify constraints and enabling environmental factors and actors in the market system in or near refugee settlements. • To inform strategic level decision-making on the most appropriate response options and transfer mechanisms based on an understanding of the market system. • Potential regional or country level comparison of results between settlements 		
Research Questions	<ol style="list-style-type: none"> 1. What are the barriers (financial, social, physical) refugees faced to access essential items in the markets in a timely manner? 2. What is the availability (type, time, quantity and quality) of essential items across different seasons of the year and across markets? 3. What is the capacity of markets to supply essential items in a timely manner that meet current and increased demand of refugees in each settlement areas? 4. What are the constraints in the market system? 5. What are the enabling environmental factors and actors in the market system? 6. What are the most appropriate response options and transfer mechanisms? 7. What are the differences and similarities of individual market systems between settlements? 		

¹ The VENA is jointly conducted by WFP, REACH and the UNHCR aiming to establish a common understanding of what needs are essential to the refugee population living in settlements in Uganda and the capacity levels of different types of households to meet these needs. Furthermore, the VENA seeks to determine who can fully cover these needs, who can do it partially, and who is unable to cover these needs, and understand why. Through these objectives, the VENA will aim to establish a framework for how refugees can be best assisted based on these factors.

² Essential items were identified through the Minimum Expenditure Basket (MEB) exercise (the list of items can be found below in the methodology section). Through the Cash Working Group in Uganda, a participatory process from 18 October 2018 to 20 January 2019 was conducted in order to develop the minimum expenditure basket (MEB) reference guidance version 0. The MEB guidance seeks to identify the minimum amount that an average refugee household requires to meet basic needs. The reference guidance abstract states that "it suggests continuing generating evidence and learnings from multipurpose cash grants implementation to cover basic needs and understanding much better the multi-dimensional aspects of vulnerability at household and individual level, integrating financial barriers and socio-economic analysis in future multi sectoral assessments and targeting efforts." Cash Based Interventions National Technical Working Group, "Minimum Expenditure Basket Reference Guidance," 20 January 2019.

Geographic Coverage	13 refugee settlements (18 small settlements in Adjumani district considered as one location) in 11 refugee settlement hosting districts			
Secondary data sources	Secondary Data Registry available upon request			
Population(s) <i>Select all that apply</i>	<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]
	X	Refugees in camp	<input type="checkbox"/>	Refugees in informal sites
	<input type="checkbox"/>	Refugees in host communities	<input type="checkbox"/>	Refugees [Other, Specify]
	<input type="checkbox"/>	Host communities	<input type="checkbox"/>	[Other, Specify]
Stratification <i>Select type(s) and enter number of strata</i>	X	Geographical #:13 settlements Population size per strata is known? X Yes <input type="checkbox"/> No	<input type="checkbox"/> Group #: Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> [Other Specify] #: __ Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No
Data collection tool(s)	X	Structured (Quantitative)	X	Semi-structured (Qualitative)
	Sampling method		Data collection method	
Structured data collection tool # 1 <i>Select sampling and data collection method and specify target # interviews</i>	X Purposive <input type="checkbox"/> Probability / Simple random <input type="checkbox"/> Probability / Stratified simple random <input type="checkbox"/> Probability / Cluster sampling <input type="checkbox"/> Probability / Stratified cluster sampling <input type="checkbox"/> [Other, Specify]		<input type="checkbox"/> Key informant interview (Target #):_____ <input type="checkbox"/> Group discussion (Target #):_____ <input type="checkbox"/> Household interview (Target #):_____ X Individual interview (Target #): at least 20 observations per food/non-food item <input type="checkbox"/> Direct observations (Target #):_____ <input type="checkbox"/> [Other, Specify] (Target #):_____ 	
Semi-structured data collection tool (s) # 1 <i>Select sampling and data collection method and specify target # interviews</i>	X Purposive <input type="checkbox"/> Snowballing <input type="checkbox"/> [Other, Specify]		X Key informant interview (Target #): 1 market chairperson per market (depends on how many markets in one area are surveyed based on item availability) <input type="checkbox"/> Individual interview (Target #):_____ <input type="checkbox"/> Focus group discussion (Target #):_____ <input type="checkbox"/> [Other, Specify] (Target #):_____ 	
Target level of precision if probability sampling	N/A			
Data management platform(s)	<input type="checkbox"/>	IMPACT	X	UNHCR Kobo server
	<input type="checkbox"/>	[Other, Specify]		
Expected output type(s)³	x	Situation overview #: 13 Hybrid factsheet situation overview (1 per settlement, with	X	Report #: 1
			<input type="checkbox"/>	Profile #: __

³ Other outputs to be determined with the Assessment Technical Working Group

		Adjumani counting as one settlement)			
	<input type="checkbox"/>	Presentation (Preliminary findings) #: _ _	<input type="checkbox"/>	Presentation (Final) #: _ _	<input type="checkbox"/> Factsheet #: _ _
	<input type="checkbox"/>	Interactive dashboard #: _	<input type="checkbox"/>	Webmap #: _ _	<input type="checkbox"/> Map #: _ _
	X	Other research outputs TBD with Assessment Technical Working Group (ATWG) and Cash Working Group (CWG)			
Access	X	Public (available on REACH resource center and other humanitarian platforms)			
	<input type="checkbox"/>	Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)			
Visibility Specify which logos should be on outputs	REACH				
	Donor: ECHO, WFP				
	Coordination Framework: N/A				
	Partners: WFP, UNHCR				

2. Rationale

2.1. Rationale

Uganda is one of the top refugee-hosting countries in the world, with a protracted refugee situation and ongoing influxes of refugees from neighboring countries. Due to the high numbers of refugees in Uganda (more than 1.2 refugees as of 31 March 2019)⁴, the range of origins, the varying lengths of displacement, the different exposure to protection risks and the different levels of income, households have varying degrees of vulnerability, and this impacts their capacities to meet their essential needs⁵. Because of these diverse vulnerabilities and capacities, there is a need for a humanitarian delivery system that allows the type and size of assistance to individual refugees and their households to be aligned with their protection and economic -related needs.

Some of these areas which were explored in some detail by the Vulnerability Study, the Joint Multi-Sector Needs Assessment, and the current Minimum Expenditure Basket (MEB) initiative⁶ has allowed a better understanding of the most acute needs. These efforts, the MEB in particular, have arisen due to the growing understanding that markets and refugees' access to goods play a vital role in the lives of refugees. Markets provide refugee populations with the goods needed to ensure survival and protect livelihoods in the immediate aftermath of a disaster and in the longer term. Market analysis is an integral part of the process of determining the method and mode of response during a humanitarian intervention. It is particularly important in ensuring "do no harm" interventions (Pelly et al., 2015). A lack of understanding of local markets may compromise the effectiveness of a programme and risk harming the local economy. There is thus, a crucial need to acquire a more holistic analysis of markets operating in and around refugee settlements in Uganda, where refugees access their necessary basic needs/items, in order to improve the assistance delivered in a way that benefits both refugees and the local markets.

⁴ <https://data2.unhcr.org/en/country/uga>

⁵ Based on the definition of the basic needs approach developed by the International Labour Organisation in 1976, essential needs refers to "Essential goods, utilities, services or resources required on a regular, seasonal, or exceptional basis by households for ensuring survival and minimum living standards, without resorting to negative coping mechanisms or compromising their health, dignity and essential livelihoods assets." The ILO report for the 1976 World Employment Conference defined basic needs in terms of food, clothing, housing, education, and public transportation. Employment was both a means and an end, and participation in decision making was also included. WFP, "Essential Needs Assessment, interim guidance note," July 2018.

In line with the Grand Bargain, a commitment established by major humanitarian donors during the 2016 World Humanitarian Summit, a joint assessment will increase coordination among humanitarian actors and contribute to facilitating harmonised interventions and constructive partnerships.

This joint market assessment conducted by REACH, WFP and UNHCR will aim to overcome the gaps in information on the market system within and nearby refugee settlements. It will assess market functionality and capacity and understand the potential for the introduction of market-based assistance to meet essential needs from the market perspective, in the hopes of improving the humanitarian refugee response in Uganda, particularly through cash-based interventions. The data collected will provide actors who would like to shift their programming to cash-based interventions the information to make appropriate decisions on the planning, design and implementation of their projects.

3. Methodology

3.1. Methodology overview

The joint assessment will be facilitated by REACH, WFP, and UNHCR through the Assessment Technical Working Group (ATWG) in Uganda. The full research cycle will be jointly coordinated from the drafting of the TOR, to the development of the research design, to the collection of data, and through the analysis phase. Through the ATWG, CWG, and other coordination mechanisms, important stakeholders will be consulted, including the refugee response leadership (UNHCR, OPM), partner organizations, donors, and national bodies (UBOS, CRRF).

The VENA market analysis relies on an understanding of multi-sector needs which clearly outlines the number of people who need basic goods, the quantity, quality and type of goods and services needed by different social and economic group of households, and when and over what period of time people need the goods and services. Although, this analysis indicates possible market-based interventions, it may also guide a mixed modality response. Therefore, the VENA market analysis beyond looking at the market system will also attempt to identify further market system issues, information gaps and questions that need deeper understanding and analysis in future short or medium term assessments.

The market analysis will involve an overall assessment of the market functionality and will specifically look at factors related to access, availability, capacity, seasonality, safety and security in the market. The different essential and prioritized needs, strength and vulnerabilities of the different groups of the refugees will be used to determine the scope of the analysis. The VENA market analysis exercise will be linked to the already ongoing- monthly price monitoring exercise initiative and with the monthly price index monitoring efforts of the Uganda Bureau of Statistics (UBOS). The findings will inform the MEB price monitoring exercise, identifying market information that needs continuous/regular monitoring along-side the price monitoring exercise.

The VENA market analysis will employ both primary and secondary data sources as well as combination of qualitative and quantitative data. Desk reviews of available market assessment reports were conducted to identify market information gaps and develop different tools to capture market information gaps. The quantitative tool will target traders in markets, whilst the qualitative tool will be a key informant interview conducted with the market chairman in each market.

To ensure the minimum requirement for each sector, the quantitative tool will assess commodities included in MEB items. There will be 20 observations collected for each item, or up to 20 as item availability allows. One trader could be assessed for more than one item (food or non-food), and up to 10 items.

Table 1: List of food items to be assessed

ITEM	ITEM NAME and SPECIFICATIONS	OBSERVED UNIT OF MEASUREMENT
1	Maize Flour	Cups

	<i>Sold loose– One Kilogram – Domestic –quality-milled- Quality Grade 1.</i>	
2	Beans – Dried – Nambale <i>Sold loose – Domestic – short</i>	<i>Cups</i>
3	Sorghum grain <i>Sold loose – Domestic</i>	<i>Cups</i>
4	Refined Oil <i>Sold loose- Vegetable oil – Domestic –sold in bottles of different quantities</i>	<i>litres</i> <i>500 ml bottles x 2 = 1 litre</i>
5	Cooking salt <i>Pre-Packed in a polythene bag –500 Grammes - white colour -Fine crystals – Bahari/Habari</i>	<i>Kilograms</i> <i>Two 500 g packets = 1 kg</i>
6	Whole Cassava-Fresh <i>Good Quality; Domestic-Intact (Unbroken) skin</i>	<i>heap</i>
7	Tilapia Smoked <i>Whole Fish --smoked- (300 – 400) Grammes</i>	<i>Pieces</i>
8	Leafy vegetable- Local Dodo-Fresh <i>Bundle (400 -700) Grammes – Domestic</i>	<i>Bundle</i>
9	Milk-fresh <i>Sold loose</i>	<i>Litres</i> <i>About 2 NICE scooping cups = 1 litres</i>
10	Laundry soap <i>Polythene paper- Domestic- bar/liquid/powder</i>	<i>Kilogram</i> <i>Check package for amount</i>
11	Regular sanitary pads <i>Polythene pack-7 pieces- with wings- Maxi blue- Always</i>	<i>Pack</i>
12	Re-usable sanitary pads <i>AFRIpads-SoSure-Polythene pack-2 pieces</i>	<i>Pack(s)</i>

13	Dry Cells <i>Packed in a pair- hard polythene seal- D-size</i>	1 pair = 1 piece
14	Disposable Torch <i>Sold loose-plastic material-</i>	Piece
15	Pencil <i>Sold loose-picfare-red with black strips-HB</i>	Piece
16	Exercise book <i>Sold loose-Domestic-</i>	Piece
17	Jerry can plastic <i>Sold loose-Clean- Domestic</i>	Piece
18	Plastic basin <i>domestic – Angel</i>	Piece
19	Blanket Cotton (Budget) <i>Sold loose- 50X75” –cotton -single bed-</i>	Piece
20	Sauce pan <i>Sold loose –Domestic – Sufuria</i>	Piece
21	Plastic Plate <i>Sold loose–Domestic– Angel</i>	Piece
22	Serving spoon <i>Sold loose–Domestic– stainless steel</i>	Piece
23	Plastic mug <i>Sold loose -Domestic –</i>	Piece
24	Mingle <i>Sold loose- wooden-made locally-</i>	Piece
25	Pangas <i>Sold loose-Stainless steel-with wooden handle-</i>	Piece
26	Hoe <i>Sold loose-Kyapa Nkoko- (with a picture of a cock)</i>	Piece
27	Steel roofing Nails <i>Sold loose</i>	Kg
28	Nylon rope <i>Sold loose – White in colour</i>	Meter(s)
29	Eucalyptus poles <i>Sold loose-not treated- diameter-medium size-6-8m long</i>	Meter(s)
30	Mud brick <i>Sold loose – made locally-not burnt About 7*10*20 cm</i>	Piece
31	Mud brick <i>Sold loose – made locally-burnt About 7*10*20 cm</i>	Piece
32	Grass thatch <i>Sold loose – common grass-dry-bundle of medium diameter size (40-50 centimetres)</i>	Piece (bundle)
33	Charcoal <i>Sold loose- Best quality</i>	Sack
34	Firewood <i>Sold loose-dried-common local wood type</i>	Bundle

The qualitative tool will assess one market chairman per market where the data collection takes place. The number will thus vary based on how many are needed to be covered due to the 20 observations required per item.

Pre-testing

A field test will be conducted before finalizing the questionnaire tool in Kiryandongo settlement and before the actual survey at the first day of the data collection in Bidibidi and Rhino Camp settlements.

Computer-Assisted Personal Interviews (CAPI) method is used to conduct a face-to-face data collection using a tablet or phone. Data will be uploaded daily to a Kobo server to enable remote monitoring of data quality. All teams will carry at least one back-up data collection device in case the device fails at any point.

3.2 Population of interest

Primary data will be collected from different actors including traders (refugees and hosts), producers, wholesalers, retailers, and other actors that are linked to different levels of the market.

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

Secondary Data Registry available upon request

3.4 Primary Data Collection**Method**

Data collection for the market analysis will take place simultaneously to the data collection of the household component of the VENA. As for the VENA, REACH and WFP will lead the primary data collection, with support from partners in each location. There will be five field teams (four led by REACH, one led by WFP) covering five locations simultaneously. Each team will consist of a combination of field assistant, field officer, and senior field officer positions. The teams of enumerators will consist of 2 hired enumerators by REACH as well as enumerators provided by partner organisations who have committed to dedicate a varying number of enumerators (depending on the location) to support the data collection. Prior to the start of data collection the enumerators will receive a one day training led by a REACH field staff or WFP field staff, reviewing the tools (both quantitative and qualitative), the data collection process, and other required logistics.

Sampling

For the market assessment, both structured and semi-structured interviews with traders and market chairpersons will be conducted. Enumerators will start interviewing market traders and one market chairperson (per market) based on a list of core markets in the settlement. The list of core markets was identified through extensive consultations with sector leads and the CWG. These markets were initially identified by WFP representing main markets in the settlements as well as markets nearby to settlements that refugees visit for items that are not able to be found in the settlement markets. Enumerators will select traders in the market and conduct the interviews with them. In order to give a substantive amount of information on each essential item, 20 observations per item was decided to be the required target. This means enumerators will interview traders until they reach the 20 observations for every item. If the 20 observations cannot be carried out in the selected markets due to their lack of availability, enumerators will move on to the next closest market accessed by refugees and continue expanding the scope until each item has been observed/assessed 20 times. In some scenarios due to seasonality or complete lack of item availability, the target of 20 observations may not be reached. In these cases, it will be noted in the key informant interview with the market chairperson.

The list of markets below notes the primary markets accessed by refugees in each settlement location. If the 20 observations per item cannot be reached using the list of markets below, the team will expand to other nearby markets.

Settlement	Markets selected	Settlement	Markets selected
Nakivale	1. Kityaza 2. New Congo 3. Rubondo	Palabek	1. Paludar-base camp 2. Palabek-Kal 3. Kitgum main market
Oruchinga	1. Kajaho market 2. Oruchinga town	Rhino camp	1. Ocea 2. Ofua 3 3. Kubala market
Rwamwanja	1. Katalyeba 2. Kyempango	Imvepi	1. Point J
Kyangwali	1. Kagoma 2. Kasonga 3. Maratatu	Bidibidi	1. Reception market 2. Yumbe main market 3. Koro market 4. Lodenga
Kyaka II	1. Bukere 2. Byabakora 3. Sweswe	Koboko/Lobule	1. Koboko main market 2. Lodonga market
Kiryandongo	1. Bweyale	Palorinya	1. Konyokonyo market 2. Moyo main market
Adjuman	1. Adjumani main market 2. Awindiri 3. Nyumanzi		

Quality Assurance

Quality of survey data is guaranteed by proper diligence at all stages of the survey. Details in the protocol related to efforts to ensure quality assurance during recruitment, sampling (e.g., efforts to ensure an updated sampling frame), training (e.g., field test), and field work (e.g., calibration of equipment, multi-agency supervision team, supervisor monitoring of performance) are noted in each respective section above.

In addition, a daily check of entered data will be conducted by the survey manager to assess completeness and consistency of data. Additional variables will be reviewed in Excel and SPSS. Teams, supervisors, and survey manager will meet nightly and communicate over Skype throughout data collection to review any issues observed during field work as well any issues identified in reviewing the data.

3.5. Data Processing & Analysis

As mentioned, survey forms will be submitted on a daily basis to UNHCR's Kobo server. Data checking will be centralized by two individuals – one reviewing data quality and one conducting spatial verification of survey locations. Errors will be entered into a checking log, which will be shared across the field teams for enumerator clarification and follow up. As each data collection is completed in each location, the checking logs will be finalized and the dataset will be prepared for cleaning.

Following data cleaning, analysis will be conducted using SPSS and R.

4. Roles and responsibilities

Table 3: Description of roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed
Research design	Senior Assessment Officer /Assessment Manager	Assessment Manager	HQ	Country Coordinator
Supervising data collection	Senior Operations Officer	Assessment Officer	Assessment Manager	Country Coordinator

Data processing (checking, cleaning)	Senior Field Officer/GIS Assistant	Assessment Officer	Assessment Manager	Country Coordinator
Data analysis	Assessment Officer	Assessment Manager	WFP/UNHCR	Country Coordinator
Output production	Assessment Officer /Senior Field Officer /GIS Assistant	Assessment Manager	WFP/UNHCR	Country Ccoordinator
Dissemination	Assessment Officer	Assessment Manager	WFP/UNHCR	Country Coordinatot
Monitoring & Evaluation	Assessment Officer	Assessment Manager	HQ	Country Coordinator
Lessons learned	Assessment Officer	Assessment Manager	HQ	Country Coordinator

Responsible: the person(s) who executes the task

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

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

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

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

5. Data Analysis Plan

Data analysis plan is available upon request

6. Data Management Plan

Detailed Data Management Plan is available upon request

6. Monitoring & Evaluation Plan

IMPACT Objective	External M&E Indicator	Internal M&E Indicator	Focal point	Tool	Will indicator be tracked?
Humanitarian stakeholders are accessing IMPACT products	Number of humanitarian organisations accessing IMPACT services/products Number of individuals accessing IMPACT services/products	# of downloads of x product from Resource Center	Country request to HQ	User_log	X Yes
		# of downloads of x product from Relief Web	Country request to HQ		X Yes
		# of downloads of x product from Country level platforms	Country team		X Yes
		# of page clicks on x product from REACH global newsletter	Country request to HQ		X Yes
		# of page clicks on x product from country newsletter, sendingBlue, bit.ly	Country team		X Yes
		# of visits to x webmap/x dashboard	Country request to HQ		X No
IMPACT activities contribute to better program implementation and coordination of the humanitarian response	Number of humanitarian organisations utilizing IMPACT services/products	# references in HPC documents (HNO, SRP, Flash appeals, Cluster/sector strategies)	Country team	Reference_log	2019-2020 RRP update; 2021-2023 RRP
		# references in single agency documents			WFP targeting strategy
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,	Perceived relevance of IMPACT country-programs	Country team	Usage_Feed back and Usage_Survey template	Usage surveys to be conducted with general partners, ATWG members, and donors.
		Perceived usefulness and influence of IMPACT outputs			
		Recommendations to strengthen IMPACT programs			
		Perceived capacity of IMPACT staff			
		Perceived quality of outputs/programs			

	cluster/agency strategic plans, etc.) directly informed by IMPACT products	Recommendations to strengthen IMPACT programs			
Humanitarian stakeholders are engaged in IMPACT programs throughout the research cycle	Number and/or percentage of humanitarian organizations directly contributing to IMPACT programs (<i>providing resources, participating to presentations, etc.</i>)	# of organisations providing resources (i.e.staff, vehicles, meeting space, budget, etc.) for activity implementation	Country team	Engagement_log	X Yes
		# of organisations/clusters inputting in research design and joint analysis			X Yes
		# of organisations/clusters attending briefings on findings;			X Yes