



THE PARISH DEVELOPMENT MODEL

Pillar 6: Parish Development Management

Information System (PDMIS)

TRAINING MANUAL

FOR THE COMMUNITY MODULE

July, 2023

Document Description

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Purpose	This Training Manual is a summary of activities, tasks, and responsibility centres planned to guide the collection of community data. It has been developed, cognizant of the mandates and role of various players at central and local government towards the implementation of the sixth Pillar of the PDM, therefore, it is important that their interventions are guided and harmonized.
Targeted Audience/Users	Ministry of Finance, Planning and Economic Development (MoFPED), Ministry of Information and Communications Technology & National Guidance (MoICT&NG), District/City/Municipal Councils, Lower Local Governments, Ministry of Local Government (MoLG), Office of the Prime Minister (OPM), Other Ministries, Departments and Agencies (MDAs), Uganda Bureau of Statistics (UBOS), Civil Society Organizations working in the LG and Development Partners
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Table of Contents

PART 1: INTRODUCTION.....	5
1.1 Overview of PDM	5
1.2 The PDMIS Objectives.....	7
1.3 Roles of Parish Data Collectors	7
1.4 Training and supervision of interviewers	8
1.5 Guides.....	8
PART 2: GENERAL INSTRUCTIONS	9
2.1 Conducting Interviews	9
2.2 Who are the Respondents?	9
2.3 Interviewing Techniques.....	9
2.3.1 Building Rapport with the Respondents.....	9
2.3.2 A good first impression	9
2.3.3 Always have a positive approach	9
2.4 Approaching the community	10
2.4.1 Informed Consent.....	10
2.4.2 Assure confidentiality of responses	11
2.4.3 Answer any questions from the respondent frankly	11
2.5 How to fill the questionnaire?	11
2.5.1 Coding answers	11
2.5.2 Skip patterns	12
2.5.3 Completeness.....	12
SECTION 2: COMMUNITY SERVICES	13
SECTION 2A: AVAILABILITY OF FINANCIAL SERVICES.....	13
SECTION 2B: EDUCATION	17
SECTION 2C: HEALTH FACILITY	20
SECTION 2D: MANUFACTURING	23

SECTION 2E: AVAILABILITY OF OTHER SERVICES	26
SECTION 3: COMMUNITY SERVICES(FGD).....	31
SECTION 3A: AVAILABILITY OF ROADS	31
SECTION 3B: WATER FOR AGRICULTURAL PRODUCTION (WFAP).....	32
SECTION 3C: ENVIRONMENT	38
SECTION 3D: CHALLENGES TO AGRICULTURE & LIVESTOCK PRODUCTION AND MARKETING.....	39
SECTION 3E: COMMUNITY VIOLENCE	40
SECTION 3F: SOCIAL ECONOMIC GROUPS	41

PART 1: INTRODUCTION

1.1 Overview of PDM

The Parish Development Model (PDM) is an approach to organizing and delivering public and private sector interventions for wealth creation at the parish level as the lowest economic unit for planning, budgeting, reporting and delivery of interventions by both the State and Non-State Actors. Implementation of the PDM is a major milestone in Uganda's development process in three main ways:

- a. It will accelerate implementation of Area-Based Commodity Development (ABCD) planning which is vital for realizing the quantity and quality of agricultural production required for agro-industrialization and export development
- b. It will extend the whole-of-government approach for development to the parish level; and
- c. It will localize Vision 2040 and the National Development Plan for effective performance measurement and management

The multi-sectoral approach of the PDM is aimed at improving household incomes and their quality of life; with a specific focus on the total economic transformation through getting Ugandans out of the subsistence economy into the money economy. The PDM all-of –government strategy is focusing on ensuring increased production, processing and marketing, infrastructure and service delivery at grassroots level. Therefore, Ministries, Departments and Agencies are expected to mainstream PDM within their activities

The PDM is being implemented along seven Pillars, namely:

Pillar 1. Production, Storage,
Processing and Marketing

Pillar 2. Infrastructure and Economic
Services

Pillar 3. Financial Inclusion

Pillar 4. Social Services

Pillar 5. Community Mobilization and
Mind-set change

Pillar 6. Parish-Based Management
Information System

Pillar 7. Governance and Administration

Under Pillar 1, the households in the subsistence economy will be supported to access: land for production, commodity markets, storage infrastructure and processing equipment and facilities.

Under Pillar 2, public and private sector institutions will provide a range of infrastructure and economic services at the parish level in a phased approach.

The services to be provided include: agricultural insurance, input certification, laboratory services for commodity and product testing, weather information. Commodity storage and bulking facilities, water for production, electricity, agricultural extension services, community access roads and internet services.

Under Pillar 3, interventions are intended to promote savings and investment by households with a target of generating a production surplus. Interventions include capitalization of parish-based SACCOs under the Presidential Initiative for wealth creation and jobs (EMYOOGA); and establishment and capitalization of the Parish Revolving Fund.

Under Pillar 4, government will continue to apply its policy of social service delivery at parish level which provides for: one primary school per parish; one assistant Community Development Officer per parish; one safe water point per village; and one Village Health Team (VHT) per village.

Under Pillar 5, government will play the critical role of re-orienting stakeholders on the major adjustment in pushing the planning and budgeting functions to the parish level. This will involve popularization of the model by political leaders at all levels of government; sensitization of implementers, development partners and the private sector; and awareness creation amongst parish residents.

Under Pillar 6, government will develop, update, and deploy the Parish Based Management System (PDMIS) in order to generate Parish Registers of households and Parish dashboards to enable real-time access to information

Under Pillar 7, the Parish Chief, with support from the Parish Development Committee members, will be responsible for coordinating implementation of the six pillars. The Ministry of Local Government will spearhead the recruitment of parish chiefs in the country.

1.2 The PDMIS Objectives

The Parish Development Management Information System (PDMIS) is an integrated system that seeks to support community profiling, data collection, analysis, tabulation, storage and dissemination at the Parish level. This will support planning and decision making at the grass root and national level.

The objectives of Parish Development Management Information System are to:

- i. Provide a repository for operational, administrative and socio-economic data to guide in generation of work plans, budgets, and performance reports at Parish level and other levels of LGs as well as National Level;
- ii. Provide a platform for tracking the implementation of NDP III strategic interventions at the Parish level; and
- iii. Provide an electronic web-based management information system platform for the results-based monitoring and evaluation of the Local Economic Development initiatives at the Parish level.

1.3 Roles of Parish Data Collectors

The data collector who will preferably be the Parish Chief/Town Agent or any other eligible LG official nominated by the accounting officer located must possess and have knowledge of using an electronic hand-held device/smart phone for data collection.

These will be responsible for:

- I. The Parish chief and/or any other eligible person nominated by the accounting officer shall be the data collector on PDM activities at household and community level
- II. Participate in training at the Local Government Level
- III. Participate in mobilization of the community
- IV. Participate in all training sessions and meet the criteria for assessment;
- V. Correctly identify the boundaries of the assigned village (s);
- VI. Collect information on all the persons, households, institutions and communities in the assigned village (s)
- VII. Fill in the questionnaires on the application following the instructions given;
- VIII. Check the completeness of the questionnaires after each interview;
- IX. Regularly notify the Sub-county/division supervisor of completed questionnaires;

- X. Ensure that the captured data is transmitted to the servers;
- XI. Prepare a report at the end of the enumeration by answering a questionnaire on the tablet;
- XII. Observe research ethics as will be guided;
- XIII. Perform any other related functions as may be assigned

1.4 Training and supervision of interviewers

- i. You will undergo training for 2 DAYS and this training shall consist of a combination of classroom training and practical experience. Before each training session, you should study this manual carefully along with the questionnaire, writing down any questions you have.
- ii. Ask questions at any time to avoid mistakes during actual interviews. Interviewers can learn a lot from each other by asking questions and talking about situations encountered
- iii. Practice and actual interview situations. Each of you shall be availed all the questionnaires and a manual

1.5 Guides

You will be required to work with a guide who will be introducing you to households/villages/communities within the Parish/Ward. The guide should preferably be an LC1 Chairperson but in the event that he/she is unable to participate in this exercise, any other person of perfect moral character, knowledgeable and acceptable in the community should be utilized.

He/She will be required to

- i. Introduce the data collectors to the community/respondents of the institutions.
- ii. Guide on the administrative boundaries
- iii. Anticipate and manage any potential resistance to data collection exercise

PART 2: GENERAL INSTRUCTIONS

2.1 Conducting Interviews

The community

A community is a social unit (a group of living things) with commonality such as place, norms, religion, values, customs, or identity. Communities may share a sense of place situated in a given geographical area (e.g. a country, village, town, or neighborhood) or in virtual space through communication platforms.

2.2 Who are the Respondents?

Your aim is to obtain information about all institutions in the community. The respondents will include: at least two members of the Local council chairpersons, opinion leaders, youth, women leaders, religious leaders and institution heads.

2.3 Interviewing Techniques

2.3.1 Building Rapport with the Respondents

- The first responsibility of an interviewer is to establish a good connection with a respondents'/village leaders. Both the interviewer and the respondents are strangers to each other at the start. Therefore, first impression from the respondents will influence their willingness to collaborate with the exercise.

2.3.2 A good first impression

- Upon arrival in the community/village ensure that the respondents feel at ease before you start the interview. Begin with a smile and greeting such as “good afternoon” and then proceed with your introduction.

2.3.3 Always have a positive approach

- Never adopt an apologetic manner, do not use words such as “**Are you too busy?**” Such questions invite refusal before you start. Rather, tell the respondent, “**I would like to ask you a few questions concerning this health facility**” or “**I would like to talk with you for a few minutes about this primary school.**”

2.4 Approaching the community

- Start interviewing only when you have identified yourself and exchanged greetings, having explained the purpose of the exercise, what it is about, and having answered all the questions about the exercise that may be asked. You are required to read the consent statement the way it is presented in the questionnaire.
- After introducing yourself, you must seek the respondent's consent for participation in the exercise. Read the informed consent statement exactly as it is written. This statement explains the purpose of the exercise.

2.4.1 Informed Consent

- *Hello, my name is Uganda Bureau of Statistics is conducting a baseline data collection for the Parish Development model. We are visiting each and every village in the country collecting information about institutions in the community and any other relevant information. It takes about 30 minutes to complete the interview. Whatever information you provide will be kept strictly confidential. We would very much appreciate your participation and co-operation in this exercise.*
- During the interview, let the respondents take their time. Do not suggest answers for them. Work steadily and make sure that answers are clear to you before you record them down. Do not accept at once any statement/figure you believe to be mistaken but probe to obtain the correct answers. For example, "Can you explain a little more?", "I did not quite hear you; could you please tell me again?"
- Some respondents may refuse to participate in the group interview. This is always because of a misunderstanding. Remain courteous. Stress the importance of the exercise and that it has nothing to do with taxation or any similar government activities.
- You should be able to clear any misunderstandings, but if you cannot persuade the respondents to respond, or if their refusal is deliberate, inform your team leader who will handle such cases.

- If the community do not agree to be interviewed even after several attempts to convince them to participate in the data collection exercise, please inform your supervisors for assistance where necessary.
- The data collector should not leave their tools/tablets lying about where unauthorized persons may have access to them.

2.4.2 Assure confidentiality of responses

- If the respondents are hesitant about responding to the interview or asks what the data will be used for, explain that the information you collect will remain confidential, no individual names will be used for any purpose, and all information will be grouped together to write a report.

2.4.3 Answer any questions from the respondent frankly

- Before agreeing to be interviewed, the community members may ask you some questions about the activity. Be direct and pleasant when you answer. The respondents may also be concerned about the length of the interview. If they ask, tell respondents that the interview usually take about 30 minutes.
- Respondents may ask questions or want to talk further about the topics you bring up during the interview. It is important not to interrupt the flow of the interview so tell them that you will be happy to answer their questions or to talk further after the interview.

2.5 How to fill the questionnaire?

- There are a number of basic principles that the interviewer should observe in completing the questionnaire and some instructions that are in place to make navigating through the questionnaire easier.

2.5.1 Coding answers

- Always interpret the questions exactly as they are written in the questionnaire. After posing the question once in a clear and comprehensible manner, you should await the reply. If the respondents do not answer in the reasonable time,

(s) probably they have (i) not heard the question; or (ii) not understood the question; or (iii) does not know the answer. In any case, if there is no answer, repeat the question. If there is still no reply, you must ask whether the question has been understood. If the answer is 'No', you may reword the question. If the difficulty lies in finding the right answer, you should help the respondents to consider their reply.

- Most answers in the questionnaire are entirely pre-coded. You must mark the correct response option found displayed on the screen (or on paper). In some cases, you will need to write the respondent's answer (or a code corresponding to it) in the appropriate space provided. Please write the answer in English.
- If the reply by the respondent is not in the list of answers written in the questionnaire, choose "other (specify)." In that case, you will be asked to specify the details of that response.

2.5.2 Skip patterns

- When a question or section does not apply to a particular response, it will be skipped. The questionnaire uses "go to" to tell the interviewer where to go to next when some questions have to be skipped. The Skips have already been inbuilt in the system.

2.5.3 Completeness

- Never leave a question that requires a response blank. Never write a response for a question that should be left blank because it is not applicable. Questions that are filled in when they should not be and questions that are left blank when they should be filled in are both errors. The application has automatic Quality Checks that will indicate to the interviewer that they have completed. The interviewer will ensure that the background of the section has turned **green**.
- After finishing each interview, verify that all the sections of the questionnaire have been correctly completed. Be sure you have recorded the required information for all of the questions as indicated in each section.

- You should review your questionnaires immediately after each interview, before you submit the form and **most important** before leaving the village/cell. Otherwise, if you leave the village without checking, and you have made a mistake, you will have to return to the village - a waste of our time and your own.

SECTION 2: COMMUNITY SERVICES

SECTION 2A: AVAILABILITY OF FINANCIAL SERVICES

Availability of financial institutions

Uganda's financial system is characterized by the co-existence of formal and informal financial markets. The formal financial markets, which mainly comprise of commercial banks, development banks and credit institutions, mainly exist in urban areas and offer a narrow range of financial services. They concentrate on providing working capital mainly to medium and large-scale enterprises. Furthermore, the formal financial institutions are inflexible in their operations, with respect to the needs of the small-scale enterprises and the poor people in the rural areas who may not have collateral or well-written feasibility studies to solicit for loans. As such, the rural areas, where the majority of poor people live, remain either under banked or served by informal financial institutions.

Q1. Type of institutions

Money Lenders: A moneylender is a person or group who typically offers small personal loans at high rates of interest. The high interest rates charged by them is justified in many cases by the risk involved.

Mobile Money Agents: A person or business that is contracted to facilitate transactions for users. The most important of these are cash-in and cash- out (i.e. loading value into the mobile money system, and then converting it back out again); in many instances, agents register new customers too.

Banking Agents: An agent bank is a bank that performs services in some capacity on behalf of an entity. An agent bank, also known as agency bank, can offer a wide variety of services.

Commercial Banks: A commercial bank is a financial institution that provides services like loans, certificates of deposits, savings bank accounts bank overdrafts, etc. to its

customers. These institutions make money by lending loans to individuals and earning interest on loans. Examples include Centenary bank, ABSA among others.

Villages Savings and Loan Associations: A Village Savings and Loans Association (VSLA) is a self-managed savings and credit group that does not receive any external funding. It is also self-capitalized using the Rotating Savings and Credit Association (ROSCA) model, where people can pool their savings and borrow from them.

Microfinance Institutions (MFIs): Microfinance institutions (MFIs) are organisations that provide savings and/or credit facilities to micro and small scale business people (BOU, 2004). MFIs provide financial services to poor people who have experienced difficulties obtaining these services from most formal financial institutions because their businesses, savings levels and credit needs are all small. MFIs in Uganda include two banks, several companies limited by shares and a large number of NGOs, companies limited by guarantee, cooperatives and credit unions (BOU, 2004). The majority of these MFIs are now locally registered and funded by a mix of donors and microfinance investors, for example BRAC – Uganda. No data was uploaded about MFIs.

Deposit taking Institutions: Micro Deposit taking Institutions [MDIs] are formal financial Institutions and are fully regulated by the Bank of Uganda (BoU) that serves small microenterprises with a broad range of financial services targeting low income and the economically active poor in urban areas. These offer savings, lending, money transfers and Micro insurance. Examples of such institutions include Pride Uganda, FINCA and Micro Uganda. These have branches in various Districts and it is against this background that data regarding MDIs was collected. No data was uploaded about MDIs.

Savings and Credit Co-operatives (SACCOs): SACCOs are community membership-based financial institutions that are formed and owned by their members in promotion of their economic interests. These institutions mobilize and intermediate savings exclusively within their membership under the co-operative statute 1991.

None: If there is no any financial institution in the village/cell then go to the next section

If Q1 = Money Lenders, Mobile Money Agents, Banking Agents>>Q9: In cases where in a village/cell they have Money Lenders, Mobile Money Agents, Banking Agents, then skip to Q9 to take the GPS coordinates of the location/office

If Q1= Villages Savings and Loan Associations.>>Q7, Q8, Q9: In cases where in a village/call they have Villages Savings and Loan Associations, then skip and ask Q7, Q8 and Q9 to take the GPS coordinates of the location/office where they normally meet.

If Q1 = Commercial Banks, Microfinance Institutions (MFIs), Deposit taking Institutions, >>Q2>>Q9: In cases where in a village/call they have Commercial Banks, Microfinance Institutions (MFIs), Deposit taking Institutions, then skip and ask Q2 and Q9 to take the GPS coordinates of the location/office.

If Q1 = SACCO>>Q2-Q9: Ask questions from Q2 to Q9 to take the GPS coordinates of the location/office of the SACCO.

Q2: Name of the financial institution

A financial institution (FI) is *a company that focuses on dealing with financial transactions, such as investments, loans, and deposits*. The definition of a financial institution typically describes an establishment that completes and facilitates monetary transactions, such as loans, mortgages, and deposits. Financial institutions are a place where consumers can effectively manage earnings and develop financial footing.

Ask: Are there some financial institutions in this Village/Cell? If yes, list the FIs by name and Type of institution as described below?

Q3. If a SACCO, Type of SACCO

Ask: what type of SACCO do you have in this Village/Cell?

Emyooga - The Presidential Initiative on Wealth and Job creation

PDM – Parish Development Model

Others (Specify)

Q4. If a SACCO, does it have fixed location

Ask: Does the SACCO have a fixed location?

Select Yes if the SACCO has an office in the village otherwise select NO.

Q5. Is the SACCO registered with the Registrar of Cooperatives?

Ask: is the SACCO registered with the registrar of cooperatives?

Select Yes if the SACCO is registered with the registrar of cooperatives otherwise select No. if No skip to Q7

Q6. If Yes, what is the registration number?

Ask: what is the registration number of the SACCO.

Q6A. Is the SACCO registered with URSB or URA?

Ask: is the SACCO registered with Uganda Registration Services Bureau or Uganda Revenue Authority

Q7. Total number of registered members

Ask: how many members are registered in the SACCO?

Record the number of registered members in the SACCO by sex.

Q7A. Number of Workers / Employees (Total Number)

Ask: how many employees are employed by the SACCO by sex?

Record the number of people employed by the SACCO by sex.

Q8. Is the SACCO active or inactive?

Ask: is the SACCO active or inactive? Ascertain to find out if its operation i.e. minutes of annual general meetings, membership contributions, loans issued etc.

Select Yes if the SACCO is active otherwise select No

Q9. GPS Location

Take the GPS reading of the premises where the SACCO is located.

SECTION 2B: EDUCATION

Availability of educational institutions

Education institutions are Institutions that provide education as its main purpose, such as a school, college, university or training centre. Such institutions are normally accredited or sanctioned by the relevant national education authorities or equivalent authorities.

Ask: Is there any education institution in this village/cell?

If No skip to the next section Q18 else proceed with the questions on education

Q10: Name of the educational institution

An educational institution is a place where people of different ages gain and knowledge and skills, including pre-schools, childcare, primary-elementary schools, secondary-high schools, and universities. They provide a large variety of learning environments and learning spaces.

Ask: Is there any education institution in this Village/Cell? If yes, what is the name(s) and type(s) of the institution(s)?

Q11. Type of educational institution

Pre-primary: pre-primary school means a nursery, junior kindergarten, senior kindergarten level or any school imparting knowledge for children between the age of three to six years, by whatever name called and of any medium attached in the prescribed manner.

Primary school: Primary school education is the first stage of compulsory education provides pupils with basic literacy and numeracy principles, and a foundation in science, mathematics, geography, history and other social sciences. It is preceded by pre-school or nursery education. The entry age for primary education usually varies between five and seven years. In Uganda, primary education covers seven years of elementary education.

Secondary: A secondary school (or a high school) describes an institution that provides secondary education and also usually includes the building where this takes

place. Some secondary schools provide both lower secondary education (ages 11 to 14) and upper secondary education (ages 14 to 18).

Business Technical Vocational Education Training: The core aim of the Business, Technical and Vocational Education and Training (BTJET) is to promote an integrated, demand driven and competent based modular system. Learners enter the system at various points suited to their skills and needs, with their qualifications certified and recognized at different levels. BTJET is a mode of training where trainees who drop out of school system are recruited and given necessary life skills

University: Is a high-level educational institution in which students study for degrees and academic research is done.

None >>18 (No educational institution): If there is no any education institution as described above then skip to Q18

Q12. Ownership of the school

Ask: who owns the school in this Village/Cell?

Select the appropriate response from the list provided.

Government Schools: Government-aided school means a school in receipt of regular annual recurring aid from the Central or State Government, or a competent Local Body, and recognized/categorized by it as an “aided school”.

Private Schools: A private school is a school which is not supported financially by the government and which parents have to pay for their children to go to.

Non-Government Organizations (NGOs) Schools: Nongovernmental organization (NGO), voluntary group of individuals or organizations, usually not affiliated with any government, that is formed to provide services or to advocate a public policy. Although some NGOs are for-profit corporations, the vast majority are nonprofit

Religious Organization: Religious school is a school that either has a religious component in its operations or its curriculum, or exists primarily for the purpose of teaching aspects of a particular religion.

Community: A community school is both a place and a set of partnerships between the school and other community resources. Its integrated focus on academics, health and

social services, youth and community development and community engagement leads to improved student learning, stronger families and healthier communities.

Q13. Total number of pupils/students (male/female total)

Ask: what is the total enrolment of pupils/students in 2023?

Record the total number of learners by sex enrolled in 2023.

Q14. Total number of teachers

Ask: what is the total number of teachers in this school?

Record the total number of teachers in the school.

Q15. Is the school registered with Education Management Information System (EMIS)?

Ask: Is this school registered?

Select Yes if the school registered otherwise select NO. if No go to Q17.

Q16. If registered, what is the Education Management Information System (EMIS) Number?

Ask: what is the Education Management Information System (EMIS) Number?

Record the EMIS number provided by the head of institution.

Q16A. Is the Education Institution registered with URSB or URA?

Ask: is the education institution registered with URSB or URA?

Q16B. Total Number of non-teaching staff)

Ask: how many non-teaching staff are employed in this education institution by sex?

Record the number of workers/employees by sex.

Q17. GPS

Take the GPS reading of the premises where the school is located.

SECTION 2C: HEALTH FACILITY

Availability of Health facility

A health facility is, a place where health services are provided. Health facilities range from small clinics and doctor's offices to urgent care centers and large hospitals with elaborate emergency rooms and trauma centers. The number and quality of health facilities in a country or region is one common measure of that area's prosperity and quality of life.

QN 18 Name of Health facility

Ask the respondent to tell you the name of the health facility in the village

QN19 Type of health facility

Uganda's healthcare system works on a referral basis; if a level II facility cannot handle a case; it refers to a unit above it. The respondent should ask to find out whether the health facility falls under any of these categories listed below.

Hospital

Ideally, each district is supposed to have a hospital, which should have all the services offered at a health centre IV, plus specialised clinics – such as those for mental health and dentistry – and consultant physicians. Soroti's district hospital, in Soroti town, is also a regional referral hospital. It caters for the Teso and Karamoja regions, meaning it gets cases referred from other district hospitals.

At the top of the healthcare chain is the national referral hospital, located at Mulago in the capital Kampala.

Health centre IV

This level of health facility serves a county or a parliamentary constituency. It should have the kind of services found at health centre III, but it should have wards for men, women, and children and should be able to admit patients. It should have a senior medical officer and another doctor as well as a theatre for carrying out emergency operations

Health centre III

A health centre III facility should be found in every sub-county in Uganda. These centres should have about 18 staff, led by a senior clinical officer, who run a general outpatient clinic and a maternity ward. It should also have a functioning laboratory.

Health centre II

According to the Ugandan government's health policy, every parish is supposed to have one of these centres. A health centre II facility, serving a few thousand people, should be able to treat common diseases like malaria. It is supposed to be led by an enrolled nurse, working with a midwife, two nursing assistants and a health assistant. It runs an out-patient clinic, treating common diseases and offering antenatal care. Ask the respondent if the community has this type of health facility.

Private Health Facility

There has been a rise of private healthcare facilities in Uganda simply because of the good and extra services they offer, thus becoming the most preferred ones, unlike the public healthcare facilities. Private healthcare facilities are clinics and hospitals that are independently managed. They are mostly managed by non-profitable organizations or companies. People have the freedom to choose the facility in which they want to be treated because the facilities are totally independent. Some of the types of private healthcare facilities are mental health facilities, Laboratories, Rehabilitation centers, Dental facilities, Optical offices, and many others.

Pharmacy

A pharmacy (also called "drugstore" in American English or "community pharmacy" or "chemist" in Commonwealth English, or rarely, apothecary) is a retail shop which provides pharmaceutical drugs, among other products. At the pharmacy, a pharmacist oversees the fulfillment of medical prescriptions and is available to counsel patients about prescription and over-the-counter drugs or about health problems and wellness issues. A typical pharmacy would be in the commercial area of a community.

Medical Clinic

A clinic (or outpatient clinic or ambulatory care clinic) is a health facility that is primarily focused on the care of outpatients. Clinics can be privately operated or publicly managed and funded. They typically cover the primary care needs of populations in local communities, in contrast to larger hospitals which offer more specialized treatments and admit inpatients for overnight stays.

Drug shops

Private retail drug shops play a significant role in health service delivery in Uganda. Drug shops are small 'walk-in' health care shops that sell over-the-counter drugs. Sometimes drug shops sell other products other than medicines.

Medical Laboratory

These are clinical laboratories under the category of healthcare facilities providing a wide range of laboratory procedures which aid the physicians in carrying out the diagnosis, treatment, and management of patients.

QN20 Ownership of the health facility

Ownership of the health facility refers to legal ownership of the facility. Ask to find out the type of Ownership of the health facility.

In Uganda the legal ownership is by Government (e.g. Mulago hospital), Private for Profit (Kampala Hospital, IHK), Private not for profit (church founded such as Nsambya, Kibuli and Mengo hospitals), NGO (e.g. Cure hospital in Mbale, TASO and, JCRC) and Community health facilities.

Q21. Health services provided at the health facilities

Find out the type of health services offered at the health facility. Read to the respondent these services and select Yes for available health services provided and NO for those not provided.

Child Immunization

Antenatal care

Delivery services

Laboratory services

X-Ray

Others.....

Q22. Is the health facility registered with HMIS?

Ask to find out whether the facility is registered. Yes, if No>>Q24.

Q23. If yes in QN 22, ask what is the Health Management Information System (HMIS) number of this facility?

Q23A. Is the Health Institution registered with URSB or URA?

A=URSB (1=Yes 2 = No)

B=URA (1=Yes 2 = No)

Q23B. Total number of Workers / Employees

Q24. Global Positioning System (GPS)

We are interested in getting the exact physical location of the health facility that has provided us with the information. After getting information about the health facility, you may need to get out of the building if interviewing took place inside the building and stand in front of the office and capture the GPS coordinates.

SECTION 2D: MANUFACTURING

Manufacturing is the creation or production of goods with the help of equipment, labor, machines, tools, and chemical or biological processing or formulation. The term may refer to a range of human activity, from handicraft to high-tech, but it is most commonly applied to industrial design, in which raw materials from the primary sector are transformed into finished goods on a large scale.

Examples of manufacturing include automotive companies, bakeries, shoemakers and tailors, as they all create products, rather than providing services.

Manufacturing jobs can cover a wide range of skills, including assemblers, bakers, dental and medical appliance technicians, food processors, jewelers, metal workers, machinists, printers, quality controllers, tailors, upholsterers, welders, cutters and woodworkers.

Manufacturing Establishment means a plant or a business at particular location/place using equipment or machinery for manufacturing purposes.

An establishment is defined as ***an enterprise***, or part of an enterprise, that is situated in a single location and in which only a single

Q25: Write the name of the manufacturing establishment. The name of the manufacturing establishment refers to that name by which people know the business or the establishment. It may be registered by the name of the business or not.

Q26. Describe the main activity

In question Q26 give a brief description of the main activity. Describe the activity in not less than 3 words. E.g. production of wine

Q27: This question captures the main activity of the establishment. The main activity is the one that generates the highest income and probably produces the largest product for the establishment. In other words, it is the establishment's principal source of income. The data collector should look from the drop down list select the main activity of the establishment.

Q28. Here we are trying to get the legal status of the establishment as reflected in the official categorization of the Uganda Constitution. These categories regulate formal ownership of establishment as per the law of Uganda. It may be necessary to read the responses to the respondent in order for them to understand in the local language what you are asking. Use the following ownership status:

Sole Proprietorship

A sole proprietorship, also known as a sole trader ship, individual entrepreneurship or proprietorship, is a type of enterprise owned and run by one person and in which there is no legal distinction between the owner and the business entity. A sole trader does not necessarily work alone and may employ other people.

Partnership

A partnership is a form of business where two or more people share ownership, as well as the responsibility for managing the company and the income or losses the business

generates. The partners in a partnership may be individuals, businesses, interest-based organizations, schools, governments or combinations.

Private Limited Company

A private limited company is a company established by a few individuals privately. The shareholders of a private limited company cannot trade their shares publicly. A private limited company cannot issue a prospectus inviting the public to subscribe to its shares.

Public Limited Company

A public limited company is a business that is managed by directors and owned by shareholders. A public limited company can offer shares to the public. A Public Company is a legal entity that has separate identity from its shareholders/members. E.g. Uganda Clays, Stanbic bank etc.

Statutory Organization

Religious organizations are organizations whose identity and mission are derived from a religious or spiritual tradition and which operate as registered or unregistered, nonprofit, voluntary entities. So any business owned and run by such establishment will be recorded under this. eg Kawempe Muslim ss.

Corporation

A statutory corporation is a government entity created as a statutory body by statute. Their precise nature varies by jurisdiction, but they are corporations owned by a government or controlled by national or sub-national government to the extent provided for in the creating legislation.

Parastatal

Is a company or organization which is owned by a country's government and having some political authority and serving the state indirectly. E.g. Uganda AIDS Commission, Uganda Civil Aviation Authority, Uganda Coffee Development Authority. etc.

Co-operatives

A cooperative is an association of persons (organization) that is owned and controlled by the people to meet their common economic, social, and/or cultural needs and aspirations through a jointly-owned and democratically controlled business (enterprises).

Joint:(Government-Private; Government-Statutory Corporation; Statutory-Private)

Two or more companies join together to collaborate on a particular project. Through their collaboration, the companies share resources, profits, losses and expenses. An example is Joint Medical Stores in Nsambya.

Q28A. Is the Establishment registered with URSB or URA?

For this question ask to establish whether the establishment is registered by the Uganda Registration Bureau (URSB) or Uganda Revenue Authority (URA). For the established that is registered, record Yes. Record No for establishment that is not registered. Registration here means URBS/URA has issued the establishment a certificate of Registration. And in most cases the certificates are displayed for public viewing.

Q28B. Number of Workers / Employees (Total Number)

For question 28B, ask and record the total number of workers both technical and non-technical staff

Q29. GPS

Using the device provided (CAPI/Phone) take the GPS coordinate of the establishment from a strategic location the Business/establishment. Make sure the GPS accuracy is within 5 meters.

SECTION 2E: AVAILABILITY OF OTHER SERVICES

Question 30: Name of the Service establishments (hotels, shops, garages, markets, recreations etc.)

Hotel

A hostel is an establishment that provides paid lodging on a short-term basis. Facilities provided inside a hotel room may range from a modest-quality mattress in a small room to large suites with bigger, higher-quality beds, a dresser, a refrigerator, and other kitchen facilities, upholstered chairs, a flat-screen television, and en-suite bathrooms.

Small, lower-priced hotels may offer only the most basic guest services and facilities. Larger, higher-priced hotels may provide additional guest facilities such as a swimming pool, a business center with computers, printers, and other office equipment, childcare, conference and event facilities, tennis or basketball courts, gymnasium, restaurants, day spa, and social function services. Hotel rooms are usually numbered (or named in some smaller hotels and B&Bs) to allow guests to identify their room. Some boutique, high-end hotels have custom decorated rooms. Some hotels offer meals as part of a room and board arrangement. Ask the respondent to find out whether the community has such hotels based on the above description.

Garage

A garage is a covered structure built for the purpose of parking, storing, protecting, maintaining, and/or repairing vehicles. Specific applications include:

- Garage (residential), a building or part of a building for storing one or more vehicles
- Automobile repair shop, also called a garage, where vehicles are serviced and repaired
- Bus garage, a building or complex used for storage of buses when not in use
- Filling station, an automotive service station where vehicles take on fuel or recharge
- Multistory car park, or parking garage, a building serving as a public parking facility

Ask the respondent is there a garage where the community can take there their vehicles for repair in case they break down?

NB: Clarification of type of garage needed here.

Markets

A market is a place where two or more parties meet and carry out transactions according to supply and demand. Transactions can be of locally produced goods and services in the community. Typically are agriculture markets where animals and crops are sold. Ask the respondent to find out whether the community has such local markets.

Recreation

Recreation is an activity of leisure, leisure being discretionary time. Recreational activities are often done for enjoyment, amusement, or pleasure and are considered to be "fun" e.g. A playground. "Ask the respondent to find out whether the community has any recreation facility where people go and have leisure time and fun?"

Q31. Describe the main activity.

This question captures the main activity. The main activity is the one that generates the highest income and probably produces the largest product for the establishment. In other words, it is the establishment's principal source of income. The data collector should look from the drop down list select the main activity of the establishment.

Q32. What is the MAIN activity of your establishment? (Drop-down). By main activity we mean the activity the establishment has specialized itself in. Tick one main activity the establishment specializes itself in.

1. Repair of Machinery and equipment
2. Electricity and Gas
3. Water& Sewerage
4. Waste Collection
5. Construction of buildings
6. Civil engineering
7. Specialized construction activities
8. Sale and repair of motor vehicles and motorcycles
9. Wholesale trade
10. Retail trade
11. Transportation Support Activities
12. Postal and courier activities

13. Accommodation
14. Food and beverage service activities
15. Publishing
16. Telecommunications
17. Computer programming & Information service Activities
18. Insurance, reinsurance and Pension funding
19. Real estate activities
20. Legal and accounting activities
21. Management and consultancy activities
22. Architectural and engineering activities
23. Scientific research and development
24. Advertising and market research
25. Veterinary activities
26. Employment activities
27. Travel and Tour Operators
28. Security activities (Police, prisons)
29. Services to buildings and landscape activities
30. Office Administration Activities
31. General public administration activities
32. Regulation of health care, education, cultural services and other social services
33. Regulation of and contribution to more efficient operation of businesses
34. Public order and safety activities
35. Compulsory social security activities
36. Hospital activities
37. Creative, arts and entertainment activities
38. Library and archives & museums activities
39. Gambling and betting activities
40. Sports, amusement and recreation activities
41. Activities of membership organizations
42. Repair of computers and personal household goods
43. Other personal service activities

- 44. Activities of households as employers
- 45. Activities of extraterritorial organizations and bodies
- 46. Cultural sites
- 47. Solar Plant / Power Station
- 48. Court Services
- 49. Fuel filling station
- 50. Storage facilities
- 51. Milk cooler

Q33. What is the legal ownership of this establishment?

The legal owner of the establishment (the “trustee”) has the right to possession, the privilege of use, and the power to convey those rights and privileges.

- 1. Sole Proprietorship
- 2. Partnership
- 3. Private Limited Company
- 4. Public Limited Company
- 5. Statutory Corporation
- 6. Parastatal
- 7. Co-operative
- 8. Joint:(Government-Private; Government-Statutory Corporation;
Statutory-Private)
- 9. Religious Organization

Q33A. Is the Establishment registered with URSB or URA?

A=URSB (1=Yes 2 = No)

B=URA (1=Yes 2 = No)

Q33B. Total number of Workers / Employees

Q34. In reference to other questions, the interviewer must take the global positioning (GPS) coordinates for the establishment he/she is in.

SECTION 3: COMMUNITY SERVICES(FGD)

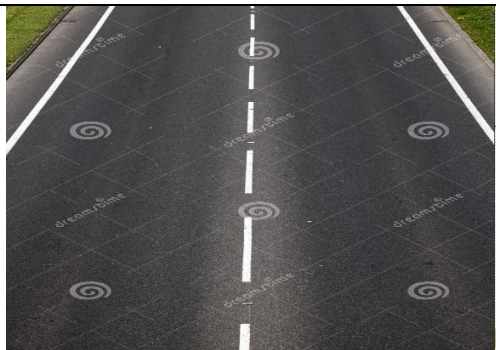

SECTION 3A: AVAILABILITY OF ROADS

Q 35. Type of road facilities in the community (multiple)

A road is a pathway or route from one place to another. A road gives transit to the traffic escorting from one place and reaching another place. There are many types of roads according to their structure and use, but in this manual, we are trying to classify the road on the basis of material used.

National Roads

Tarmacadam" is a road surfacing material made by combining crushed stone, and sand. . It is a more durable and dust-free enhancement of simple compacted stone. The terms "tarmacadam" and tarmac are also used for a variety of other materials, including tar-grouted macadam, bituminous surface treatments and modern asphalt concrete. Such roads in Uganda are owned and managed by central government. The central government also owns and manages murram roads

(Tarmac/paved road)	(Murram/unpaved road)
	

The interviewer should ask the respondent to find out whether the community have such roads

District Roads

In a similar way, the district local government can own and manage a District (Tarmac and Murram) roads. The higher local government is responsible for the maintenance of such roads under its jurisdiction.

Urban Roads

Urban authorities such as cities, municipalities, town councils and boards equally can own and maintain roads which are either paved or unpaved.

Community roads

The community in the past and even in recent times have opened up roads that which are murram or earth and maintained by them.

Q .35. Type of road facilities in the community (multiple)

- A. National (Tarmac)
- B. National (Murram)
- C. Community Road (Feeder)
- D. District (Tarmac)
- E. District (Murram)
- F. Urban Road

SECTION 3B: WATER FOR AGRICULTURAL PRODUCTION (WFAP)

Water is a critical input for agricultural production and plays an important role in food security. Agricultural water is water that is used to grow fresh produce and sustain livestock.

Q.36. Which operational communal sources of water for agricultural production exist in your community.

The following are the list of the possible water sources that may be available in the community

A: Dam

This is a barrier constructed to retain water and raise its level, forming a reservoir.

Dams are one of the major sources of water for domestic uses like cooking, cleaning, bathing, washing, drinking water, gardening, agricultural uses, industrial purposes, etc. The water is supplied through the canal or with the help of a pipe system from the dam.



B: Valley tank

A man-made valley tank can be defined as an excavated barrier that stops or restricts the flow of water or underground streams.



C: Farm pond

Farm ponds are small tank or reservoir like constructions, are constructed for the purpose of storing the surface runoff, generated from the catchment area.

D: Fish pond

A *fish pond* or *fishpond* is a controlled pond, small artificial lake or retention basin that is stocked with fish and is used in aquaculture for fish farming



E: Shallow well

A well is a hole drilled into the ground to access water contained in an aquifer. A well is considered to be shallow if it is less than 50 feet deep. The source of a well is an aquifer



F: Borehole

A borehole is a narrow shaft bored in the ground, either vertically or horizontally. A borehole may be constructed for many different purposes, including the extraction of water (drilled water well and tube well), other liquids (such as petroleum), or gases (such as natural gas).



G: Protected Spring

Natural springs can provide water that is as clean as groundwater, but without needing to pump it up to the surface. Protected Spring is a spring protected with loose stones and gravel and then a soil covers behind the catchment wall, in addition to possibly also a spring box and a pipe for delivering the water to the users.



H: Streams

A stream is a body of water that flows on Earth's surface.



I: Small river

A river is a natural flowing watercourse, usually freshwater stream, flowing on the surface or inside caves towards another waterbody at a lower elevation, such as an ocean, sea, bay, lake, wetland, or another river

J: Wetland

Wetlands, or simply a wetland, is a distinct ecosystem that is flooded or saturated by water, either permanently or seasonally. Flooding results in oxygen-free processes prevailing, especially in the soils.

**K: Lake**

This is a large area of water surrounded by land.

L: Rain harvesting tank

Rainwater harvesting is the process of collecting, storing and then using rainwater as an alternative or complementary source to mains water.



M: Rock catchment rainwater harvesting

It is a rainwater catchment area developed from a rock outcrop to catch and concentrate runoff into a storage structure for later use. Stone gutters are made to collect the runoff from the rock catchment area, and direct the rainwater into a storage structure.

Z: Other (Specify).....

SECTION 3C: ENVIRONMENT

Q37: Disasters Experienced in the last 12 Months

This question seeks to establish the different disasters that has occurred in the community in the last 12 months. If any disaster has occurred in the community, record Yes. Record No for any disaster that has not occurred/happened in the community

Variable	Response
Disasters Experienced in the last 12 Months	
Crop Pest infestation	1=Yes 2 = No
Livestock parasites and disease	1=Yes 2 = No
Floods	1=Yes 2 = No
Drought	1=Yes 2 = No
Famine	1=Yes 2 = No
Disease outbreak	1=Yes 2 = No
Land slides	1=Yes 2 = No
Hail storm	1=Yes 2 = No
Soil erosion	1=Yes 2 = No
Fire	1=Yes 2 = No
Availability of wetland	1=Yes 2 = No
Availability of forest/woodland	1=Yes 2 = No
Availability of natural water body	1=Yes 2 = No
Type of Topography (Yes=1 No=2)	
A=Flat land	
B=Hilly	
C=Mountainous	
D=Valley	
E=Flood plain	
F=Marshy/Swampy	

Q38 to Q40: record Yes if forest, woodland, wetland or natural body is available and No if Not available in the community

Q41: Type of Topography

This question seeks to assess the various topology available in the community. The different topography includes Flat land, Hilly, Mountainous, Valley, Flood plain and Swampy. Record yes for any that is available and No for those that are not available.

SECTION 3D: CHALLENGES TO AGRICULTURE & LIVESTOCK PRODUCTION AND MARKETING

This question seeks to find out the different challenges faced by the community members in crop production and marketing.

From the drop down list Please select all the challenges faced by the community members in crop production, livestock production and those factors affecting the movement/marketing of agricultural produce or movement.

Ask “Is any of the following factors a challenge in crop production?” (1=Yes 2=No)

By challenges we mean factors that stand out prominently in fighting or hindering crop production in this community. Please select the most pressing problem/ challenge in crop or livestock production. Do the same for the crop/livestock markets.

Q42: Challenges in crop production? (1=Yes 2=No)
A-Insufficient agricultural land
B-Rural-urban migration
C-Lack of improved or certified seed
D-Insufficient rainfall
E-Soil degradation
F-Crop diseases
G-Deforestation
H-Straying animals
I-Damage predators (rats, birds, termites, worms, etc.)
J-Insufficient manpower
K-Insect infestation
L-Land conflict

M-Theft of crops
Q43: Is any of the following factors a challenge in livestock production? (1=Yes
A-Pests of animals
B-Epizooties(widespread disease in animals)
C-Theft of animals
D-Lack of pasture
E-Conflicts with crop farmers
F-Land Conflict
Q44: Is any of the following a factor affecting the movement/marketing of
A=Bad roads
B=Lack of means of transportation
C=Lack of ready market
D=Bad weather

SECTION 3E: COMMUNITY VIOLENCE

Community violence is defined as exposure to intentional acts of interpersonal violence committed in public areas by individuals who are not intimately related to the victim who may or may not know each other, generally outside the home. Examples include assaults or fights among groups and shootings in public places, such as schools and on the streets, rape, etc.

For the case of this module we shall seek to find out any form of that occurs in the community. For all the cases of violence A to L, if the Violence occurred record the number of cases experienced in the last 12 months otherwise record zero.

Q45: Which of the following forms of violence/crimes/Harmful practices have been commonly experienced in this community in the last 12 months
A. Rape (if yes state the number, otherwise capture 0)
B. Domestic violence (1=Yes, 2=No)
C. Child battering/neglect (1=Yes 2=No)
D. Thefts/burglary/robbery (if yes state the number, otherwise capture 0)
E. Murder (if yes state the number murdered, otherwise capture 0)
F. Land evictions/grabbing (1=Yes 2=No)
G. Cattle rustling (1=Yes 2=No)
H. Female Genital Mutilation (1=Not practices,2=very few Practice,3=some practice,

4=Many practice 5=Extreme)
I. Child Sacrifice (if yes state the number, otherwise capture 0)
J. Adult Sacrifice (if yes state the number, otherwise capture 0)
K. Disappearance of LC1 Residences without trace (if yes state the number, otherwise capture 0).
L. Child Marriages in the LC1 (if yes state the number, otherwise capture 0)

SECTION 3F: SOCIAL ECONOMIC GROUPS

The socio-economic group refers to a person's position in society. Formation of a socio-economic group for a person is based on data on the person's main type of activity, occupation, occupational status and industry.

Q46. Name of the member-based organization (Group)

Ask: is there any member-based organization in this village/cell?

Record the name of the member-based organizations in this.

Q47. Type of the member- based organization

Ask: do you have any member based organization in this village/cell

PDM: Parish Development Model Enterprise Group

Emyooga Association: The Presidential Initiative on Wealth and Job creation

Cooperative: a farm, business, or other organization which is owned and run jointly by its members, who share the profits or benefits.

Farmer's Group: Farmer Group means a small group (10-40 households) of the same village in which members have voluntarily agreed, with the endorsement of their Village Council (as hereinafter defined)

Livestock Association: livestock are farm animals, with the exception of poultry. An association of livestock keepers.

Livestock Association. This association highly depends on income from livestock and livestock products. It helps livestock producers and traders to support their marketing efforts to support their sales and income examples include chicken, cows among others.

Women's Group: A women's group is a group of women who meet regularly, usually to have discussions or to organize campaigns.

Business Associations: The business associations refer to membership organizations that are engaged in and supportive of the promotion of the business interests of their members.

Youth Group: is a group of youths or young person's forming a part or a unit of an organized social, political, or religious institution.

Cultural Group: A cultural group is defined simply as a collection of individuals who share a core set of beliefs, patterns of behavior, and values. The groups may be large or small, but they are identified by their ways of thinking and behaving. All cultural groups are marked by intragroup variation.

Music, Dance and Drama: Music is the art of producing pleasing or expressive combinations of tones especially with melody, rhythm, and usually harmony. Dance is the movement of the body in a rhythmic way, usually to music and within a given space, for the purpose of expressing an idea or emotion, releasing energy, or simply taking delight in the movement itself. Drama is a written work that tells a story through action and speech and is meant to be acted on a stage. Music dance and drama groups are formed by individuals for various aims like promotions, advocacy, awareness creation, source of income etc.

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