

# Research Terms of Reference

Emergency Livelihoods Profiling in Frontline Areas

UKR2504

Ukraine

[18/06/2025]

[V1]

**REACH** Informing more effective humanitarian action

## 1. Executive Summary

<b>Country of intervention</b>	Ukraine				
<b>Type of Emergency</b>	<input type="checkbox"/>	Natural hazard	<input checked="" 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>	ECHO				
<b>IMPACT Project Code</b>	64HXX				
<b>Overall Research Timeframe</b> ( <i>from research design to final outputs / M&amp;E</i> )	01/06/2025 to 31/10/2025				
<b>Research Timeframe</b> <i>Add planned deadlines (for first cycle if more than 1)</i>	1. Pilot/ training: 01/07/2025		6. Preliminary presentation: 15/09/2025		
	2. Start collect data: 03/07/2025		7. Outputs sent for validation: 29/09/2025		
	3. Data collected: 28/07/2025		8. Outputs published: 10/10/2025		
	4. Data analysed: 22/08/2025		9. Final presentation: 30/10/2025		
	5. Data sent for validation: 26/08/2025				
<b>Number of assessments</b>	<input checked="" type="checkbox"/>	Single assessment (one cycle)			
	<input type="checkbox"/>	Multi assessment (more than one cycle) <i>[Describe here the frequency of the cycle]</i>			
<b>Humanitarian milestones</b> <i>Specify what will the assessment inform and when</i> <i>e.g. The shelter cluster will use this data to draft its Revised Flash Appeal;</i>	<b>Milestone</b>		<b>Deadline (can be tentative)</b>		
	<input checked="" type="checkbox"/>	Donor plan/strategy	15/09/2025		
	<input type="checkbox"/>	Inter-cluster plan/strategy	_ _ / _ _ / _ _ _ _		
	<input checked="" type="checkbox"/>	Cluster plan/strategy	24/10/2025		
	<input checked="" type="checkbox"/>	NGO platform plan/strategy	24/10/2025		
	<input checked="" type="checkbox"/>	Other (Specify): Emerging area based and regional humanitarian coordination structures	30/10/2025		
	<b>Audience type</b>		<b>Dissemination</b>		

<p><b>Audience Type &amp; Dissemination</b> Specify <i>who</i> will the assessment inform and <i>how</i> you will disseminate to inform the audience</p>	<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 (e.g. at HCT meeting; Cluster meeting) <input checked="" type="checkbox"/> Website Dissemination (Relief Web & REACH Resource Centre) <input type="checkbox"/> [Other, Specify]	
<p><b>Stakeholder mapping</b> Has a detailed stakeholder mapping been conducted during research design to identify all actors that could <b>contribute</b> to and/or <b>benefit from</b> the research?</p>	<input checked="" type="checkbox"/>	<p>Yes</p>	<input type="checkbox"/>	<p>No</p>
<p><b>General Objective</b></p>	<p>To provide a targeted understanding of livelihood dynamics in frontline hromadas—focusing on household strategies, small business resilience, and local economic trends in rural and semi-rural areas. The findings will inform emergency livelihood needs and capacities, enabling programmatic actors to design and monitor context-specific interventions.</p>			
<p><b>Specific Objective(s)</b></p>	<ul style="list-style-type: none"> <li>• To profile the economic systems and livelihood contexts in selected frontline hromadas, including key actors, variations in agriculture and industry, infrastructure, market access, and the effects of security risks on local economic activity.</li> <li>• To identify the current livelihood strategies and decision-making dynamics of conflict-affected and vulnerable households, including how they navigate risk, caregiving responsibilities, and how they access services and the labour market, with special attention to households receiving humanitarian assistance to understanding of the degree to which assistance has supported their self-reliance.</li> <li>• To explore the barriers and enablers shaping the resilience and economic engagement of small and medium-sized producers and businesses with a focus on how households and local actors sustain livelihoods amid insecurity, displacement, and demographic shifts caused by outmigration.</li> </ul>			
<p><b>Research Questions</b></p>	<ol style="list-style-type: none"> <li>1. What are the main economic activities in frontline hromadas, and how have they changed during the conflict?             <ol style="list-style-type: none"> <li>1.1. How do local/regional factors (e.g., climate, pre-war industries, UXO contamination) shape local economic opportunities?</li> <li>1.2. What kinds of livelihoods are currently viable in these areas, and how do security conditions constrain or shape them?</li> </ol> </li> <li>2. What strategies are households using to meet basic needs and maintain income, and do these differ by sociodemographic characteristics or social role (e.g., caregiving)?             <ol style="list-style-type: none"> <li>2.1. What barriers are faced by different types of households and vulnerable groups in engaging in the labour market, and what would help them re-enter it?</li> <li>2.2. How has available assistance shaped households' livelihoods and livelihood-related decisions?</li> <li>2.3. What does “recovery” mean to different types of households, and what prevents them from moving or seeking opportunities elsewhere?</li> </ol> </li> </ol>			

	<p>3. What are the main constraints facing MSMEs and small/medium-sized farmers/producers in frontline areas?</p> <p>3.1. How have businesses and producers in frontline areas adapted since the start of the conflict?</p> <p>3.2. What support (financial, training, market access) would help businesses and farms survive or recover?</p> <p>3.3. How do business owners perceive future opportunities and risks in their hromada?</p>			
<b>Geographic Coverage</b>	6 hromadas across the north, east, and south of Ukraine's frontline (at least part of their territory falls within 30 kilometres of the frontline): Kyrykiska (Sumska oblast), Oskilska (Kharkivska oblast), Stepnenska (Zaporizka oblast), Tomakivska (Dnipropetrovska oblast), Borozenska (Khersonska oblast), and Shevchenkivska (Mykolaivska oblast).			
<b>Secondary data sources</b>	See dedicated section, 3.3.			
<b>Population(s)</b> <i>Select all that apply</i>	<input type="checkbox"/>	IDPs in camp	<input type="checkbox"/>	IDPs in informal sites
	<input checked="" type="checkbox"/>	IDPs in host communities	<input type="checkbox"/>	IDPs [Other, Specify]
	<input type="checkbox"/>	Refugees in camp	<input type="checkbox"/>	Refugees in informal sites
	<input type="checkbox"/>	Refugees in host communities	<input type="checkbox"/>	Refugees [Other, Specify]
	<input checked="" type="checkbox"/>	Host communities	<input type="checkbox"/>	[Other, Specify]
<b>Stratification</b> <i>Select type(s) and enter number of strata</i>	<input checked="" type="checkbox"/>	Geographical #: 6 hromadas Population size per strata is known? <input checked="" type="checkbox"/> 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"/>		<input type="checkbox"/>	[Other Specify] #: __ Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Data collection tool(s)</b>	<input type="checkbox"/>	Structured (Quantitative)	<input checked="" type="checkbox"/>	Semi-structured (Qualitative)
	<b>Sampling method</b>		<b>Data collection method</b>	
<b>Semi-structured data collection tool (s) # 1</b> <i>Select sampling and data collection method and specify target # interviews</i>	<input checked="" type="checkbox"/> Purposive <input type="checkbox"/> Snowballing <input type="checkbox"/> [Other, Specify]		<input type="checkbox"/> Key informant interview (Target #): <b>114 (19 per hromada)</b> <input type="checkbox"/> Individual interview (Target #): _____ <input type="checkbox"/> Focus group discussion (Target #): _____ <input type="checkbox"/> [Other, Specify] (Target #): _____	
<b>Target level of precision if probability sampling</b>	__% level of confidence		__+/- % margin of error	
<b>Disaggregation by gender and age</b> <i>Are you planning to conduct sex/age disaggregated analysis?</i>	Gender		Age	
	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	Yes
	<input type="checkbox"/>	No	<input type="checkbox"/>	No
<b>Data management platform(s)</b>	<input checked="" type="checkbox"/>	IMPACT	<input type="checkbox"/>	UNHCR
	<input type="checkbox"/>	[Other, Specify]		
	<input checked="" type="checkbox"/>	Situation overview #: 1	<input type="checkbox"/>	Report #: __
			<input type="checkbox"/>	Profile #: __

<b>Expected output type(s)</b>	<input type="checkbox"/>	Presentation (Preliminary findings) #: __	x	Presentation (Final) #: 1	<input type="checkbox"/>	Factsheet #: __
	<input type="checkbox"/>	Interactive dashboard #: _	<input type="checkbox"/>	Webmap #: __	<input type="checkbox"/>	Map #: __
	<input type="checkbox"/>	[Other, Specify] #: __				
<b>Access</b>	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)				
<b>Visibility</b> Specify which logos should be on outputs	<b>REACH</b>					
	<b>Donor:</b> ECHO					
	<b>Coordination Framework:</b> N/A					
	<b>Partners:</b> N/A					

## 2. Rationale

### 2.1 Background

Frontline areas of Ukraine continue to face severe humanitarian and economic challenges because of ongoing hostilities. In addition to experiencing countrywide issues such as inflation and labour shortages, many hromadas near the frontline are also marked by heightened security risks, extensive residential and infrastructural damage, and high levels of displacement, leading to severe disruptions in both household livelihoods and local markets. In many of these largely rural areas agricultural activity is widespread but often limited to subsistence due to insecurity, reduced inputs, and mine/UXO contamination. Amid these challenges, humanitarian assistance plays a critical role in addressing basic needs, but sustainable livelihoods and longer-term recovery remain elusive. Understanding how local economies function and adapt, how people cope, and what forms of support are both needed and relevant in these high-risk areas is essential to inform more tailored and context-sensitive livelihoods interventions.

While several assessments have explored food security and livelihoods needs in frontline and adjacent areas, significant information gaps remain. In particular, there is limited in-depth, area-specific understanding of local economic dynamics, coping strategies, and the resilience of small and medium-sized businesses and agricultural producers near the frontline. Moreover, few studies have focused on how different population groups – e.g., female-headed households – interact with local economies or perceive livelihood opportunities. This assessment seeks to address those gaps through a qualitative and profiling-oriented approach, helping to generate practical evidence for the design and adaptation of livelihood- and resilience-focused programming.

### 2.2 Intended impact

Despite significant challenges, economic activity continues in frontline areas, providing a lifeline for communities remaining there. Sustaining resilient and adaptable livelihoods is thus critical to ensuring frontline populations can continue to meet their basic needs, and requires context-informed interventions. Meanwhile, following funding cuts, the existing Humanitarian Needs and Response Plan (HNRP) for Ukraine was amended to reflect an increased emphasis on emergency situations, de-prioritising livelihood programming in major urban centres and for off-farm livelihoods,<sup>1</sup> which underscores the importance of evidence for livelihoods support in rural areas near the frontline. In light of current response resources and priorities, this research intends to improve understanding of the current situation in frontline areas to inform ongoing and planned humanitarian interventions as well as strategic decision-making processes. Designed in close collaboration with relevant operational actors and working groups (including the Food Security & Livelihood Cluster, Livelihoods Technical Working Group, and Agriculture Technical Working Group), and building on IMPACT’s experiences carrying out socioeconomic assessments and settlement profiling in Ukraine since the start of the full-scale invasion, this assessment will profile local

<sup>1</sup> [OCHA](#). This reflects planned shifts in humanitarian action at a global level.

economies and emergency livelihoods in frontline areas to support programmatic actors to design and monitor livelihood support tailored to local needs, as well as identifying avenues for ways to support longer-term recovery and strengthen community resilience.

## 3. Methodology

### 3.1 Methodology overview

Steps in methodology:

1. **Secondary Data Review:** review of available data in Ukraine on livelihoods issues and challenges in frontline areas, to inform thematic focus, methodology development, and identification of actors with whom to engage. See 3.3 Secondary Data Review.
2. **Consultations:** held with humanitarian organisations and coordination bodies focused on livelihoods programming in Ukraine, to understand priority locations, key issues, current response priorities, and existing information gaps.
3. **Research Design:** informed by a review of available data and engagement with livelihoods actors, the assessment's objectives and research questions were refined, locations were selected (six hromadas), and interview tools were developed.
4. **Data Collection:** KIs and IIs with 19 respondents per hromada, split between household members, representatives of businesses or agricultural producers, and local authorities. See 3.4 Primary Data Collection.
5. **Data Processing and Analysis:** Will be conducted by assessment team in line with IMPACT's minimum standards checklist on qualitative data processing and analysis. See 3.5 Data Processing and Analysis.

### Key Terms

**Livelihoods:** a livelihood is often defined as 'a means of gaining a living',<sup>2</sup> such as farming or salaried employment. This can be thought of in terms of an activity (what people do on a daily basis 'to secure the basic necessities of life, such as food, water, shelter and clothing')<sup>3</sup> or a strategy (how people 'utilise and transfer assets to produce income today and deal with problems tomorrow').<sup>4</sup> Sufficient for this assessment is the following definition: 'A livelihood comprises the capabilities, assets (including both material and social resources) and activities required for a means of living. A livelihood is sustainable when it can cope with and recover from stresses and shocks and maintain or enhance its capabilities and assets both now and in the future'.<sup>5</sup> Livelihoods can change and adapt in response to external influences, including armed conflict, which tends to constrain livelihood options and shift emphasis from sustainability to survival.<sup>6</sup>

**Frontline:** in this assessment, the term 'frontline' refers to (1) the line of contact between the militaries of Ukraine and the Russian Federation, and (2) the international border between Ukraine and the Russian Federation.<sup>7</sup> Falling within range of artillery systems, guided aerial bombs, and short-range loitering munitions (small, weaponised unmanned aerial vehicles), these areas experience the vast majority of conflict events.<sup>8</sup> Defining the frontline to include the international border also accounts for expansions of the line of contact (such as incursions by the military of the Russian Federation into Sumska oblast) and aligns with the Government of Ukraine's list of territories where hostilities are being or could be carried out.<sup>9</sup>

<sup>2</sup> [Institute of Development Studies](#).

<sup>3</sup> [UNHCR](#).

<sup>4</sup> [Livelihoods Centre](#).

<sup>5</sup> [DFID](#). This definition is reflected in many livelihoods programming guidelines (e.g., [IFRC](#)). Some scholars contend that 'livelihoods need to be understood fundamentally in terms of relations' ([World Development](#)), appreciating the 'connection between people and the overall enabling environment that influences outcomes of livelihood strategies' ([Asian Development Bank](#)). This assessment accounts for this by collecting data from other actors in local economies aside from households – businesses, producers, and local authorities.

<sup>6</sup> [Overseas Development Institute](#).

<sup>7</sup> There are several frequently-updated estimates of the position of the frontline, with [LiveUA](#), [DeepState](#), and [ISW](#) being widely cited in international media; this assessment uses GIS data from LiveUA.

<sup>8</sup> [ACLED](#).

<sup>9</sup> [Ministry for Development of Communities and Territories of Ukraine](#).

**Emergency livelihoods:** interventions designed to reduce the impacts of a crisis through livelihoods support, often centred more narrowly on survival and resilience and typically focused on the immediate preservation and restoration of income-generating activities and basic economic functionality during or soon after a crisis, with the goal of preventing further deterioration and mitigating dependency on aid. Crisis-affected households – often left with high levels of debt, reduced purchasing power, overall loss of physical or financial assets, and high levels of physical insecurity – may adopt damaging coping strategies that can increase the risk of falling destitute, becoming food insecure, and losing access to basic services. This, in turn, undermines recovery and can prolong the need for relief aid. In such contexts, stabilising people’s livelihoods represents an essential intervention in mitigating the impact of a crisis, and is a critical first step to reducing vulnerability and building resilience. Socioeconomic assessments can inform which groups and areas should be targeted with emergency livelihoods activities, as well as the type of activities that would be appropriate in different local contexts.<sup>10</sup>

**Vulnerability**, the quality or state of being exposed to the possibility of being attacked or harmed, either physically or emotionally’, Oxford Languages. Vulnerability as a concept has a wide application and therefore a broad definition. The most relevant components for our purposes are ‘the quality or state of being exposed’, which, when used in the context of ‘socioeconomic vulnerability’, would point to social status as a determinant of someone’s exposure to shocks in the economic environment. It is well established that certain groups, such as women, IDPs, older jobseekers, people with disabilities (PWD) are socioeconomically vulnerable, albeit to different degrees in different contexts. This study will seek to contribute to the understanding of the socioeconomic vulnerability of women in business in the Ukrainian context, with specific reference to the war’s impact on access to economic opportunities.

**Internally Displaced Person (IDP):** Persons or groups of persons who have been forced or obliged to flee, or to leave their homes or places of habitual residence, in particular as a result of or in order to avoid the effects of armed conflict, situations of generalised violence, violations of human rights or natural or human-made disasters, and who have not crossed an internationally recognised State border. In Ukraine, IOM DTM operationalizes this definition by categorizing as IDPs those that moved from their city/village of permanent place of residence because of the full-scale war.

**Returnee:** A person who had undergone a migratory movement and returned to their original place of habitual residence. REACH aligns with the definition operationalized by the International Organization for Migration (IOM) which requires that returnees have left their habitual residence since February 24th, 2022, due to the current war for a minimum of 2 weeks (14 days). Returnees are not restricted only to IDPs but can also include those who were displaced internationally.

**Household (HH):** The family consisting of persons who live together, are connected by common life and have mutual rights and responsibilities.

**Unemployed**, as defined by the International Labor Organization (ILO), this term covers all persons older than a certain age who during the reporting period were: "without work", i.e. did not work for hire or at their own enterprise; "ready at a certain moment for work", that is, they were ready for hired labor or for work at their own enterprise during the reporting period; "actively looked for work", that is, took specific actions in a certain past period to look for a job for hire or at one's own company<sup>11</sup>. Unemployment is a phenomenon in which part of the economically active population is inactive (does not work) due to the lack of suitable work. The main types of unemployment are frictional, structural, cyclical.

**Labor market** - a market that provides people with work and coordinates relations in the field of labor. The entire economically active population is on the labor market, that is, all employed, regardless of status and search for other or additional work, and all unemployed, regardless of whether they are looking for paid work or trying to organize their own business, are included.

**Micro-enterprises** are enterprises whose indicators, as of the date of drawing up the annual financial statements for the year preceding the reporting one, meet at least two of the following criteria: book value of assets — up to 350,000 euros;

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<sup>10</sup> [Women’s Refugee Commission](#).

<sup>11</sup> [https://www.ukrstat.gov.ua/metod\\_polog/slovník/02.do](https://www.ukrstat.gov.ua/metod_polog/slovník/02.do)

net income from the sale of products (goods, works, services) — up to 700,000 euros; the average number of employees is up to 10 people.

**Small enterprises** are those that do not meet the criteria for micro-enterprises and whose indicators, as of the date of drawing up the annual financial statements for the year preceding the reporting year, meet at least two of the following criteria: book value of assets — up to 4 million euros; net income from the sale of products (goods, works, services) — up to 8 million euros; the average number of employees is up to 50 people.

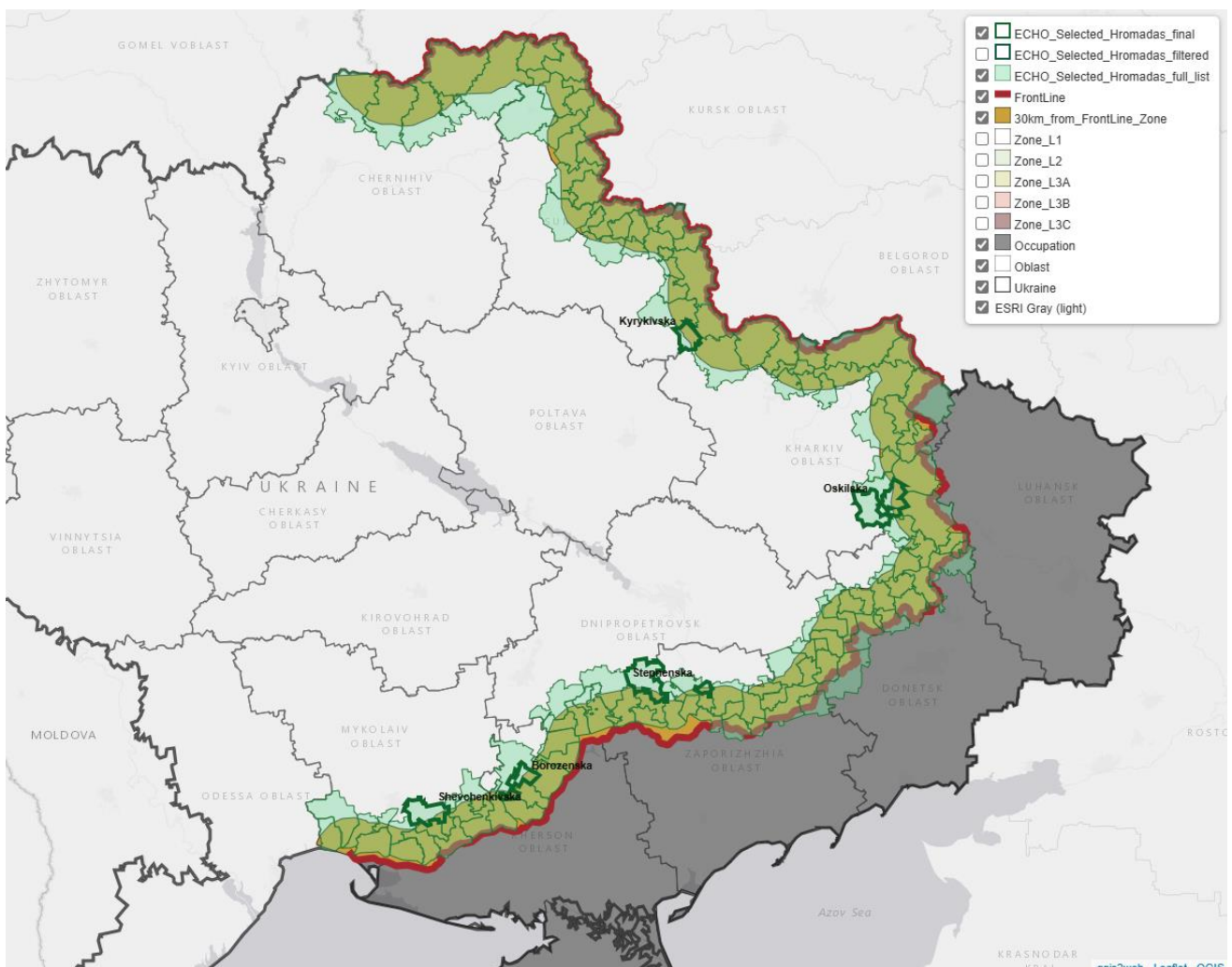
**Medium-sized enterprises.** Enterprises that do not meet the criteria for small enterprises and whose indicators as of the date of drawing up the annual financial statements for the year preceding the reporting year correspond to at least two of the following criteria: book value of assets — up to 20 million. euro; net income from the sale of products (goods, works, services) up to 40 million. euro: the average number of employees is up to 250 people.

**Business Environment** is the sum of all internal and external factors such as employees, customer needs and expectations, supply and demand, management, clients, suppliers, owners, activities by government, innovation in technology, social trends, market trends, economic changes, etc. These factors form the environment in which businesses operate and influence how they work.

**Resilience** refers to both the process and the outcome of successfully adapting to difficult or challenging life experiences. At the same time, it is often used to refer to the economic resilience of individual households or firms, and their ability to cope with or recover from a shock and adapt to changing economic circumstances in the wider economy. In this case, it can relate to the distributional effects of a shock (who is affected and how) as well as the vulnerability of individuals to the shock and the nature of any welfare provisions that are in place. The concept of economic resilience includes two key components. The first is the ability of an economy of households, firms, or an economy to withstand or absorb economic shock. The second is a more dynamic component which relates to the ability of households, firms, or the economy more widely, to adapt to changing circumstances and strengthen their ability to respond to potential future shocks.

### 3.2 Population of interest

**Geographical area assessed.** Location selection involved several steps: (1) identifying hromadas where at least part of their territory falls within 30 kilometres of the frontline as of June 2025, (2) filtering the list by applying several layers of security criteria (including occupation status, data on conflict events as measured by ACLED, and consultations with Acted's security team), and (3) considering assessment-related factors, based on a review of secondary data, current response priorities, and input from partners implementing livelihoods-related programmes and assessments in frontline or near-frontline areas. The six hromadas selected for this assessment are semi-rural and rural areas across the north, east, and south of the frontline in Ukraine: Kyrykiska (Sumska oblast), Oskilska (Kharkivska oblast), Stepnenska (Zaporizka oblast), Tomakivska (Dnipropetrovska oblast), Borozenska (Khersonska oblast), and Shevchenkivska (Mykolaivska oblast). These hromadas share similarities and differences in their experience since the start of the full-scale invasion, and in their current risk profile and outlook.



### 3.3 Secondary data review

Below is a list of reports and data sources relevant to livelihoods issues in Ukraine, as well as other sources relevant to the assessment approach. This list is non-exhaustive and highlights key sources used to inform this study.

Secondary source	Purpose of source
<a href="#">Joint Food Security and Livelihood Assessment of Frontline and Bordering Regions in Ukraine</a> , May 2025, FAO/WFP	<ul style="list-style-type: none"> <li>- Verify/triangulate primary data and findings</li> <li>- Provide supporting context/findings</li> </ul>
<a href="#">Basic Needs and Livelihoods Assessment in Near-Frontline Communities of Ukraine   An assessment of essential needs, service gaps, and livelihood challenges in rural and semi-urban communities near frontline areas of Kharkiv, Mykolaiv and Zaporizhzhia</a> – March 2025, JERU	<ul style="list-style-type: none"> <li>- Verify/triangulate primary data and findings</li> <li>- Provide supporting context/findings</li> </ul>
<a href="#">GENDER AND LABOUR MARKET ASSESSMENT IN DNIPRO, KHARKIV AND MYKOLAIV OBLASTS IN UKRAINE</a> – January 2025	<ul style="list-style-type: none"> <li>- Verify/triangulate primary data and findings</li> <li>- Provide supporting context/findings</li> </ul>
<a href="#">SURVEY ON ECONOMIC OPPORTUNITIES IN THE FRONTLINE AND LIBERATED UKRAINIAN COMMUNITIES: Results of Sociological Survey of Residents of Dnipro, Zaporizhzhia, Mykolaiv, Odesa, Sumy, Kharkiv, Kherson, and Chernihiv Oblasts</a> – June 2024, KIIS	<ul style="list-style-type: none"> <li>- Verify/triangulate primary data and findings</li> <li>- Provide supporting context/findings</li> </ul>

<a href="#">LIVELIHOODS BASELINE EVALUATION, Chernihiv, Sumy, Kharkiv, Dnipropetrovsk, Zaporizhzhia, Mykolaiv, Kherson Oblasts</a> – September 2024, DRC	<ul style="list-style-type: none"> <li>- Verify/triangulate primary data and findings</li> <li>- Provide supporting context/findings</li> </ul>
<a href="#">Livelihoods and Economic Recovery Assistance in Ukraine</a> – April 2024, JERU	<ul style="list-style-type: none"> <li>- Contextual understanding of livelihoods and business support in Ukraine</li> </ul>
<a href="#">Employment, Mobility and Labour Market Dynamics in Ukraine</a> – November 2024, IOM	<ul style="list-style-type: none"> <li>- Contextual understanding of economic issues in Ukraine, esp. labour market dynamics</li> </ul>
REACH Ukraine - MSNA data (0-30km from frontline disaggregation), plus situation overviews: <a href="#">Multi-Sector Needs Assessment 2024: Livelihoods Situation Overview</a>	<ul style="list-style-type: none"> <li>- Verify/triangulate primary data and findings</li> <li>- Provide supporting context/findings</li> </ul>
<a href="#">Sphere Handbook</a> : Chapter 7, <a href="#">Minimum Economic Recovery Standards</a> (MERS), and <a href="#">Minimum Standard for Market Analysis</a> (MiSMA)	<ul style="list-style-type: none"> <li>- Inform study with widely accepted standards and definitions relevant for livelihoods programming and assessments.</li> </ul>
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### 3.4 Primary Data Collection

#### Method

REACH will use semi-structured tools to collect data through complementary sources:

Interviews with head of households, businesses/agricultural producers, and local authorities. IIs will target household members based on a selection of different sociodemographic characteristics that emerged from the literature review and consultations with actors focused on livelihoods issues in frontline areas. The table below presents categories of households to be targeted. The assessment team proposes to conduct a total of 114 one-on-one interviews (19 per hromada), split across the selected categories. While the research team will seek out specific characteristics in respondents, some may belong to several of these demographic groups. Additionally, information from the consultations suggests that in frontline areas it may not be feasible to reach the target number of respondents from certain groups, in which case the assessment team will explore next-best options. Recruitment methods with households will involve random walk and snowballing, while for businesses it will involve snowballing and possibly receiving reference information (lists) from local authorities. Field team will conduct outreach with local authorities. Enumerator teams will be trained in a manner that prepares them to conduct interviews with all relevant demographic groups outlined below.

Table 1: IIs and KIs per hromada

Group of informants	Sub-group	Number
<b>Female-headed households</b>	those with kids (primary school and under)	1
	those who lost a breadwinner	1
	those of pre-retirement age (55-60 years)	1
	those taking care of injured veteran/ disabled member	1
<b>Male-headed households</b>	Men (aged 18-35)	1
	Older men in retirement who still work	1
<b>Employed vs non-employed</b>	Employed (official-unofficial)	2
	Unemployed	1
<b>IDP households</b>	Households with a disabled member	1
	IDPs with kids (under 14 years)	1
<b>Businesses and agricultural enterprises</b>	Agricultural enterprises (micro, medium farms)	3
	Off-farm businesses	2

<b>Local authorities</b>	Hromada village council (head of hromada, social protection, economic)	2
	Starosta	1
<b>TOTAL</b>		<b>19</b>

Semi-structured key informant interview questionnaires will be made available as Microsoft Word documents, requiring the TLs, who are primarily responsible for in-depth interviews, to be prepared to take notes using their preferred modality. KI interviews will be recorded to allow the assessment team to cross-check results where necessary. Data collection is due to begin on 03 July 2025 and will continue for four weeks, until 28 July 2025.

Data collection will be conducted in-person by REACH field team, with 1 team leader (TL) and 1-3 enumerators dedicated to each hromada. Each team will have a driver to allow them to visit different locations. REACH will adopt the following risk mitigation measures (additional security measures specific to selection of households are detailed below):

- Enumerators and drivers will be trained specifically on mine awareness, and any respondents to interview that is not accessible by a paved road frequently used by residents will be removed from the sample.
- A monitoring of the security situation in each region will be conducted by REACH team leader, ACTED security officers for the South, North and East and ACTED security team. In the event of an increase in security incidents in the area, data collection will be stopped.
- As some hromadas which included in this research cycle have been occupied/de-occupied and direct hostilities have taken place on their territories and their territories were directly affected by the shelling, a separate training component for enumerators that focus on to detect/respond to distress or discomfort, especially in areas with recent conflict exposure will be provision in this line of work will take place as part of the general organizational internal training of the field team.
- Security briefings on field enumerators and drivers will be conducted before data collection starts and will be repeated as necessary. PPE will be provided to enumerators and drivers.
- Local authorities will be fully informed on the data collection activities prior.

### Sampling strategies for Key informant interviews:

In total 114 interviews will be conducted across all 6 hromadas. Interviews will take place in person (except for Oskilska hromada in Kharkivska oblast due to security risks) where security and practical considerations permit, and will be recorded, with the consent of the participant, to allow for cross-checking of results where necessary. Interviews are planned with head of households, businesses/agricultural producers, and local authorities.

- **Households (11 IIs)** – of which, aim for at least 1 of each of the following:

Female-headed households (those in rural areas, those who lost a breadwinner, those of pre-retirement age, those taking care of injured veteran, those with very young kids); Youth; Employed vs non-employed; IDP households; Households with a disabled member; Veteran households; Living in/near hromada centre versus those living in periphery.

- **Businesses (2 KIIs) and agricultural enterprises (3 KIIs)**

**The assessment will focus on micro and small enterprises. Therefore, businesses and agricultural enterprises selected for data collection should have no more than 50 employees.**

- **Local authorities (3 KIIs)**

### Tools

## Key Informant Interview Question Guides

To ensure the relevance of the questions to the field of knowledge and professional specialization of the key informant, adapted question guides in the form of text documents will be available for each of the respondents. The guides will contain a mixture of structured and open-ended questions (including prompts) and can be completed during or after the interview with reference to notes and audio recording. Guides will be given to key informants in advance so that they are ready on the day of the interview.

## Monitoring

The assessment team will brief the field team on the data collection methodology ten days in advance of the start of data collection. TLs and enumerators will be trained on the tools a few days in advance of data collection and a pilot will be conducted to test the tools. Tools will be adjusted based on feedback from the field team. Tools will contain sections allowing TLs and enumerators to record empirical observations not captured by the questions, as well as comments on the ability/willingness of key informants to respond to specific questions. Incoming semi-structured in-depth interview data will be monitored by an assessment officer (AO) to ensure the completeness of submissions. TL will be required to submit the completed data collection tool (notes) to the AO as a Word document within 48 hours of the interview, along with a debrief form. Also, with the consent of the informant, it is envisaged to conduct an audio recording of the in-depth interview to monitor the correctness of filling out notes by the TL. The debrief form should be used to indicate any changes and additions that were made to notes following the interview based on recordings. A data saturation grid will be completed by the assessment team in real time in case data saturation is reached before the end of data collection, though such a scenario is unlikely given the specific activities of actors.

## 3.5 Data Processing & Analysis

Data processing and analysis of KIIs and IIs will be performed in line with [IMPACT's Minimum Standards Checklist of Semi-Structured Data Processing and Analysis](#). Where permitted by respondents, audio recordings will be utilised to improve the quality of interview transcripts if useful and necessary. Once interview transcripts and enumerator debrief forms have been translated from Ukrainian to English, processing and analysis will result in the following data and analysis to be shared with IMPACT HQ: (1) enumerator debrief forms, (2) finalised transcripts in Word document format, and (3) completed Data Saturation and Analysis Grids (DSAG), including (4) a completed Method Report, summarising data collection and analysis methods used.

The assessment team will use MAXQDA, a qualitative analysis software, to conduct in-depth qualitative analysis of the interview transcripts. Qualitative data will be reviewed and coded according to a codebook informed by the assessment's research questions. The assessment team will systematically categorise data and identify variance and recurrence across important themes, paying particular attention to differences in responses based on respondents' location and other characteristics, including sociodemographic characteristics.

Three DSAGs will be produced based on this coding – for households, businesses, and local authorities. In each DSAG, the assessment team will indicate key findings, and in a separate column, triangulate those findings with findings from the other DSAGs (assisted by overlaps in codes, and thematic coding across groups), emphasising points of difference or interesting connections. All analysis and key findings from the three DSAGs will be considered in conjunction when drafting outputs.

## 3.6 Limitations

Due to security and access constraints, many communities near the frontline are not safe for conducting primary data collection, especially via in-person modalities (e.g., face-to-face interviews). This was accounted for by including security conditions in the location selection process. As a result, selected hromadas recently experienced fewer conflict events than some others near the frontline, potentially skewing results about livelihoods needs and challenges. While the assessment team aimed for diversity when selecting hromadas to assess, data collected from the final sample will not necessarily reflect conditions in the many other locations near the frontline that are not covered by the assessment. Furthermore, the situation near the frontline is prone to rapid changes; data will reflect the perceptions of respondents at a given time, but may quickly become outdated due to contextual developments, including (but not limited to) movements of the frontline, the introduction of new munitions or tactics to the battlefield, or a ceasefire. Additionally, due to the small overall sample size per hromada (19 interviews spread across many demographic sub-groups), the data will have limited depth per sub-group, reducing comparability across locations and demographics. Finally, a qualitative approach means that the findings of this assessment will be indicative rather than representative.

## 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?	No	If necessary, on the request of the ACTED Security Department, IMPACT will conduct surveys in shelters.  Movement by the Field Teams will conform to ACTED in-country security protocols. If necessary, enumerators will be provided with PPE and security briefings.
... Does not <b>expose respondents / their communities to any risks as a direct result</b> of participation in data collection?	No	If necessary, on the request of the ACTED Security Department, IMPACT will conduct surveys and in shelters.  Movement by the Field Teams will conform to ACTED in-country security protocols. If necessary, enumerators will be provided with PPE and security briefings.
... Does not involve <b>collecting information on specific topics which may be stressful and/ or re-traumatising</b> for research participants (both respondents and data collectors)?	No	Respondents will be reminded at the beginning of the interview that their

		<p>participation is voluntary, and that they can withdraw their consent at any time</p> <p>Data collection will be conducted by Ukrainian staff who are able to effectively communicate with respondents about voluntary consent to participate, and who can recognise if respondents become uncomfortable.</p>
... Does not involve <b>data collection with minors</b> i.e. anyone less than 18 years old?	Yes	
... Does not involve <b>data collection with other vulnerable groups</b> e.g. persons with disabilities, victims/ survivors of protection incidents, etc.?	Yes	
... Follows IMPACT SOPs for management of <b>personally identifiable information</b> ?	No	All personally identifiable information (age, sex, phone number) will be deleted directly after the data cleaning.

## 5. Roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed
<b>Research design</b>	Assessment Officer (AO) Senior Assessment Officer (SAO)	Research Manager (RM)	Deputy Country Coordinator (DCC) Impact HQ Research Design and Data Unit	County Coordinator, HQ RDDU
<b>Supervising data collection</b>	REACH Senior Field Officer	REACH Field Operation Manager	AO; SAO.	ECHO, HQ RDDU, Country Coordinator
<b>Data processing (checking, cleaning)</b>	Assessment Officer (AO) REACH Field Officers.	RM SAO	DCC IMPACT HQ Research Design and Data unit	Research Manager, Country Coordinator, HQ RDDU
<b>Data analysis</b>	Assessment Officer Senior Assessment Officer	RM	DCC IMPACT HQ Research Design and Data unit	Research Manager, Country Coordinator, HQ RDDU

<b>Output production</b>	AO	RM	DCC IMPACT HQ Research Reporting Unit	Research Manager, Country Coordinator, HQ RDDU, ECHO
<b>Dissemination</b>	SAO	RM DCC	IMPACT HQ Research Reporting and Communication Units	HQ Communication Unit, ECHO
<b>Monitoring &amp; Evaluation</b>	RM	Country Coordinator	IMPACT HQ Research department	HQ RDDU, Country Coordinator
<b>Lessons learned</b>	RM	Country Coordinator	All REACH staff involved	Country Coordinator, HQ RDDU, ECHO

## 6. Data Analysis Plan

Available upon request.

## 7. Data Management Plan

Administrative Data			
Research Cycle name	Emergency Livelihoods Profiling in Frontline Areas		
Project Code	64HXX		
Donor	ECHO		
Project partners	N/A		
Research Contacts	Owen BOED <a href="mailto:owen.boed@impact-initiatives.org">owen.boed@impact-initiatives.org</a> Nadiia MIKHNO <a href="mailto:nadiia.mikhno@reach-initiative.org">nadiia.mikhno@reach-initiative.org</a>		
Data Management Plan Version	Date: 19/06/2025	Version: V 1	
Related Policies			
Documentation and Metadata			
What documentation and metadata will accompany the data?  <i>Select all that apply</i>	<input checked="" type="checkbox"/>	Data analysis plan	<input type="checkbox"/> Data Cleaning Log, including: <input type="checkbox"/> Deletion Log <input type="checkbox"/> Value Change Log
	<input type="checkbox"/>	Codebook	<input type="checkbox"/> Data Dictionary
	<input type="checkbox"/>	Metadata based on HDX Standards	<input type="checkbox"/> [Other, Specify]
Ethics and Legal Compliance			

Which ethical and legal measures will be taken?	X	Consent of participants to participate	<input type="checkbox"/>	Consent of participants to share personal information with other agencies
	<input type="checkbox"/>	No collection of personally identifiable data will take place	X	Gender, child protection and other protection issues are taken into account
	X	All participants reached age of majority		[Other, Specify]

Who will own the copyright and Intellectual Property Rights for the data that is collected?	IMPACT			
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**Storage and Backup**

Where will data be stored and backed up during the research?	<input type="checkbox"/>	IMPACT/REACH Kobo Server	<input type="checkbox"/>	Other Kobo Server: UNHCR Kobo Server
	X	IMPACT Global Physical / Cloud Server	<input type="checkbox"/>	Country/Internal Server
	X	On devices held by REACH staff	<input type="checkbox"/>	Physical location <i>[specify]</i>
	<input type="checkbox"/>	[Other, Specify]		

Which data access and security measures have been taken?	X	Password protection on devices/servers	X	Data access is limited to REACH staff: Senior GIS Officer, Senior Data Officer, Assessment Officers, Research Manager
	<input type="checkbox"/>	Form and data encryption on data collection server	<input type="checkbox"/>	Partners signed an MoU if accessing raw data
	<input type="checkbox"/>	[Other, Specify]		

**Kobo Access Rights**

Kobo Access	Person	Account Name
View Form		
View and Edit Form		
View Form and Submit Data		
Download Data		

Raw Data Access Rights					
Raw Data Access	Reason			Person	
Accountable	For Data cleaning and analysis				
Access	For analysis (written report and maps)				
Preservation					
Where will data be stored for long-term preservation?	<input checked="" type="checkbox"/>	IMPACT / REACH Global Cloud / Physical Server		<input type="checkbox"/>	OCHA HDX
	<input type="checkbox"/>	REACH Country Server		<input type="checkbox"/>	UNHCR Kobo Server
Data Sharing					
Will the data be shared publically?	<input checked="" type="checkbox"/>	Yes		<input type="checkbox"/>	No, only with mandating agency / body
Will all data be shared?	<input type="checkbox"/>	Yes		<input checked="" type="checkbox"/>	No, only anonymized/ cleaned/ consolidated data will be shared
	<input type="checkbox"/>	No, [Other, Specify]			
Where will you share the data?	<input checked="" type="checkbox"/>	REACH Resource Centre		<input type="checkbox"/>	OCHA HDX
	<input type="checkbox"/>	Humanitarian Response		<input type="checkbox"/>	[Other, Specify]
Data protection risk assessment					
Have you completed the Indicators Risk Assessment table below?	<input checked="" type="checkbox"/>	Yes		<input type="checkbox"/>	No, no information that potentially allows the identification of individuals is to be collected.
Risk indicator	Type of identification risk	Disclosure implications	Benefits	Class	Required mitigation
KI phone number	Direct contact	Loss of privacy	Follow up for data cleaning	B1	deleted directly after verification/cleaning
Sex	Identification of KI	Loss of privacy	To determine the specifics of the key informant profile	B2	deleted after analysis/visualisation

			depending on gender		
Age	Identification of KI	Loss of privacy	To determine the specifics of the key informant profile depending on age	B2	deleted after analysis/visualisation

Responsibilities	
Data collection	Senior Field Operations Manager, Yuliia LASTOCHKINA, <a href="mailto:yuliia.lastochkina@impact-initiatives.org">yuliia.lastochkina@impact-initiatives.org</a> Field Operations Manager, Roxana KURANOVA, <a href="mailto:roxana.kuranova@reach-initiative.org">roxana.kuranova@reach-initiative.org</a> Senior Field Officer, Vitalii BUDNIK, <a href="mailto:vitalii.budnik@reach-initiative.org">vitalii.budnik@reach-initiative.org</a> Senior Field Officer, Tetiana KOVALCHUK <a href="mailto:tetiana.kovalchuk@reach-initiative.org">tetiana.kovalchuk@reach-initiative.org</a>
Data cleaning	
Data analysis	Owen BOED, Assessment Officer <a href="mailto:owen.boed@impact-initiatives.org">owen.boed@impact-initiatives.org</a>
Data sharing/uploading	Owen BOED, Assessment Officer <a href="mailto:owen.boed@impact-initiatives.org">owen.boed@impact-initiatives.org</a>

## 8. Monitoring & Evaluation Plan

IMPACT Objective	External M&E Indicator	Internal M&E Indicator	Focal point	Tool	Will the indicator be tracked?
Humanitarian stakeholders are accessing IMPACT products	Number of humanitarian organisations accessing IMPACT services/products	# of downloads of x product from Resource Centre	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 the REACH Global newsletter	Country request to HQ		<input type="checkbox"/> Yes
		# of visits to x webmap/x dashboard	Country request to HQ		<input type="checkbox"/> Yes
IMPACT activities contribute to better program implementation and coordination of the humanitarian response	Number of humanitarian organisations utilising IMPACT services/products	# references in HPC documents (HNO, SRP, Flash appeals, Cluster/sector strategies)	Country team	Reference_log	
		# references in single agency documents			
			Country team		

Humanitarian stakeholders are using IMPACT products	Humanitarian actors use IMPACT evidence/products as a basis for decision-making, aid planning and delivery	Perceived relevance of IMPACT country-programs		Usage_Feedback_and_Usage_Survey_template	The results of the survey will contribute to the operational activities of at least 4 partners.
		Perceived usefulness and influence of IMPACT outputs			
		Recommendations to strengthen IMPACT programs			
		The perceived capacity of IMPACT staff			
		Perceived quality of outputs/programs			
Humanitarian stakeholders are engaged in IMPACT programs throughout the research cycle	Number of humanitarian documents (HNO, HRP, cluster/agency strategic plans, etc.) directly informed by IMPACT products	Recommendations to strengthen IMPACT programs	Country team	Engagement_log	<input type="checkbox"/> Yes X Yes X Yes
	Number and/or percentage of humanitarian organisations directly contributing to IMPACT programs (providing resources, participating in presentations, etc.)	# of organisations providing resources (i.e. staff, vehicles, meeting space, budget, etc.) for activity implementation			
		# of organisations/clusters inputting in research design and joint analysis			
		# of organisations/clusters attending briefings on findings			

