

Research Terms of Reference

Humanitarian Action through Volunteers, Enablers and Networks, phase IV

UKR2605

Ukraine

April 2026

Version 1

REACH Informing more effective humanitarian action

1. Executive Summary

Country of intervention	Ukraine		
Type of Emergency	<input type="checkbox"/> Natural disaster	<input checked="" type="checkbox"/> Conflict	
Type of Crisis	<input type="checkbox"/> Sudden onset	<input type="checkbox"/> Slow onset	<input checked="" type="checkbox"/> Protracted
Mandating Body/ Agency	Foreign, Commonwealth and Development Office (FCDO)		
Project Code	IMPACT code – 64BAG, ACTED code - 64FOX		
Overall Research Timeframe	01/04/2026 – 31/03/2027		
Research Timeframe	1. Pilot/training (activity 1.2.5): 08-10/04/2026 Pilot/training (activity 1.2.1): 04-06/05/2026	7. Joint analysis workshops with community members and local authorities: 05- 19/10/2026	
	2. Start collecting data (activity 1.2.5): 13/04/2026 Start collecting data (activity 1.2.1): 07/05/2026	8. Data analysed: 20/10-31/12/2026	
	3. Data collected (activity 1.2.5): 30/04/2026 Data collected (activity 1.2.1): 05/06/2026		
	4. Data analysed: 31/07/2026	9. Outputs sent for validation: 01/02/2027	
	5. Data sent for validation: 30/09/2026	10. Outputs published: 01/03/2027	
	6. Preliminary presentations: n/a	11. Final presentation: 11/03/2027	
Number of assessments	<input checked="" type="checkbox"/> Single assessment (one cycle)		
	<input type="checkbox"/> Multi-assessment (more than one cycle)		
Humanitarian milestones	Milestone		Deadline
	<input checked="" type="checkbox"/>	Donor plan/strategy (FCDO)	31/03/2027
	<input type="checkbox"/>	Inter-cluster plan/strategy	-- / / --
	<input type="checkbox"/>	Cluster plan/strategy	-- / / --
	<input checked="" type="checkbox"/>	NGO platform plan/strategy (ACTED)	On-going
<input checked="" type="checkbox"/>	Other (Specify): <ul style="list-style-type: none"> Local self-government Regional State Administrations and Regional Councils Governmental structures 	31/03/2027	
Audience Type & Dissemination	Audience type		Dissemination
	<input checked="" type="checkbox"/> Strategic	<input checked="" type="checkbox"/> Programmatic	<input checked="" type="checkbox"/> General Product Mailing (RCC; ACTED; PIN; LDN; CIVIC, NP FCDO)

	<input checked="" type="checkbox"/> Operational <input type="checkbox"/> [Other, Specify]	<input type="checkbox"/> Cluster Mailing <input checked="" type="checkbox"/> Presentation of findings (RCC; ACTED; PIN; LDN; CIVIC, NP, FCDO) <input checked="" type="checkbox"/> Website Dissemination (Relief Web & REACH Resource Centre) <input checked="" type="checkbox"/> For this project, IMPACT does not provide standard analytical output. Data and datasets inform the development of official local recovery documents, with support on ad-hoc requests regarding data relevant to sectorial analysis and its methodological framework. Additional analytical products, such as briefs based on the results of joint analytical sessions with consortium partners, will be made publicly available.
Detailed dissemination plan required	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
General Objective	Provide a comprehensive and structured evidence base to better inform the development of Local Development Strategies for each hromada (please see examples here)	
Specific Objective(s)	<ol style="list-style-type: none"> 1. To assess official local data and identify key gaps in socio-economic, demographic data and broad community profile including infrastructure and basic services. 2. To capture and report the views, perspectives, needs and priorities of community members, local authorities and other type of local stakeholders in both a structured and spatially representable way. 3. Provide recommendations based on analysis of existing and collected data and key challenges to inform local development strategies and support local resilience. 	

<p>Research Questions</p>	<p>1. What are the demographic and social characteristics of the hromada?</p> <p>1.1 What is the overall demographic composition of the population, including age, gender, and displacement status?</p> <p>1.2 What population groups are present in the hromada, and what is their socio-economic status?</p> <p>1.3 Are there vulnerable groups in the hromada, and what are their main needs?</p> <p>2. What is the state of infrastructure and services in the hromada?</p> <p>2.1 What is the condition of housing and communal infrastructure, and how has it changed after escalation of the conflict in 2022?</p> <p>2.2 What is the current level of access to social services (healthcare, education, administrative, care, cultural, youth, sports)?</p> <p>2.3 What is the current level of access to basic services (water supply, sewage, heating, gas, solid waste management)?</p> <p>2.4. What are the main gaps and barriers in accessing basic and social services?</p> <p>3. What is the economic profile of the hromada and its potential for development?</p> <p>3.1 What were the economic drivers pre the war and how have local economic activities been impacted by the conflict?</p> <p>3.2 Which sectors of the economy are dominant and what vulnerabilities and barriers do local businesses face that have emerged or been exacerbated as a result of the war?</p> <p>3.3 How have gender dynamics and economic structural changes resulting from the war impacted the equilibrium between labour supply and demand in the market?</p> <p>3.4 What are the main growth points and new economic opportunities available in the hromada?</p> <p>4. What are the general strengths and weaknesses of the hromada?</p> <p>4.1 What internal strengths (resources, capacities, assets) can support development and recovery?</p> <p>4.2 What internal weaknesses or gaps hinder the achievement of development goals?</p> <p>4.3 How do external factors influence opportunities and threats for the hromada?</p> <p>5. What are the key needs, tasks, and priority actions for hromada recovery and development?</p> <p>5.1 What are the most urgent recovery needs of infrastructure, economy, and population?</p> <p>5.2 What tasks should be addressed in the short, medium, and long term to support recovery?</p> <p>5.3 What are the priority actions to be implemented to achieve strategic recovery and development goals?</p> <p>6. What is the long-term vision for the development of the hromada?</p> <p>6.1 What unique features of the hromada (location, natural resources, population, transport, services, heritage, infrastructure, local government, civil society, etc.) can shape this vision?</p> <p>6.2 How do different stakeholder groups perceive the future of the hromada and their role in it?</p>
<p>Geographic Coverage</p>	<p>Sursko-Lytovska, Saksahanska, Hubynyska, Mohulivska hromadas in Dnipropetrovska oblast (activity 1.2.1), Mykhailo-Lukashivska, Stepnenska, Ternuvatska hromadas in Zaporizka oblast, Prolisnenska, Savynska hromadas in Kharkivska oblast (activity 1.2.5)</p>
<p>Secondary data sources</p>	<p>IMPACT: HAVEN III White Book: Strengthening Local Recovery Planning Through Data, Participation, and Targeted Support, February 2026</p> <p>UN: United Nations in Ukraine Transitional Framework, September 2022-December 2024</p> <p>International Labour Organisation: ILO Transitional Cooperation Strategy for Ukraine 2024-2025, March 2024.</p> <p>UNECE: Ukraine and United Nations Sustainable Development Cooperation Framework, 2025-2029, May 2024.</p> <p>USAID: Impact of War: Frontline Communities and Resilience, February 2024.</p> <p>Cabinet of the Ministers of Ukraine: Resolution dated 18 July 2023, № 731 'On approval of procedures for the restoration and development of regions and territorial communities'.</p> <p>Law of Ukraine 'On the principles of state regional policy' dated 05 February 2015, № 156-VIII.</p>

	Ministry of Reintegration of the Temporarily Occupied Territories of Ukraine: Order dated 22 December 2022, № 309 'On Approval of the List of Territories in which Military Actions are (were) Conducted or Temporarily Occupied by the Russian Federation'.			
Population(s)	<input type="checkbox"/>	IDPs in collective sites	<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 checked="" type="checkbox"/>	Local residents
Stratification	<input type="checkbox"/>	Geographical #: 9 hromadas in 3 oblasts Population size per strata is known? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Group #: _ _ _ Host community Local residents Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
Data collection tool(s)	<input checked="" type="checkbox"/>	Structured (Quantitative)	<input checked="" type="checkbox"/>	Semi-structured (Qualitative)
	Sampling method		Data collection method	
Structured data collection tool # 1	<input checked="" type="checkbox"/> Purposive <input type="checkbox"/> Probability / Simple random <input type="checkbox"/> Probability / Stratified simple random <input type="checkbox"/> Probability / Cluster sampling <input type="checkbox"/> Probability / Stratified cluster sampling <input type="checkbox"/> [Other, Specify]		<input checked="" type="checkbox"/> Key informant interviews: 9 starostas in 2 hromadas 2 focal point in 2 hromadas 6 starostas in Hubynyska hromada 3 starostas in Saksahanska hromada 1 focal point in Sursko-Lytovska hromada 1 focal point in Mohylivska hromada <input type="checkbox"/> Group discussions (Target #): _ _ _ _ _ <input type="checkbox"/> Household interview (Target #): _ _ _ _ _ <input type="checkbox"/> Individual interview (Target #): _ _ _ _ _ <input type="checkbox"/> Direct observations: (Target #): _ _ _ _ _ <input type="checkbox"/> [Other, Specify] (Target #): _ _ _ _ _	
Semi-structured data collection tool # 2	<input checked="" type="checkbox"/> Purposive <input type="checkbox"/> Probability / Simple random <input type="checkbox"/> Probability / Stratified simple random <input type="checkbox"/> Probability / Cluster sampling <input type="checkbox"/> Probability / Stratified cluster sampling <input type="checkbox"/> [Other, Specify]		<input type="checkbox"/> Key informant interview (Target #): _ _ _ _ _ <input checked="" type="checkbox"/> Focus group discussion (Target 5 Focus group discussion per hromada for activity 1.2.1): 1 FGD with the local residents 6-8 participants from the hromada centre, 1 FGD with the local residents 6-8 participants from the hromada periphery, 1 FGD with the local CSOs representatives 6-8 participants, 1 FGD with the local business representatives 6-8 participants, per hromada 1 FGD with the vulnerable groups within the hromada <input type="checkbox"/> Household interview (Target #): _ _ _ _ _ <input type="checkbox"/> Individual interview (Target #): _ _ _ _ _ <input type="checkbox"/> Direct observations (Target #): _ _ _ _ _	
Semi-structured data collection tool # 3	<input checked="" type="checkbox"/> Purposive <input type="checkbox"/> Probability / Simple random <input type="checkbox"/> Probability / Stratified simple random <input type="checkbox"/> Probability / Cluster sampling <input type="checkbox"/> Probability / Stratified cluster sampling <input type="checkbox"/> [Other, Specify]		<input type="checkbox"/> Key informant interview (Target #): _ _ _ _ _ <input checked="" type="checkbox"/> Focus group discussion (Target 3 Focus group discussion per hromada for activity 1.2.5): 1 FGD with the local residents 6-8 participants from the hromada centre, 1 FGD with the local residents 6-8 participants from the hromada periphery, 1 FGD with the vulnerable groups within the hromada <input type="checkbox"/> Household interview (Target #): _ _ _ _ _ <input type="checkbox"/> Individual interview (Target #): _ _ _ _ _ <input type="checkbox"/> Direct observations (Target #): _ _ _ _ _	

Target level of precision if probability sampling	-		-			
Data management platform(s)	<input checked="" type="checkbox"/>	IMPACT	<input type="checkbox"/>	UNHCR		
	<input type="checkbox"/>	[Other, Specify]				
Expected output type(s)	<input type="checkbox"/>	Situation overview: __	<input type="checkbox"/>	Report #: __	<input checked="" type="checkbox"/>	Profile #: 4
	<input type="checkbox"/>	Factsheet: __	<input checked="" type="checkbox"/>	Presentation: 1	<input type="checkbox"/>	Stand-alone reference maps:
	<input checked="" type="checkbox"/>	Interactive dashboard #: 4	<input type="checkbox"/>	Webmap #: _	<input type="checkbox"/>	Map #: __
	<input checked="" type="checkbox"/>	#: 4 Datasets (dataset of existing secondary data; KIIs dataset of starostas (local administrators); FGDs datasets, 4 Draft Local Development Strategy)				
	<input checked="" type="checkbox"/>	#: 5 List of tasks and measures to increase the accessibility of basic services in hromadas				
Access	<input checked="" type="checkbox"/>	Public (Briefs, presentations, Interactive dashboard available on REACH resource centre and other humanitarian platforms, although a more tailored version of the presentation for partners use may be required.)				
	<input checked="" type="checkbox"/>	Restricted (dataset of existing local data bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)				
Visibility	REACH					
	Donor: FCDO					
	Coordination Framework: N/A					
	Partners: ACTED					

2. Rationale

2.1. Background

The full-scale invasion has triggered a protracted humanitarian crisis in Ukraine. Intensified hostilities and systematic strikes on energy infrastructure have disrupted essential services—heating, water, and healthcare - especially in frontline areas. This collapse of critical systems, combined with a massive displacement crisis (affecting over 10 million people), has exhausted local resources. Against this backdrop, there is a growing recognition of the importance of localized recovery planning. Hromadas are uniquely positioned to identify priority needs, mobilize local resources, and coordinate stakeholders, as they possess first-hand knowledge of local conditions and community dynamics. The war has also created severe staffing challenges. The evacuation and displacement of the civilian population has resulted in the loss of experienced professionals in local government, healthcare, education, and the utility sector, reducing the quality and timeliness of service delivery. Concurrently, the weakening economy and shrinking tax base - caused by business closures, population loss, and declining incomes—have limited the financial capacity of communities to maintain services and implement development projects. The arrival of many internally displaced persons (IDPs) has placed additional strain on housing, medical, and social infrastructure. In many communities, the needs of IDPs exceed available resources, worsening access to services for all residents.

Within the broader context of decentralization reforms in Ukraine, and despite the above-mentioned challenges, hromadas have emerged as primary drivers of local recovery and development processes. Furthermore, their central role in these processes has an important psycho-social effect at the community level, placing conflict-affected communities at the forefront of decision-making on future development trajectories. However, hromadas' ability to fulfil their leading role in recovery planning effectively requires access to reliable and up-to-date data, inclusive mechanisms for engaging diverse stakeholder groups, and planning processes that are aligned with national and oblast-level recovery and development frameworks.

The HAVEN programme has been supported by FCDO since June 2023, with its first phase concluding in March 2024, followed by a second phase from April 2024 to March 2025, third phase from April 2025 to March 2026, and the fourth phase covers the period from April 1, 2026, to March 31, 2027. This programme aims to strengthen humanitarian response structures

and provide sustained services to war-affected communities. Specifically, programme activities are focused on addressing the priority protection needs of affected populations and strengthening the localized coordination of humanitarian assistance in close-to-frontline communities. The HAVEN programme is implemented by a large consortium of organisations, including Nonviolent Peaceforce (NP), Geneva Call (GC), Acted, IMPACT/REACH, the Relief Coordination Centre (RCC) and the Center for Civilians in Conflict (CIVIC). The HAVEN programme maintains its relevance by designing, delivering and adapting operations in line with changes in humanitarian and conflict dynamics in Ukraine. Support is informed by regular monitoring and careful analysis of the target beneficiaries' needs ensuring support is directed to those most at risk – particularly in frontline and hard-to-access areas. Sub-granting is used in a flexible way, allowing partners to respond to emerging protection issues or support locally-driven initiatives. The HAVEN project is fundamentally designed around greater localization, centralizing the role of local authorities, CSOs, NGOs, volunteers, and networks to efficiently respond to needs on the ground and building sustainable capacity.

As members of the consortium, in Phase III of HAVEN project, IMPACT responded to hromadas' needs by supporting selected hromadas in strengthening their capacity to develop Local Recovery Plans (LRPs) and Local Development Strategies (LDSs) that are evidence-based, utilize participatory processes, and coherent with official planning processes. Building on lessons learned from previous phases of the HAVEN initiative and similar programmes, HAVEN IV recognizes that effective recovery planning must go beyond the production of formal documents. It requires a structured process that combines data review, stakeholder engagement, and institutional capacity strengthening to ensure that planning outputs are both technically sound and locally owned.

Under Phase IV of the HAVEN project, IMPACT together with Acted will support 4 newly selected hromadas in Dnipropetrovka oblast with developing Local Development Strategies (LDSs). The aim is for these outputs to align with official recovery and development planning processes, ultimately enabling hromadas to attract public investment and donor funds based on data-driven resource prioritisation grounded in a clearly articulated strategic vision. Experiences from previous project phases and other initiatives have demonstrated the need to increase hromadas' use of data-based evidence and participatory mechanisms to develop long-term strategic documents that will be responsive to the specific needs and context of their hromadas, to establish a solid foundation for local resilience. By combining data-driven insights with participatory methodologies, this activity seeks to empower hromada authorities to develop recovery plans that are technically sound, reflective of community needs and aspirations as well as will be fully consistent with the development and recovery strategies of the state and regional levels.

The activity is structured around three key phases:

Phase 1: Hromada screening and stakeholder mapping. Drawing from lessons learned under HAVEN III and similar programming, hromada authorities' level of buy-in and capacity to engage are critical success factors for this activity. Reflecting this, IMPACT will conduct a screening process to select hromadas in target areas based on capacity, need, and local authority buy-in. The assessment process will include consultations with consortium partners and other key stakeholders and a stakeholder mapping exercise, which will identify main local actors and civil society entities involved or interested in local development and recovery. This will ensure that the recovery planning processes include different perspectives, promote collaboration, and identify potential partners who can contribute to or benefit from the project.

Phase 2: Data Review. Following the selection of target hromadas, IMPACT will collaborate with local and oblast-level authorities, and CSOs, to gather, structure, and review official data, as well as identify key data gaps. Consultations with key stakeholders, including community representatives, will be conducted to understand the unique needs and visions for each hromada. This phase of work is designed to build trust and strengthen relationships and will ensure the ability to tailor support packages to the specific contexts and priorities of each hromada.

Phase 3: IMPACT will support the development of LDSs for 4 pilot hromadas selected during the Phase 4 selection process. This activity will involve guiding the entire planning process and providing tailored support to ensure the plans are data-driven, participatory, and aligned with the specific needs of each hromada.

Phase 4: Continued support for hromadas from Phases 2 and 3 through the conduct of an additional assessment of the accessibility of basic services in hromadas. Based on the results of the assessment, a list of tasks and measures to improve the accessibility of basic services in hromadas will be developed, which will be incorporated into hromadas planning documents and used by ACTED as the baseline for providing further grant support to local initiatives.

2.2 Intended Impact

Through this assessment, IMPACT aims to assess the current socio-economic situation, and basic services in selected hromadas to identify challenges and a way forward. The final goal is to complement existing data to inform transition and recovery planning, providing more effective support for local entities in creating local development strategies. Additionally, through regular open data request to local authorities and joint analysis sessions following the development of planning documents, IMPACT will additionally seek to strengthen the capacity of local authorities and public service providers in gathering and using geo-spatial and statistical data.

The creation of LDS will enable hromadas to access mechanisms for co-financing investment projects, supported by the government and/or international institutions and comply with state and regional development strategies. These plans will also enable HAVEN IV consortium partners working in these areas to better target and adapt their own activities in line with the priorities identified. By integrating CSOs into decision-making processes and ensuring transparency, the strategies will reflect the collective vision of all stakeholders. IMPACT will work with hromada authorities and key civil society stakeholder to facilitate a sustained participatory process. This will involve establishing mechanisms for developing and reviewing LDSs; targeted training and sustained capacity support to strengthen local capacity for data-driven decision-making; targeted data collection and analysis to address data gaps identified in the planning process; and stakeholder engagement through workshops, events, and participatory feedback processes involving local communities themselves. Acted will continue supporting grassroots recovery initiatives new selected hromadas of Dnipropetrovska oblast through a mini-grant programme and medium grants programme in 4 hromadas from phases 2 and 3. This granular support towards small-scale initiatives on a highly localised level is essential for the effective to ensure resilience and a more rapid response to basic challenges of communities.

3. Methodology

3.1. Methodology overview

The assessment will use a mixed approach including both quantitative and qualitative methods for collecting and analysing data. The chosen approach will make it possible to assess the current socio-economic situation of the selected hromadas, as well as to explore the underlying causes of the specific processes.

The assessment for each hromada will be implemented in two phases to prioritize the collection of secondary data and spatial information necessary for local development planning. This process will also include efforts such as open data request, gather and verify data due meetings with hromadas` officials, experts and representatives of organizations providing social services and utilities.

Phase 1: Secondary data collection via open data request to hromadas` representatives to inform local strategic planning.

During this phase, a structured data request will be shared with local authorities to collect available administrative data, spatial information, and existing planning documentation. Where needed, online consultations with relevant stakeholders will be conducted to verify, clarify, and contextualize missing or inconsistent data.

Key sectors and data types to be collected include:

- **Demographics and IDPs** (*population structure, IDP numbers and needs, demographic trends and projections*)
- **Economy** (*main sectors, employment, key enterprises, agricultural activity, war impact on economy, recovery potential*)
- **Environment and Land Use** (*water sources/quality, green zones, biodiversity, pollution sources, environmental monitoring, war-related damage, local tensions*)
- **Housing and Basic Infrastructure** (*housing types, war-damaged buildings, reconstruction needs, utility availability/condition, waste management, urban planning docs*)
- **Education** (*institution types, ownership, shelters, operational status, teaching modality, student numbers, transport, building condition, staffing, war damages*)

- **Healthcare** (*facility types, ownership, shelters, operational status, staffing, pharmacies, facility condition, war impacts, recovery efforts*)
- **Social and Administrative Services** (*access to social protection, administrative service centers, mobile units, service coverage and gaps, staffing and capacity*)
- **Public Spaces and Sports Infrastructure** (*inventory of public/sport spaces, use/accessibility, condition, safety, infrastructure gaps, development priorities, ongoing/planned projects*)
- **Culture, Youth, Heritage and Tourism** (*cultural facilities, events/festivals, crafts/heritage, tourist attractions, war damage to assets, tourism actors, promotion mechanisms*)
- **War-related Damage** (*damage to buildings, infrastructure, environment, cultural assets; ongoing reconstruction efforts*)

The result of this phase will be a multi-sectoral situational overview for each hromada, forming the evidence base for **Phase 2**.

Phase 2: Primary data collection (KIIs, FGDs) to validate and deepen preliminary findings based on the secondary and/or spatial data gathered in Phase 1.

1. Quantitative component will involve a key informant interview with local administrators - starostas (heads of starosta districts) The survey will be designed to gather information on the demographic situation, movement intention of the hromadas' residents, the state of provision of basic services, and the condition of critical infrastructure. The survey will primarily consist of close-ended questions based on the research questions to gather quantitative data on the above topics.

2. Qualitative component will complement the quantitative survey and include focus group discussions. The qualitative component aims to gain a deeper understanding of the underlying causes of the explored processes in the target areas. Focus group discussions (FGDs) will be conducted using purposive sampling across each target hromada. Four FGDs will be held per hromada, with each group composed of 6–8 participants. The discussions will target:

- local residents from the hromada center
- local residents from the hromada periphery
- representatives of local civil society organizations (CSOs), volunteer groups and activists.
- representatives of the local business community
- representatives of vulnerable groups within the hromada

Sampling will be purposive, with snowball sampling employed to achieve the target number of respondents. However, snowball sampling for FGDs will be conducted in a manner that ensures participants who are acquaintances are not placed in the same group. Efforts will be made to ensure reaching about 50/50 male/female ration within FGDs if possible. These participant groups were selected to ensure that the perspectives of different segments of the community are adequately represented. Including both central and peripheral residents helps identify potential geographic disparities in needs and service provision. CSO representatives offer insight into community engagement and social challenges, while business representatives provide a view on local economic activity, recovery barriers, and employment opportunities. Efforts will be made to ensure that business representatives are appropriate to the dominant sectors of the economy in each specific hromada. This diversity of viewpoints is key to understanding the complex dynamics of post-conflict recovery. The FGDs, comprising representatives of vulnerable community groups, will discuss the main barriers and challenges in accessing basic services in the hromadas, taking into account the specific vulnerabilities of each group. Participants will include representatives of vulnerable groups such as people with disabilities, veterans, single mothers, large families, and internally displaced persons.

Focus Group Discussions (FGDs) will be conducted in person, while Key Informant Interviews (KIIs) will be conducted either face-to-face or by phone, depending on logistical capacity and the security situation. Interviews and focus group discussions will be conducted by REACH field teams with the support of the senior assessment officer. Data collection is planned for April-June 2026.

Phase 3. Joint analysis workshops: After preparing the collected data and conducting analysis sessions, IMPACT will facilitate a validation and visioning workshop with local stakeholders in each hromada. This workshop aims to triangulate findings from the secondary data review, geospatial analysis, and primary data collection. It is also an important step in validating and refining preliminary findings to ensure they accurately reflect the local context. In addition to validating the evidence base, the

workshop will include participatory planning activities such as SWOT analysis (identification of Strengths, Weaknesses, Opportunities, and Threats), visioning exercises, and prioritization of key recovery and development needs. The SWOT analysis will follow a participatory approach, where stakeholders will work in facilitated groups to assess internal factors (strengths and weaknesses) across key sectors, as well as external factors (opportunities and threats) linked to broader socio-economic, environmental, and security dynamics. The exercise will help to build consensus around realistic goals and inform recovery priorities that are grounded in the community's capacities and risks. The validated findings and strategic insights are planned to shape the key takeaways and recommendations for the planning documentation.

Phase 4. Continued support for hromadas from Phases 2 and 3 through the conduct of an additional assessment of the accessibility of basic services in hromadas.

1. Quantitative component will involve a key informant interview with direct users of basic services in hromadas. The survey will be designed to gather information on information regarding the main barriers and gaps in the provision of basic services in the hromada affected by the war, with a primary focus on those types of services that are directly linked to interactions with service providers within the hromada's local self-government institutions and cannot be obtained through administrative service centers operating under the principle of extraterritoriality.

2. Qualitative component will include focus group discussions. The qualitative component aims to gain a deeper understanding of the main barriers and gaps in the provision of basic services in hromadas, depending on the vulnerability status and geographic location of basic service users. Focus group discussions (FGDs) will be conducted using purposive sampling across each target hromada. Four FGDs will be held per hromada, with each group composed of 6–8 participants. The discussions will target:

- local residents from the hromada center
- local residents from the hromada periphery
- representatives of vulnerable groups within the hromada

3.2. Key definitions

Civil society organization (CSO) – is a voluntary and organized association of citizens (regardless of official legalization) that is created to pursue common interests (cultural, economic, age, regional, religious, professional, social, political, etc.).

Digital Restoration Ecosystem for Accountable Management (DREAM) – a government digital ecosystem designed to ensure transparent and accountable management of Ukraine's recovery and development processes, covering the full lifecycle of public investment projects — from submission and planning to implementation, monitoring, and public reporting.

Early Recovery is both an approach to humanitarian response which, through enhanced coordination, focuses on strengthening resilience, re-building or strengthening capacity, and contributing to solving rather than exacerbating long standing problems which have contributed to a crisis; and also, a set of specific programmatic actions to help people to move from dependence on humanitarian relief towards development.

Hromada – the basic unit of local self-government in Ukraine, defined as a community of residents living in settlements (villages, towns, and cities), united by shared interests related to their livelihoods and the provision of essential living conditions, and exercising the right, within the limits of the law, to independently address matters of local significance, both directly and through local self-government bodies.

Internally displaced person (IDP) – a citizen of Ukraine, a foreigner or a stateless person staying on the territory of Ukraine on legal grounds and being entitled to permanent residence in the territory of Ukraine, who was forced to leave or abandon his/her residence place as a result of or in order to avoid the negative impact of armed conflict, temporary occupation, situations of generalized violence, mass violations of human rights and disasters of natural or human-made origin.

Local authorities – for the purposes of this study, local authorities include representatives of the departments of economic development, social protection, and land maintenance at the hromada. Local actor – local authorities and organizations, group or institution, with a permanent presence in the hromadas, which aims to respond to the crisis-related needs of the population (or a group therein).

Local Development Strategy (LDS) – a strategic planning document of state regional policy that defines strategic and operational objectives and tasks for the sustainable development of a territorial community. It is developed for the implementation period (2021-2027) of the State Strategy for Regional Development and the relevant regional development strategy, in accordance with the provisions of the Law of Ukraine “On the Principles of State Regional Policy”.

Resilience refers to both the process and the outcome of successfully adapting to difficult or challenging life experiences. It is often used to refer to the economic resilience of individual households or businesses and their ability to cope with or recover from a shock and to adapt to changing economic circumstances in the wider economy. There are two key components to the concept of economic resilience. The first is the ability of households, businesses or the economy to withstand or absorb an economic shock. The second is a more dynamic component, which relates to the ability of households, businesses or the economy more broadly to adapt to changing circumstances and strengthen their ability to respond to potential future shocks.

Starosta district – a territorial unit in Ukraine that is defined by a village, settlement or city council to represent the interests of residents of one or more settlements (except for the administrative center of the hromada). This district is headed by a starosta, who is elected by the residents of this district and is responsible for their needs.

Vulnerability: the conditions determined by physical, social, economic and environmental factors or processes which increase the susceptibility of an individual, a community, assets or systems to the impacts of hazards.¹

3.3. Population of Interest

In terms of **population of interest**, this assessment on the one hand is concentrated on the local authorities, in particular, heads of starostats, senior staff of social departments, and public service providers as the most knowledgeable informants who have relevant and up-to-date information on the socio-economic situation in the hromada, access to employment, basic services, as well as the most common obstacles faced by hromada residents in accessing them. On the other hand, the assessment will seek to understand the perspectives of the problems and challenges in hromadas’ development from its residents, namely representatives of local businesses, local CSOs and various population groups.

The geographical focus is in Dnipropetrovska oblast (Mohylivska, Gubynyska, Sursko-Lutovska, Saksaganska hromadas), Zaporizka oblast (Mykhailo-Lykashivska, Stepnenska, Ternyvatska hromadas), Kharkivska oblast (Prolisnenska, Savynska hromadas) as defined by the FCDO Humanitarian Funding Proposal. The selection of the four specific hromadas in Dnipropetrovska oblast for this assessment was guided by a comprehensive multi-step methodology. This process began with a security screening to ensure safe access and operations in frontline and recently de-occupied areas, using data on presence zones, recent incidents, and territorial control. Next, an assessment of planning needs was conducted to identify hromadas lacking updated strategic or recovery documents and not previously covered by similar international programmes. Finally, the process included preliminary interviews with local authorities and in-person team visits to confirm the feasibility of engagement and the hromadas’ willingness to participate in a collaborative planning process. Hromadas in the Zaporizka and Kharkivska oblasts were selected from among those that participated in Phase 2 and Phase 3, based on the relevance of the planned program support from ACTED, taking into account security constraints as well as the communities’ own requests to continue the partnership.

3.4. Primary Data Collection

Qualitative and quantitative tools will be designed to identify the current socio-economic situation in the selected hromadas, existing problems and challenges, the level of accessibility of basic services, as well as prospects for stabilisation and improvement.

Data collection will be conducted by the Assessment Officers and supported by the Field Officers and enumerators, all supervised by the Assessment Team Leader in coordination with the Field Operations Manager. Prior to collecting data Assessment, Field Officers and enumerators will receive a training on qualitative data collection, as well as the specific tools used in this assessment. A pilot data collection of the qualitative components will follow the training. The data collection tools may be adjusted based on the insights from the pilot.

¹ United Nations Office for Disaster Risk Reduction (UNDRR). 2017. *The Sendai Framework Terminology on Disaster Risk Reduction*. "Vulnerability". Accessed 12 May 2025. <https://www.undrr.org/terminology/vulnerability>.

For both quantitative and qualitative components **for activity 1.2.1**, the use of face-to-face data collection is favourable. However, given the security situation in the selected hromadas at the time of data collection, video call interviews (via various digital platforms, including social media applications) and focus group discussions may be arranged. Qualitative data collection will be audio-recorded (dependent on respondents' consent), and the interviewers (Assessment and Field Officers, enumerators) will take notes during data collection. Enumerators and Field Officers will transcribe these notes, using recordings to consolidate them, as soon as possible after the discussions. The transcripts will be translated automatically, with translation verified and edited by the Assessment Officers.

For activity 1.2.5 The qualitative component (FGDs) will be conducted through face-to-face data collection. The quantitative component for hromadas in Zaporizka oblast will be conducted using an online Kobo form, taking into account restrictions and security risks.

A summary of findings will be written and included in the data saturation grid. Qualitative data analysis will be performed according to the Data Analysis Plan (see section 6). All data cleaning and analysis will be reviewed by the IMPACT HQ Research Department.

Tools

Quantitative component

Structured interviews, facilitated by the ODK Collect phone app and Kobo forms, will be used for the quantitative survey. components **For activity 1.2.1** respondents will be selected purposively from the senior staff of each starostat of the target areas to ensure the receipt of reliable statistical information on the topics concerned. Joint training sessions will be held for enumerators by Field Officers (FOs), Senior Data Officer (SDO) and Senior Assessment Officer (SAO)/Assessment Officer (AO); testing and piloting the tools for quantitative data collection will be conducted as part of the training process.

For activity 1.2.5 the snowball sampling method will be used to collect information; respondents will be selected from a list of direct users of basic services who seek the services provided by community authorities (excluding administrative services that can be obtained through the administrative service center). This targeted approach is due to the specific nature of ACTED's program activities, which focus on providing grant support to improve the accessibility of basic services in Phase 2 and 3 hromadas.

Qualitative component

For activity 1.2.1

The semi-structured tools for focus group discussions (FGDs) will be arranged in a Microsoft Word format. FGDs will be conducted by field teams of two people, consisting of a moderator and a note-taker. Moderators will be selected from among field staff with prior experience in qualitative data collection, particularly field officers and team leaders. To complement the quantitative component and gain a deeper understanding of the dynamics in the target hromadas, IMPACT will conduct FGDs with diverse community groups. Five FGDs will be held per hromada, targeting:

- local residents from the hromada center
- local residents from the hromada periphery
- representatives of local civil society organizations (CSOs)
- representatives of the local business community
- representatives of vulnerable groups within the hromada

For activity 1.2.5

The semi-structured tools for focus group discussions (FGDs) will be arranged in a Microsoft Word format. FGDs will be conducted by field teams of two people, consisting of a moderator and a note-taker. Moderators will be selected from among field staff with prior experience in qualitative data collection, particularly field officers and team leaders. Three FGDs will be held per hromada, targeting:

- local residents from the hromada center
- local residents from the hromada periphery
- representatives of vulnerable groups within the hromada

These groups were purposively selected to ensure a broad representation of community perspectives.

Table 1. Tools composition for activity 1.2.1

Sub-research question	Quantitative component	Qualitative component – FGD tool
1.1 What is the overall demographic composition of the population, including age, gender, and displacement status?	Starosta questionnaire	
1.2 What population groups are present in the hromada, and what is their socio-economic status?	Starosta questionnaire	Local residents; CSO representatives
1.3 Are there vulnerable groups in the hromada, and what are their main needs?	Starosta questionnaire	CSO representatives; Local residents
2.1 What is the condition of housing and communal infrastructure, and how has it changed after escalation of the conflict in 2022?	Starosta questionnaire	
2.2 What is the current level of access to social services (healthcare, education, administrative, care, cultural, youth, sports)?	Starosta questionnaire	Local residents; CSO representatives
2.3 What is the current level of access to basic services (water supply, sewage, heating, gas, solid waste management)?	Starosta questionnaire	Local residents
2.4 What are the main gaps and barriers in accessing basic and social services?	Starosta questionnaire	Local residents; CSO representatives
3.1 What were the economic drivers before the crisis?		Business representatives
3.2 How have local economic activities been impacted by the conflict?		Business representatives
3.3 What are the top (up to 10) industries located within the hromada?		Business representatives
3.4 What are the strategic trade and commerce links within and beyond the hromada, including access to markets?		Business representatives
3.5 What new economic potentials have emerged as a result of the conflict?		Business representatives
4.1 What internal strengths (resources, capacities, assets) can support development and recovery?	Starosta questionnaire	All groups (residents, CSOs, businesses)
4.2 What internal weaknesses or gaps hinder the achievement of development goals?	Starosta questionnaire	All groups (residents, CSOs, businesses)
4.3 How do external factors influence opportunities and threats for the hromada?	Starosta questionnaire	All groups (residents, CSOs, businesses)
5.1 What are the most urgent recovery needs of infrastructure, economy, and population?	Starosta questionnaire	All groups (residents, CSOs, businesses)
5.2 What tasks should be addressed in the short, medium, and long term to support recovery?	Starosta questionnaire	All groups (residents, CSOs, businesses)
5.3 What are the priority actions to be implemented to achieve strategic recovery and development goals?	Starosta questionnaire	All groups (residents, CSOs, businesses)
6.1 What unique features of the hromada (location, natural resources, population, transport, services, heritage, infrastructure, local government, civil society, etc.) can shape this vision?	Starosta questionnaire	All groups (residents, CSOs, businesses)
6.2 How do different stakeholder groups perceive the future of the hromada and their role in it?	Starosta questionnaire	All groups (residents, CSOs, businesses)

Table 2. Tools composition for activity 1.2.5

Sub-research question	Quantitative component	Qualitative component – FGD tool
1.1 Experience of using key services	Direct users of basic services in hromadas	Local residents; Vulnerable groups
1.2 Access to health services	Direct users of basic services in hromadas	Local residents; Vulnerable groups
1.3 Access to administrative services	Direct users of basic services in hromadas	Local residents; Vulnerable groups
1.4 Access to social services (care, accompaniment, rehabilitation, etc.)	Direct users of basic services in hromadas	Local residents; Vulnerable groups
1.5 Access to preschool and general secondary education	Direct users of basic services in hromadas	Local residents; Vulnerable groups
1.6 Barrier-free and inclusive service provision	Direct users of basic services in hromadas	Local residents; Vulnerable groups
1.7 Transport accessibility	Direct users of basic services in hromadas	Local residents; Vulnerable groups
1.8 Access to electricity supply	Direct users of basic services in hromadas	Local residents; Vulnerable groups
1.9 Access to water supply	Direct users of basic services in hromadas	Local residents; Vulnerable groups
1.10 Access to wastewater	Direct users of basic services in hromadas	Local residents; Vulnerable groups
1.11 Access to heating	Direct users of basic services in hromadas	Local residents; Vulnerable groups
1.12 Access to gas supply	Direct users of basic services in hromadas	Local residents; Vulnerable groups
1.13 Access to garbage collection	Direct users of basic services in hromadas	Local residents; Vulnerable groups
1.14 Internet access, mobile connection coverage	Direct users of basic services in hromadas	Local residents; Vulnerable groups
1.15 Improvement priorities	Direct users of basic services in hromadas	Local residents; Vulnerable groups

IMPACT team will adopt the following **risk mitigation measures**:

- 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 area will be conducted by IMPACT team leader, ACTED security officers for the East and ACTED security team. In the event of an increase in security incidents in the area, data collection can be stopped.
- Security briefings of field enumerators and drivers will be conducted before data collection start, 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.

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 data from structured interviews will be monitored by a database officer (DBO) to ensure the completeness and consistency of submissions. A tracker will be developed to check submissions recorded automatically by Kobo against submissions reported by the field team. Incoming semi-structured in-depth interview data will be monitored by a senior assessment officer (SAO) to ensure the completeness of submissions. The TL will be required to submit the completed data collection tool (notes) to the SAO 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. Sampling Plan

For activity 1.2.1

According to the specified sampling criteria, IMPACT aims to interview heads of the starostats in the selected hromadas with a total number of 15 interviews.

To contextualise the findings from the secondary data collection and key informant interviews, IMPACT will organise 20 focus group discussions - 5 FGDs in each of the selected areas.

Table 3. Data collection methods and samples for activity 1.2.1

Type of Data	Interview Type	Respondent Type	Target Hromada	Sample Size
Quantitative	Key Informant Interview	Head of starostats (starostas)	Hubynyska hromada, Dnipropetovska oblast	7
			Mohylivska hromada, Dnipropetovska oblast	4
			Saksahanska hromada, Dnipropetovska oblast	3
			Sursko-Lytovska hromada, Dnipropetovska oblast	1
		Total (quantitative):		15
Qualitative	Focus group discussion	Hromadas' residents (center)	Hubynyska, Mohylivska, Saksahanska, Sursko-Lytovska hromadas, Dnipropetovska oblast	4 (1 per location)
		Hromadas' residents (periphery)	hubynyska, Mohylivska, Saksahanska, Sursko-Lytovska hromadas, Dnipropetovska oblast	4 (1 per location)
		Representatives of local businesses	Hubynyska, Mohylivska, Saksahanska, Sursko-Lytovska hromadas, Dnipropetovska oblast	4 (1 per location)
		Representatives of local CSOs	Hubynyska, Mohylivska, Saksahanska, Sursko-Lytovska hromadas, Dnipropetovska oblast	4 (1 per location)
		Representatives of vulnerable groups	Hubynyska, Mohylivska, Saksahanska, Sursko-Lytovska hromadas, Dnipropetovska oblast	4 (1 per location)
		TOTAL (qualitative):		20

Table 4. Data collection methods and samples for activity 1.2.5

Type of Data	Interview Type	Respondent Type	Target Hromada	Sample Size
Quantitative	Key Informant Interview	Direct users of basic services in hromadas	Mykhailo-Lykashivska hromada, Zaporizka oblast	until saturation is reached

			Stepnenska hromada, Zaporizka oblast	until saturation is reached
			Ternuvatska hromada, Zaporizka oblast	until saturation is reached
		Total (quantitative):		
Qualitative	Focus group discussion	Hromadas' residents (center)	Savynska, Prolisnenska hromadas, Kharkivska oblast	2 (1 per location)
		Hromadas' residents (periphery)	Savynska, Prolisnenska hromadas, Kharkivska oblast	2 (1 per location)
		Representatives of vulnerable groups	Savynska, Prolisnenska hromadas, Kharkivska oblast	2 (1 per location)
		TOTAL (qualitative):		6

3.6. Data Processing & Analysis

Data processing and analysis of structured and semi-structured interviews will be performed in line with IMPACT's Minimum Standards Checklist of Semi-Structured Data Processing and Analysis, IMPACT Data Cleaning Minimum Standards Checklist. KII data captured through the Kobo tool will be securely stored in the cloud, with access permissions managed by IMPACT HQ. The DBO will have access to this data to conduct real-time monitoring. During cleaning, the DBO will record all changes and deletions in a cleaning log and deletion log, respectively. An R script will then be used to record value changes by comparing the raw dataset with the clean dataset, and the resulting value change log will be compared with the logs completed by the DBO to ensure consistency.

Quantitative data will be analysed by means of Microsoft Excel pivot tables, with the possibility of automation by means of R. Due to the small number of surveys, the analysis will be limited to descriptive statistics. Analysis will focus on absolute numbers and specific responses from key informants. Data will be analysed at the hromada level to better inform the development of local recovery plans/ local development strategies. Comparison of hromadas within the same or different oblasts is possible upon additional request.

When collecting qualitative data, focus group discussions can be recorded with the consent of the participants. Where recording is not possible, note-takers will endeavour to take notes verbatim in the source language. The digital transcription of the notes will take place immediately after the discussions.

All data analysis will adhere to [IMPACT Minimum Standards Checklist for Semi-Structured \(Qualitative\) Data Processing and Analysis](#) as well as IMPACT's [Data Protection SoPs](#).

3.7. Limitations

The research is indicative and cannot be assumed to be representative of all hromadas in Dnipropetrovska, Zaporizka, Kharkivska oblasts, so further conclusions should be made with caution. In addition, despite the emphasis in the introduction on anonymity and aggregation of results, as local and regional authorities are surveyed, social desirability bias may still be present in the results. Using the snowball method in Zaporizka oblast can cause limited generalizability: Snowball sampling may not provide a representative sample of the target population, limiting the generalizability of the findings.

4. Key ethical considerations and related risks

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

The proposed research design...	Yes/ No	Details if no (including mitigation)
... Has been coordinated with relevant stakeholders to avoid unnecessary duplication of data collection efforts?	Yes	
... Respects respondents, their rights and dignity (specifically by: seeking informed consent, designing the length of survey/ discussion while being considerate of participants' time, and ensuring accurate reporting of information provided)?	Yes	
... Does not expose data collectors to any risks as a direct result of participation in data collection?	No	If necessary, on the request of the ACTED Security Department, IMPACT will conduct surveys and FGDs 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 expose respondents / their communities to any risks as a direct result of participation in data collection?	No	If necessary, on the request of the ACTED Security Department, IMPACT will conduct surveys and FGDs 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 collecting information on specific topics which may be stressful and/ or re-traumatising for research participants (both respondents and data collectors)?	No	Respondents will be reminded at the beginning of the interview that their participation is voluntary, and that they can withdraw their consent at any time 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.
... Does not involve data collection with minors i.e. anyone less than 18 years old?	Yes	
... Does not involve data collection with other vulnerable groups e.g. persons with disabilities, victims/ survivors of protection incidents, etc.?	Yes	
... Follows IMPACT SOPs for management of personally identifiable information ?	Yes	
...Does not involve collecting personally identifiable information of participants e.g. name, age, gender, contact details, clan affiliation	No	All personally identifiable information (age, sex, phone number) will be deleted directly after the data cleaning.

5. Roles and responsibilities

Table 3. Description of roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed
Research design	Assessment Officer (AO); Senior Assessment Officer (SAO)	Research Manager (RM)	Deputy Country Coordinator (DCC); Impact HQ	ACTED
Supervising data collection	REACH Senior Field Officer	REACH Field Operation Manager	AO; SAO.	ACTED
Data processing (checking, cleaning)	Senior Data Officer; REACH Field Officers.	RM; AO	DCC; IMPACT HQ	ACTED

Data analysis	Senior Data Officer; Assessment Officer; Senior Assessment Officer	RM	DCC; IMPACT HQ	ACTED
Output production	AO	RM	DCC; IMPACT HQ Research Reporting Unit	ACTED
Dissemination	SAO	RM DCC	IMPACT HQ Research Reporting and Communication Units	ACTED
Monitoring & Evaluation	RM	Country Coordinator	IMPACT HQ Research department	ACTED
Lessons learned	RM	Country Coordinator	All REACH staff involved	ACTED Impact HQ

Responsible: the person(s) who executes the task

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

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

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

6. Data Analysis Plan

Available upon request.

7. Data Management Plan

Administrative Data				
Research Cycle name	Humanitarian Action through Volunteers, Enablers and Networks, phase IV			
Project Code	64FOX			
Donor	FCDO			
Project partners	ACTED			
Research Contacts	Nadiia MIKHNO nadiia.mikhno@reach-initiative.org Zemfira MAMEDOVA, zemfira.mamedova@reach-initiative.org			
Data Management Plan Version	Date: 01/04/2026		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 checked="" type="checkbox"/>	Data Cleaning Log, including: X Deletion Log X 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?	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	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		
Storage and Backup				
Where will data be stored and backed up during the research?	X	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
	<input type="checkbox"/>	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 <i>REACH</i> staff: <i>Senior GIS Officer, Senior Data Officer, Assessment Officers, Research Manager</i>
	<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	Svitlana BOZHENKO, Senior Data Officer Nadiia MIKHNO, Senior Assessment Officer		bozhenko nadiiamikhno	
View and Edit Form	Svitlana BOZHENKO, Senior Data Officer Nadiia MIKHNO, Senior Assessment Officer		bozhenko nadiiamikhno	
View Form and Submit Data	Enumerator Account		enumukr	
Download Data	Svitlana BOZHENKO, Senior Data Officer		bozhenko	
Raw Data Access Rights				
Raw Data Access	Reason		Person	
Accountable	For Data cleaning and analysis		Svitlana BOZHENKO, Senior Data Officer	
Access	For analysis (written report and maps)		Zemfira MAMEDOVA, Assessment Officer Nadiia MIKHNO, Senior Assessment Officer	
Preservation				
Where will data be stored for long-term preservation?	X	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?	X	Yes	<input type="checkbox"/>	No, only with mandating agency / body
Will all data be shared?	<input type="checkbox"/>	Yes	X	No, only anonymized/ cleaned/ consolidated data will be shared

	<input type="checkbox"/>	No, [Other, Specify]			
Where will you share the data?	X	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?	X	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	Deletion after data collection
Sex	Identification of KI	Loss of privacy	To determine the specifics of the key informant profile depending on gender		
Age	Identification of KI	Loss of privacy	To determine the specifics of the key informant profile depending on age		

Responsibilities	
Data collection	Vitalii BUDNIK, Senior Field Officer, vitalii.budnik@reach-initiative.org Yuliia YUR, Field Officer, yuliia.yur@reach-initiative.org
Data cleaning	Svitlana BOZHENKO, Senior Data Officer, svitlana.bozhenko@reach-initiative.org Nadiia USIK, Senior GIS Officer, nadiia.usik@reach-initiative.org
Data analysis	Svitlana BOZHENKO, Senior Data Officer, svitlana.bozhenko@reach-initiative.org Nadiia USIK, Senior GIS Officer, nadiia.usik@reach-initiative.org Zemfira MAMEDOVA, Assessment Officer, zemfira.mamedova@reach-initiative.org Nadiia MIKHNO, Senior Assessment Officer, nadiia.mikhno@reach-initiative.org
Data sharing/uploading	Zemfira MAMEDOVA, Assessment Officer, zemfira.mamedova@reach-initiative.org

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 Number of	# 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

	individuals accessing IMPACT services/products	# 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 dashboards	Country request to HQ		X 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			
Humanitarian stakeholders are using IMPACT products	Humanitarian actors use IMPACT evidence/products as a basis for decision-making, aid planning and delivery Number of humanitarian documents (HNO, HRP, cluster/agency strategic plans, etc.) directly informed by IMPACT products	Perceived relevance of IMPACT country-programs	Country team	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			
		Recommendations to strengthen IMPACT programs			
Humanitarian stakeholders are engaged in IMPACT programs throughout the research cycle	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	Country team	Engagement_log	<input type="checkbox"/> Yes
		# of organisations/clusters inputting in research design and joint analysis			X Yes
		# of organisations/clusters attending briefings on findings			X Yes