

Research Terms of Reference

Economic Participation Assessment

UKR1908

Ukraine

April 2021

v1

IMPACT Shaping practices
Influencing policies
Impacting lives

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 | ACTED / Global Affairs Canada (GAC) | | |
| Project Code | 64 DYF | | |
| Overall Research Timeframe (from research design to final outputs / M&E) | 01/04/2021 to 31/12/2021 | | |
| Research Timeframe | 1. Start collect data: 11 May, 2021 | 5. Preliminary presentation: Mid August, 2021 | |
| | 2. Data collected: End June, 2021 | 6. Outputs sent for validation: Mid October, 2021 | |
| | 3. Data analysed: End July, 2021 | 7. Outputs published: Mid November, 2021 | |
| | 4. Data sent for validation: End July, 2021 | 8. Final presentation: December, 2021 | |
| Humanitarian milestones | Milestone | Deadline | |
| | <input checked="" type="checkbox"/> Donor plan/strategy | Summer / Autumn 2021 | |
| | <input type="checkbox"/> Inter-cluster plan/strategy | -- / / -- | |
| | <input type="checkbox"/> Cluster plan/strategy | -- / / -- | |
| | <input type="checkbox"/> NGO platform plan/strategy | -- / / -- | |
| | <input type="checkbox"/> Other (Specify): | -- / / -- | |
| Audience Type & Dissemination | Audience type | Dissemination | |
| | X Strategic | x General Product Mailing (e.g. mail to NGO consortium; Donors) | |
| | <input type="checkbox"/> Programmatic | <input type="checkbox"/> Cluster Mailing (Education, Shelter and WASH) and presentation of findings at next cluster meeting | |
| | X Operational | x Presentation of findings (e.g. development forums) | |
| | X Job seekers, Local / Oblast authorities, Development actors and the general public | x Website Dissemination (Relief Web & IMPACT Repository) | |
| | | x Presentation of findings to oblast and local authorities, and employment service providers | |
| Detailed dissemination plan required | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | |
| General Objective | To inform the Securing Women's Economic Empowerment in Donbass (SEED) project partners in their activities aimed at building the capacity of Employment Centres to assist job seekers ¹ in finding sustained employment, through making available age and sex sensitive information on work | | |

¹ Job seekers are considered in this assessment as people who are unemployed and looking for job.

| | |
|-----------------------|--|
| | force engagement, current labour market dynamics and emerging sectors within the areas of intervention under the SEED project and increasing the information available on these topics to employment service providers, business development centres, local government and development actors in Donetsk and Luhansk oblast. |
| Specific Objective(s) | <ol style="list-style-type: none"> 1. Identify emerging sectors, and perceived gaps or opportunities in the market in employment hubs² and periphery areas within each assessment area in order to inform employment services and local planning. <ol style="list-style-type: none"> a. Gain an understanding of the extent to which the 2020 COVID-19 outbreak affected the local economy and prospects for recovery. 2. Document current employer-side labour force requirements and preferences, perception of the job-readiness of prospective employees and highly sought after skills and perceptions and practices around inclusion of marginalised groups in the work force and barriers to inclusive hiring practices in identified employment hubs and periphery areas within assessment areas. <ol style="list-style-type: none"> a. Gain an understanding of the degree to which employers are recovering from the economic effects of COVID-19 3. Develop a detailed sex-age and rural-urban disaggregated labour force profile for identified employment hubs and periphery areas within assessment areas. <ol style="list-style-type: none"> a. Assess to what degree local employment rates for men, women, youth and pre-pensioners were affected by the 2020 COVID outbreak and ongoing impact on access to employment. 4. Identify attitudes towards, and perceived barriers to, labour force participation and challenges faced by specific groups of jobseekers in accessing targeted employment services within the five assessment areas (disaggregated by age, sex, employment status and employment hub / periphery geographies). 5. Assess the capacity of employment centres to connect marginalised groups with prospective employers. |
| Research Questions | <ol style="list-style-type: none"> 1) What is the current state of the labour market? <ol style="list-style-type: none"> a) To what degree does the area-level labour force profile³ of the working age population (15⁴ – 70 years of age) vary by sex across employment hubs and peripheral areas? b) What requirements and preferences do employers have in relation to the labour force? c) What were the impacts of the 2020 COVID-19 outbreak on the local economy (specific sectors on the labour market)? Are there signs of recovery as of data collection in April 2021 (specific sectors on the labour market)? 2) What are the specific barriers, challenges and preferences of women, men, youth and pre-pensioners in engaging in the work-force? <ol style="list-style-type: none"> a) To what extent do attitudes towards work and perceived barriers to employment vary by age-sex amongst the population of working age (15 – 70 years) within the assessment area? b) What is the perception, amongst employers, of the ability or role of women, youth or pre-pensioners to work within their industry? What opportunities do they perceive to be available to these groups? c) What challenges do employment centres have in connecting marginalised groups with prospective employers? |

² 'Employment hubs' are urban settlements that attract a large number of workers from the surrounding periphery areas. These are defined in the economic participation assessment (EPA) based on analysis conducted in REACH's 2018 capacity and vulnerability assessment (CVAs).

³ Considered here to be level of skill and educational attainment, labour force participation rates, job-search behaviours and employment conditions.

⁴ This information will be collected during the household interviews where one HH member aged 18 or above will respond on behalf of the other HH members.

| | | | |
|------------------------|---|---|--|
| | <p>3) What are the emerging sectors, and perceived gaps or opportunities in the market in employment hubs and periphery areas within each assessment area? Are any sectors currently experiencing growth?</p> <p>a) What is the current state of the labour market (the operational sectors)? Are any sectors currently experiencing growth?</p> <p>b) What emerging or untapped opportunities exist for labour market/enterprise development in the assessment areas or adjoining raions? In which locations are these opportunities available?</p> | | |
| Geographic Coverage | <p>The Economic Participation Assessment covers 5 geographic areas identified in SEED for program implementation. The boundaries of the assessment areas will be defined based on employment networks identified in these areas during REACH's 2018 CVA. The areas are:</p> <p>1) Area 1: Sievierodonetsk and surrounds</p> <p>a. Sievierodonetsk city (employment hub)</p> <p>b. Lysychansk city (employment hub)</p> <p>c. Popasha city (employment hub)</p> <p>d. Lysychanska, Sievierodonetska, Popasnianska, Hirsk hromadas⁵ (employment network periphery).</p> <p>2) Area 2: Bakhmut and surrounds</p> <p>a. Bakhmut city (employment hub)</p> <p>b. Toretsk city (employment hub)</p> <p>c. Soledarska, Chasovoairska, Bahmutska, Svitlodarska, Toretska, Ocheretynska hromadas (employment network periphery)</p> <p>3) Area 3: Kramatorsk corridor</p> <p>a. Kramatorsk city (employment hub)</p> <p>b. Kostiantynivka city (employment hub)</p> <p>c. Avdiivska, Kramatorska, Slovianska, Mykolaivska, Druzhkivska, Kostiantynivska, Illiniivska hromadas (employment network periphery).</p> <p>4) Area 4: Mariupol and surrounds</p> <p>a. Mariupol city (employment hub)</p> <p>b. Kalchytska, Nikolska, Manhuska, Sartanska, Mariupolska hromadas (employment network periphery).</p> <p>5) Area 5: East Luhansk</p> <p>a. Novoidar city (employment hub),</p> <p>b. Starobilsk city (employment hubs) and</p> <p>c. Starobilska, Shulhynska, Schastynska, Nyzhnoteplivska, Novoidarska hromadas (employment network periphery).</p> | | |
| Secondary data sources | <p>1. REACH, Capacity and Vulnerability Assessments, 2018 - This will be used in understanding the assessment areas and methodology development.</p> <p>2. REACH, Thematic Assessment of Local Enterprises and Labour Markets in Eastern Ukraine, 2017, Donetsk Regional Development Strategy, Luhansk Regional Development Strategy - These will be used in understanding the context and developing the rationale of the assessment.</p> <p>3. State Statistical Services, "Statistical Yearbook for Ukraine", 2012 – 2018, Oblast and raion level statistical services - These will be used for sampling purposes.</p> | | |
| Population(s) | <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 | |

⁵ [Hromada](#) is the most basic territorial administrative unit of the local level, which consists of one or several settlements. Hromada is formed, as a rule, as a result of voluntary amalgamation of territorial hromadas.

| | | | | |
|---|--|--|--|--------------------------------------|
| | <input type="checkbox"/> | Refugees in host communities | <input type="checkbox"/> | Refugees [Other, Specify] |
| | x | Host communities | x | Women, men, youth and pre-pensioners |
| Stratification and disaggregation variables Select type(s) and enter number of strata | x | Geographical #: 15 employment hubs and periphery areas. Population size per strata is known? x Yes <input type="checkbox"/> No | | |
| Data collection tool(s) | x | Structured (Quantitative) | x | Semi-structured (Qualitative) |
| | Sampling method | | Data collection method (sample size without the buffer) | |
| Structured data collection tool # 1 Local labour market KIs | x Purposive | | x Key informant interview (Target #) approximately 50 in total. | |
| Structured data collection tool # 2 Employer survey | x Non-probability / convenience | | x Key informant interview (Target #): approximately 400 in total (300 will be done in employment hubs, and 100 – in periphery) | |
| Structured data collection tool # 3 Household survey | x Probability / Stratified simple random | | x Household interview (Target #): approximately 2928 ⁶ in total | |
| Structured data collection tool # 4 Employment service KIs | x Non-probability / purposive | | x Key informant interview (Target #) approximately 30 in total | |
| Semi-structured data collection tool (s) # 5 Job seeker FGDs | x Purposive | | x Focus group discussion (Target #): 20 in total | |
| Target level of precision if probability sampling (per assessment area) | 95 % level of confidence | | 5 +/- % margin of error | |
| Target level of precision if probability sampling (per strata within each assessment area) | 95 % level of confidence | | 7 +/- % margin of error | |
| Data management platform(s) | x | IMPACT | <input type="checkbox"/> | UNHCR |
| | <input type="checkbox"/> | [Other, Specify] | | |
| Expected output type(s) | x | Situation overview #: 5 | <input type="checkbox"/> | Report #: |
| | x | Presentation (Preliminary findings) #: 1 | x | Presentation (Final) #:1 |
| | <input type="checkbox"/> | Interactive dashboard #: _ | <input type="checkbox"/> | Webmap #: _ _ |
| | <input type="checkbox"/> | [Other, Specify] #: _ _ | | |
| Access | x | Public (available on REACH resource center and other humanitarian platforms) | | |
| | <input type="checkbox"/> | Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms) | | |
| Visibility Specify which logos should be on outputs | IMPACT, ACTED, GAC, SEED (project logo) | | | |

⁶ the sample size without the buffer.

2. Rationale

2.1. Background

Entering its 7th year, the conflict in eastern Ukraine has impacted on labour market dynamics in the region. As highlighted in REACH's CVA conducted in 2018, the line of contact (LoC) has impeded access to employment in large cities, like Donetsk and Luhansk cities, now in the non-government controlled area (NGCA). As a result, smaller regional centres in the government controlled area (GCA) have an increased role as employment hubs for communities in proximity to the LoC. For instance, the Mariupol city service as an employment hub for surrounding settlements (see Map 3), while in recent interviews with employment service providers, it was reported that job-seekers access services in Mariupol.⁷ Similar trends are apparent in Severodonetsk (Map 4), the Kramatorsk-Toretsk corridor (Map 2), and Bakmut (Map 1). In addition to increased inflows of workers and job-seekers from surrounding raions in the GCA, many urban centres in the GCA have seen an influx of internally displaced people (IDPs) reportedly leading to increased competition for jobs and labour market imbalance.⁸

The conflict has also catalyzed pre-existing industrial decline in the region. As of 2017, REACH's Thematic Assessment of Enterprises and Businesses in the GCA, it was reported that 64% of interviewed enterprises in Donetsk and 66% of enterprises in Luhansk experienced fall in revenue following the start of the conflict, the primary reason reportedly being lack of demand for goods and services. It was also reported that 26% of enterprises in Donetsk and 21% of enterprises in Luhansk had reduced their work force in the years following the start of the conflict.⁹ As the Thematic Assessment focused on Oblast level trends, questions remain on to what extent these trends vary at the sub-regional level within the 5 assessment areas in the economic participation assessment (EPA).

These factors have exacerbated social and economic marginalisation in the region, as changes to labour market dynamics appear affect some demographic groups more than others. From a sex perspective, generally women in Ukraine face a low rate of labour force participation compared to their male counterparts (46.7%, 62.8% respectively).¹⁰ However, data from the 2018 CVA on economic activity of households in assessed areas of Donetsk and Luhansk suggests a further reduction to the employment rate of women following the conflict. For example, the rate of employment reportedly dropped to a greater degree between 2014 and 2018 amongst women of working age in surveyed households in Toretsk raion (5 percentage points) as compared to male household members in the same age category (0 percentage points).¹¹ Another previous study observed that traditional roles in the region challenge women's ability to seek and engage in productive economic activities.¹²

There are further indications, in the CVA data, that drops in employment were more frequently experienced by women in youth and pre-pensioner age categories. For instance, it was reported by households in Toretsk that between 2014 and 2018 unemployment increased by 14 percentage points (pps) amongst female household members aged 45 – 59, as compared to 5 pps amongst male household members aged 45 – 59 and 7 pps for all household members between 15 – 59 years. Corroborating this, recent interviews with community key informants conducted by IMPACT in the cities of Kramatorsk, Mariupol and Severodonetsk indicate that youth and pre-pension aged people may also face high barriers to employment.¹³

Further to conflict-related interruptions to employment, the March 2020 outbreak of COVID-19 is leading to significant reduction in economic activity and the employment rates in Ukraine. In a survey of enterprises in Ukraine, conducted by the European Business Association, 48% of businesses had reportedly experienced a 20% to 50% reduction in revenues between the start of quarantine and March 25 2020.¹⁴ According to Ukraine's Chamber of Commerce and Industry between

⁷ [REACH, Capacity and Vulnerability Assessments, 2018](#)

⁸ [Assessment of Principal Problems Experienced by Internally Displaced Women in the Employment Process, 2017](#)

⁹ [REACH, Thematic Assessment, 2017](#)

¹⁰ [World Bank, Country Gender Assessment for Ukraine", 2016.](#)

¹¹ [REACH, Capacity and Vulnerability Assessments, 2018](#)

¹² [UNFPA / ILO, "Analytical research on women's participation in the labour force in Ukraine", 2012](#)

¹³ [REACH, Capacity and Vulnerability Assessments, 2018](#)

¹⁴ EBA, <https://eba.com.ua/en/reaktsiya-biznesu-na-zaprovadzhennya-30-ty-dennogo-karantynu/>

500,000 and 700,000 workers lost their jobs in the period between the beginning of quarantine and March 27, 2020.¹⁵ Given nation-wide quarantine measures, restricting movement of workers and the operation of many businesses between March and May 2020, these effects are likely also felt in Donetsk and Luhansk Oblasts. In a rapid assessment conducted by United Nations Development Programme (UNDP) amongst beneficiaries in conflict affected eastern Ukraine who had business grants in late 2019 and early 2020, it was found that 41% of interviewed businesses had suspended operation during quarantine.

¹⁵ <https://en.hromadske.ua/posts/700000-ukrainians-have-lost-their-job-due-to-coronavirus>

2.2. Intended impact

In this context, IMPACT will conduct a labour market assessment in the 5 geographic areas of SEED intervention to better inform employment services providers and local government planning on 1) localised labour market supply and demand, opportunities for economic development and 2) challenges faced by women, men, youth and pre-pension job seekers in uptake of these opportunities. The assessment will build on the existing research described above and add to this body of work through exploring labour market dynamics through a sex and age lens at a more granular settlement level. Specifically, it will address information gaps around 1) labour force dynamics at the sub-regional level in assessment areas, particularly in light of COVID-19 impacts (including the aspirations, intentions and job seeking behaviours of the working population), 2) the barriers faced by women, men, youth and pre-pensioners to economic participation, again with some focus on COVID-19 specific barriers, 3) employer-side capacity for and barriers to inclusive hiring practice, 4) the capacity of employment centre to provide supports specifically targeted to specific groups.

Data on the barriers to employment faced by the community in general and by age-sex more specifically was not captured in the CVAs. In recent years, studies have been undertaken to assess the challenges to labour market participation faced by internally displaced people^{16 17}, internally displaced women, and returned veterans¹⁸ in the Donetsk and Luhansk oblasts. The three groups reportedly faced discrimination in job market, and experienced lower rates of employment or lower quality employment as a result. Information gap exists however around the experience of age-sex demographic groups in engaging in the labour market, and detailed data on barriers to employment at a sub-regional level. Regarding the effects of COVID-19 on labour markets, a number of assessments have been conducted in immediate response to the outbreak. For example, UNDP conducted a socio-economic analysis of the impact of COVID-19 on households and businesses.¹⁹ However, at the present time IMPACT understands that there are no assessments of the COVID's impact on sub-regional labour markets planned. The EPA will bridge this information gap.

3. Methodology

3.1. Methodology overview

This EPA will adapt the area-based capacity and vulnerabilities approach employed and refined by IMPACT in various assessments since 2018,²⁰ to explore the vulnerabilities of various demographic groups in accessing employment, the capacities of employment service providers and employers to promote and engage in non-discriminatory hiring practices, and the strengths, weaknesses and opportunities within geographic employment networks in the assessed areas.

The assessment will use a mix-methods approach to address the research questions, comprising:

- Secondary data review to gain a contextual overview of the economic performance of Donetsk and Luhansk Oblasts, overall state of the Ukrainian economy,
- Approximately 50 KIIs with lead actors in the local market to gain an understanding of labour market dynamics, the current business environment, and opportunities for labour market development within the assessment area;
- Approximately 30 KIIs with employment service providers to gain an insight into the challenges faced by providers in serving marginalised communities, women, youth and pre-pensioners;
- Approximately 400 employer surveys to gain a more detailed, geographically granular and up-to-date picture of employer labour requirements following the 2017 Thematic Assessment, to assess perceptions of and barriers to inclusive hiring and use of employment service providers;

¹⁶ ILO, "Employment need assessment and employability of internally displaced persons in Ukraine", 2016.

¹⁷ <http://www.czvl.org.ua/blog/wp-content/uploads/2017/04/Assessment-of-Principal-Problems-Experienced-by-Internally-Displaced-Women-in-the-Employment-Process-.pdf>

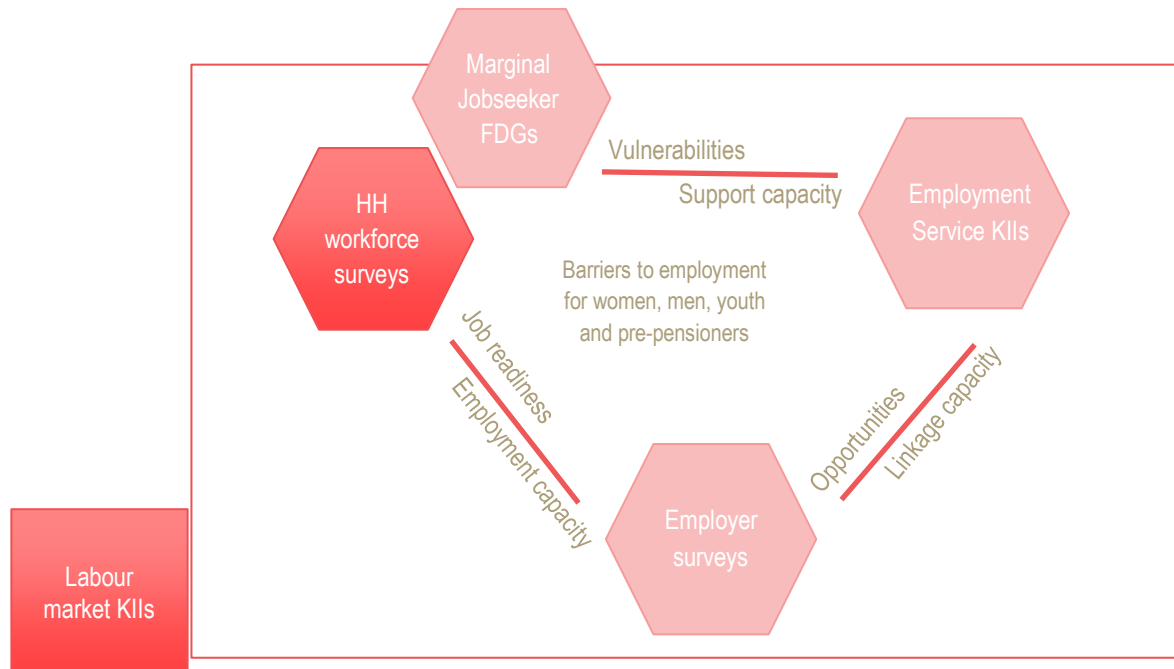
¹⁸ World Bank, "Socio-economic impacts of internal displacement and veteran return", 2017.

¹⁹ UNDP, Socioeconomic Impact Assessment of COVID19 on SMEs and Vulnerable Groups Desk Review, 2020.

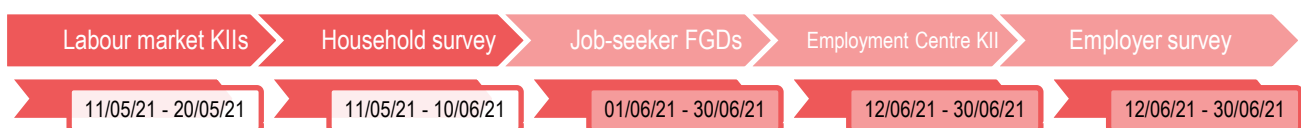
²⁰ REACH, Capacity and Vulnerability Assessments, 2018

- Approximately 2,928 HH surveys to capture a more detailed, geographically granular and up-to-date profile of the working age population following the 2017 Thematic Assessment, and further information about the employment aspirations and intentions, perceived barriers to employment, and job-seeking behaviours;
- Twenty focus group discussions (FGDs) to explore the degree to which available employment services met the needs of specific groups of job-seekers.

Figure 1: Interlinkage between the data collection methods

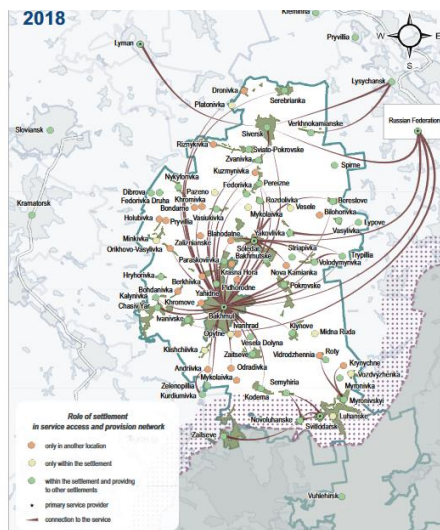


The assessment will commence with a secondary data review to identify labour market trends at the oblast level and sex and age social norms affecting women's employment. Data collection tools will be developed then HH surveys and local labour market KILs conducted across the 15 strata in the 5 assessment areas and will seek to give the contextual understanding of the labour force market situation which will be followed by Job seeker FGDs, employment centre KILs and employer surveys that will help in understanding the barriers faced by specific groups of job seekers in accessing employment.

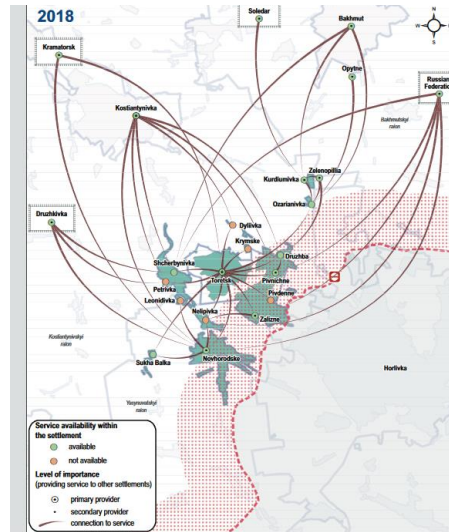


Assessment area will be defined using four of the organic employment networks identified in the 2018 CVAs (pictured below), each with one or more employment hubs and surrounding peripheral areas that to some degree relies on the hub for employment opportunities. A spatial lens will be engaged to analyse labour market dynamics between employment hubs and their peripheries.

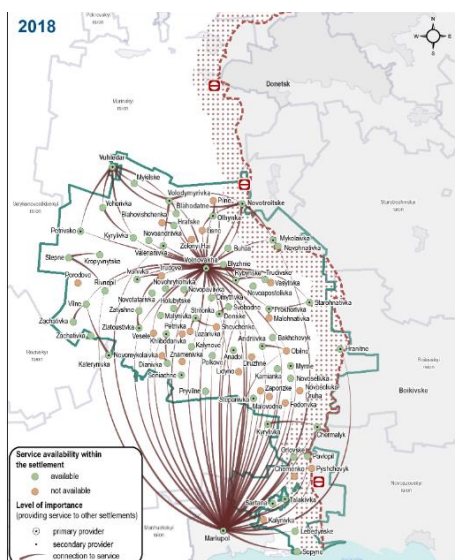
Map Bakhmut raion employment network, 2018



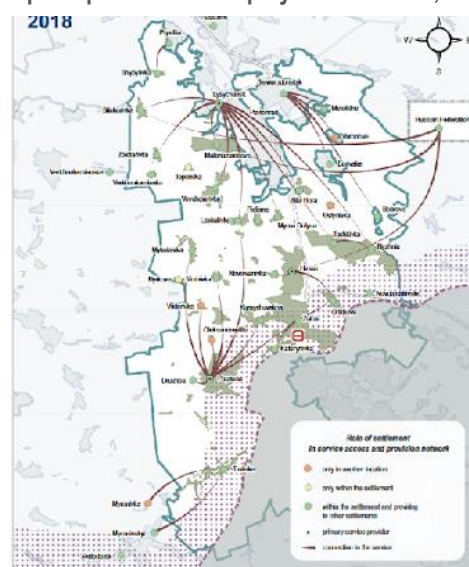
Map Toretsk raion employment network, 2018



Map Volnovakha raion employment network, 2018



Map Popasna raion employment network, 2018



In light of the potential for secondary outbreak of COVID-19 during the assessment period, plans will be put in place for remote data collection.

3.2 Population of interest

The first population of interest for this study are households²¹ (HHs) with members of working age (15 – 70 years) in the 5 areas of intervention under SEED. The area of interest will be further defined based on employment networks identified in the 2018 CVAs and will be further classified into either 'employment hub' or 'employment network peripheral area' strata. The five areas for assessment are:

- 1) **Area 1: Sievierodonetsk and surrounds**
 - a. Sievierodonetsk city (employment hub)
 - b. Lysychansk city (employment hub)
 - c. Popasna city (employment hub)

²¹ For this assessment, a [household](#) is social unit consisting of one or more persons who use joint accommodation and food. In another words, a household is a group of people who normally live in the same housing unit or its part ("live under the same roof"), who are or are not related and who eat together ("eat from the same pot").

d. Lysychanska, Sievierodonetska, Popasnianska, Hirska hromadas (employment network periphery).

2) **Area 2: Bakhmut and surrounds**

a. Bakhmut city (employment hub)

b. Toretsk city (employment hub)

c. Soledarska, Chasovoairska, Bahmutska, Svitlodarska, Toretska, Ocheretynska hromadas (employment network periphery)

3) **Area 3: Kramatorsk corridor**

a. Kramatorsk city (employment hub)

b. Kostiantynivka city (employment hub)

c. Avdiivska, Kramatorska, Slovianska, Mykolaivska, Druzhkivska, Kostiantynivska, Illinivska hromadas (employment network periphery).

4) **Area 4: Mariupol and surrounds**

a. Mariupol city (employment hub)

b. Kalchytska, Nikolska, Manhuska, Sartanska, Mariupolska hromadas (employment network periphery).

5) **Area 5: East Luhansk**

a. Novoaidar city (employment hub),

b. Starobilsk city (employment hubs) and

c. Starobilska, Shulhynska, Schastynska, Nyzhnoteplivska, Novoaidarska hromadas (employment network periphery).

Secondary groups of interest within the working age population are: women, men, youth and pre-pensioners. Findings will be disaggregated by age category (15 to 24, 25 to 29, 30 to 39, 40 to 49, 50 to 59, 60 to 70) and sex. The second and third populations of interest for this study are employers and employment service providers within the assessed areas.

Definition of employment hubs strata

Employment hubs will be defined based on the employment networks identified in the 2018 CVAs and the administrative boundaries of the city. These may incorporate employment network periphery.

Definition of employment network periphery area strata

Employment network periphery areas will also be defined based on the employment networks identified in the 2018 CVAs and will use estimated drive time from employment hubs to establish a boundary to the assessment area.

| Assessment area | Strata |
|---------------------------|--|
| Sievierodonetsk area | Sievierodonetsk city (employment hub) |
| | Lysychansk city (employment hub) |
| | Popasna city (employment hub) |
| | Lysychanska, Sievierodonetska, Popasnianska, Hirska hromada (employment network peripheral area) |
| Kramatorsk area | Kramatorsk city (employment hub) |
| | Kostiantynivka city (employment hub) |
| | Avdiivska, Kramatorska, Slovianska, Mykolaivska, Druzhkivska, Kostiantynivska, Illinivska hromada (employment network peripheral area) |
| Buhkmut area | Bahmut city (employment hub) |
| | Toretsk city (employment hub) |
| | Soledarska, Chasovoairska, Bahmutska, Svitlodarska, Toretska, Ocheretynska hromada (employment network peripheral area) |
| Mariupol area | Mariupol city council (employment hub) |
| | Kalchytska, Nikolska, Manhuska, Sartanska, Mariupolska hromada (employment network peripheral area) |
| Novoaidar-Starobilsk area | Novoaidar city council (employment hub) |
| | Starobilsk city council (employment hub) |
| | Starobilska, Shulhynska, Schastynska, Nyzhnoteplivska, Novoaidarska hromada (employment network peripheral area) |

3.3 Secondary data review

Prior to primary data collection, a secondary data review will be completed to:

- 1) Identify businesses and employment service providers in the assessment area for use in sampling for the Employer survey and Key Informant Interviews,
- 2) Identify Oblast, and where possible hromada level, labour market trends and sectors of growth,
- 3) Gain an understanding of the current literature on established sex norms in the assessed areas and their possible impact on employment opportunities for specific groups,

Sources

- [REACH, Capacity and Vulnerability Assessments, 2018](#) - This will be used in understanding the assessment areas and methodology development.
- [REACH, Thematic Assessment of Local Enterprises and Labour Markets in Eastern Ukraine, 2017](#), [Donetsk Regional Development Strategy](#), [Luhansk Regional Development Strategy](#) - These will be used in understanding the context and developing the rationale of the assessment.
- State Statistical Services, [“Statistical Yearbook for Ukraine”](#), 2012 – 2018, Oblast and raion level statistical services - These will be used for sampling purposes.
- State Statistical Services, [“Economic activity survey”](#), 2012 – 2018.
- [Serhyi Pantsyr, “Comprehensive analysis of the regional labour market in Luhansk Oblast”, RPP, 2019.](#)
- [Serhyi Pantsyr, “Comprehensive analysis of the regional labour market in Donetsk Oblast”, RPP, 2019.](#)
- [Julia Bluszcz and Marica Valente, “The war in Europe: Economic costs of the Ukrainian Conflict”, German Institute for Economic Research, 2019](#)
- [World Bank, “Socio-economic impacts of internal displacement and veteran return”, 2017.](#)
- [FAO, “The Agriculture sector in eastern Ukraine: analysis and recommendations”, 2018.](#)
- [OECD, “Regional development trends in Ukraine in the aftermath of the Donbas conflict” in Maintaining the momentum of decentralization in Ukraine, 2018.](#)
- [UNFPA / ILO, “Analytical research on women’s participation in the labour force in Ukraine”, 2012.](#)
- [ICPS, “Women in social and political life of Ukraine: Prejudice, opportunities and prospects”, 2015.](#)
- [World Bank, Country Gender Assessment for Ukraine”, 2016.](#)
- [Natalia Mirimanova, “Economic connectivity across the line of contact in Donbas, Ukraine”, Centre for Humanitarian Dialogue, 2017.](#)
- [Brian Lucas, Brigitte Rohwerder and Kerina Tull, “Gender and conflict in Ukraine”, K4D, 2017.](#)
- [UNDP / UN Women, “Analysis of vulnerabilities of women and men in the context of decentralization in the conflict-affected areas of Ukraine”, 2017.](#)
- [ILO, “Employment need assessment and employability of internally displaced persons in Ukraine”, 2016.](#)
- [Economic Development and Female Labour Force Participation: The Case of European Union Countries](#)
- [UNDP, Socioeconomic Impact Assessment of COVID19 on SMEs and Vulnerable Groups Desk Review, 2020.](#)

3.4 Primary Data Collection

3.4.1 Household survey

The household survey will comprise of approximately 2,928 interviews across the 5 assessment areas. The structured survey will collect data to gain an understanding of household access to employment markets, reliance on the informal labour market and economic security and will be used to identify patterns of high unemployment or under-employment, under-utilised workforce capacities, and risk of economic insecurity at the sub-regional level – adding granularity to the Oblast level indicators identified in the secondary data review (SDR). Household member data will also be used to construct a detailed profile of the labour force including participation rates, aspirations and intentions, barriers to employment, job search behaviours and level of skills/education attainment.

The overall household survey sampling strategy will be conducted through stratified random sampling where households will be randomly selected from each of the 15 strata to achieve 95% confidence level and 7% margin of error for household level reporting within the employment hub and periphery sub-area strata. For reporting purposes, findings will be aggregated into the 5 assessment areas and seek to achieve 95% confidence level and 5% margin of error. To counteract potential sampling bias related to household selection, interviewing will be conducted throughout the week, including on the weekend and where possible into the evening to ensure that economically active households have an equal chance of selection. See Table 1 for further details.

Random selection of households will be achieved using geospatial sampling methods by which interviews within each strata level will be distributed across settlements through the use of a population distribution raster and rectangular grid network covering the entire settlement. The number of interviews per rectangle will be distributed using R sampling script and the population distribution raster of [Global Human Settlement layer](#) from the Joint European Research Centre which define probability of interview distribution (more densely populated areas of the settlement get a greater number of interviews). Enumerators will access the random GPS points from their android phones using maps.me/MAPinr, and they will interview households that fall on particular points. In case there is no one to interview in the selected household, or the respondent is unwilling to participate, enumerators will target a household in the next nearest apartment block in a radius of 5 meters. If there is still no household to interview, then they will interview the household that falls on the next point. An extra 40% buffer of random points will be generated to cover for non-response. To minimize time spent during the interviews to reduce the risk of contracting or spreading COVID-19, only phone numbers and consent to be contacted later for the survey will be taken during the interview. The survey for all HHs will be conducted through phone calls.

Given the focus not only on household level information but also on the individual experience of household members, to reduce proxy-response bias the assessment will employ the respondent selection methodology set out in the Living Standards Measurement Study (LSMS).²² This will involve enabling the household survey to allow for a single household representative to report as a proxy for other household members and only persons aged 18 years or older will be included as respondents.

Table 1: Household survey strata and quota groups

| Assessment | Strata | Assessment area | Economic status | Population ²³ | HH sample - HH with at least one person 15 - 70 in HH (95/7) | 10 % buffer | Sample+buffer |
|--------------------|---|-------------------|-----------------|--------------------------|--|-------------|---------------|
| Severodonetsk area | 1_1_Sievierodonetsk city | Assessment Area 1 | Hub | 102,396 | 196 | 20 | 216 |
| | 1_2_Lysychansk city | | Hub | 96,161 | 196 | 20 | 216 |
| | 1_3_Popasna city | | Hub | 19,984 | 194 | 19 | 213 |
| | 1_4_Lysychanska, Sievierodonetska, Popasnianska, Hirska hromada | | Periphery | 102,396 | 196 | 20 | 216 |
| | 2_1_Kramatorsk_city | | Hub | 152,120 | 196 | 20 | 216 |

²² [Living Standards Measurement Study \(LSMS\), World Bank](#), website accessed 29 April 2021.

²³ [Number of existing population of Ukraine as of January 1, 2020, Statistical publication](#)

| | | | | | | | |
|----------------------------|--|-------------------|-----------|---------|-------|-----|-------|
| Kramatorsk area | 2_2_Kostiantynivka_city | Assessment Area 2 | Hub | 69,817 | 195 | 20 | 215 |
| | 2_3_Avdiivska, Kramatorska, Slovianska, Mykolaivska, Druzhkivska, Kostiantynivska, Illiniivska hromada | | Periphery | 356,532 | 196 | 20 | 216 |
| Bahkmut area | 3_1_Bahmut_city | Assessment Area 3 | Hub | 73,212 | 195 | 20 | 215 |
| | 3_2_Toretsk city | | Hub | 32,027 | 195 | 20 | 215 |
| | 3_3_Soledarska, Chasovoairska, Bahmutska, Svitlodarska, Toretska, Ocheretynska hromada | | Periphery | 126,086 | 196 | 20 | 216 |
| Mariupol area | 4_1_Mariupol city | Assessment Area 4 | Hub | 436,569 | 196 | 20 | 216 |
| | 4_2_Kalchytska, Nikolska, Manhuska, Sartanska, Mariupolska hromada | | Periphery | 81,872 | 196 | 20 | 216 |
| Novoaidar-Starobilska area | 5_1_Novoaidar city | Assessment Area 5 | Hub | 8,005 | 191 | 19 | 210 |
| | 5_2_Starobilsk city | | Hub | 16,650 | 194 | 19 | 213 |
| | 5_3_Starobilska, Shulhynska, Schastynska, Nyzhnoteplivska, Novoaidarska hromada | | Periphery | 78,900 | 196 | 20 | 216 |
| | In Total | - | | | 2,928 | 297 | 3,225 |

3.4.2 Key informant interviews (KIs) with local economic actors

IMPACT will conduct KIs with representatives of local labour market actors (such as local Department of Employment, Chamber of Commerce, and local business leaders) through structured survey to gain an in-depth understanding of the state of the business environment and factors influencing labour market dynamics locally. Interviews will additionally seek to identify emerging or untapped markets in the local area.

IMPACT will seek to interview up to 10 key informants per assessment area, a total of approximately 50 KIs will be conducted. A purposive sampling method will be employed for the KIs whereby individuals or organisations will be sampled based on their engagement in local economic and labour market development. This will involve creating a list of all relevant organizations (Department of Employment, Chamber of Commerce, Unions, and employment services providers) in the assessed area from publicly available information and approaching local administrative bodies to ascertain whether other relevant organisations or individuals should be added to the sample.

Letters will be sent to all key informants or organisations prior to data collection to introduce the assessment team and the purpose of the survey. Local authorities will be asked to endorse the letter and, where relevant, encourage the participation of all facilities. The letter will contain contacts for the IMPACT field coordination team that will allow the key informants to get in touch with any concerns or queries prior to data collection and make an appointment to interview at a time convenient

to them. Although it will be encouraged that interviews take place over the phone due to likely COVID-19 restrictions, where possible, KIs will be given the option of completing the interview either over the phone, face to face or through web submission to encourage participation. The decision to conduct face to face interviews will be taken depending on the official COVID alert level, and all health protocols to prevent contracting or spreading COVID-19 will be followed (both interviewer and interviewee must wear face masks and must stand a minimum of 1.5 metres apart, preferably out doors or in a well ventilated room). [IMPACT Initiatives SOPs for collecting data during COVID-19](#) will also be adhered to.

3.4.3 Focus group discussions (FGDs)

Focus group discussions will be held in all the five assessment areas with male and female job seekers in employment hubs and peripheries, aged between (18-70years) who are currently unemployed and looking for a job and employed and looking for a job.

The discussions will focus on eliciting detailed information on the degree to which job seekers find employment services useful, tailored to their needs and likely to assist them in finding work. FGD participants will be purposively sampled and a semi-structured questionnaire will be used to guide the discussion. Each FGD will consist of six to eight participants and the FGDs will be conducted in a spacious place, taking the shortest time possible, participants will maintain social distance, they will wash their hands and wear face masks in order to reduce the risk of contracting or spreading COVID-19. If necessary, the FGDs will be conducted virtually.

Individual group discussions will be held to explore the differing needs of job seekers in key demographic groups, including women of working age, men of working age, youth and pre-pensioners. Due to the vast geographic coverage of this assessment, it will not be possible to gain an understanding of gaps in the services provided by individual providers. Instead, the FGD will seek to gain an overview of services and supports that do and those that do not assist target groups in finding employment. Partner organisations will be consulted during discussion guide development.

Twenty FGDs will be conducted in the five assessment areas, with separate sessions for each of the target groups (males and females aged 18-70 years in the in employment hubs and peripheries).

Recruiting Job seekers:

1. IMPACT will draw up initial selection criteria for the type of person to select as potential participants based on demographic profile, etc.
2. IMPACT and partners will create a short list of employment service facilities within each assessment area, ~~including both state run and private providers~~, IMPACT will then request the employment service facilities to support in recruiting participants based on the selection criteria.

Invitation to participate:

1. After reviewing the list of recruited participants by the employment service facilities, IMPACT will call and invite selected people to participate in group discussions.

Table 2: FGD Matrix

| Name of the location | Oblast | Population | Strata type | Strata name | FGDs with female job-seekers | FGDs with male job-seekers |
|-----------------------|----------|-------------|-------------|-----------------------------|------------------------------|----------------------------|
| Mariupol | Donetska | 436,569 | hub | Mariupol_hub | 1 | 1 |
| Bakhmut | Donetska | 73,212 | hub | Bakhmut_hub | 1 | 1 |
| Toretsk | Donetska | 32,027 | hub | Toretsk_hub | 1 | 1 |
| Kramatorsk | Donetska | 65,569 | hub | Kramatorsk_hub | 1 | 1 |
| Sievierodonetsk | Luhanska | 102,396 | hub | Sievierodonetsk_hub | 1 | 1 |
| Popasna | Luhanska | 19,984 | hub | Popasna_hub | 1 | 1 |
| Starobilsk | Luhanska | 16,650 | hub | Starobilsk_hub | 1 | 1 |
| Novoluhanske | Donetska | 3,448 | periphery | Bakhmutskyi_periphery | 1 | 1 |
| Chermalyk | Donetska | 1,115 | periphery | Mariupolskyi_periphery | 1 | 1 |
| Toshkivka and Nyzhnie | Luhanska | 2,258 + 990 | periphery | Sievierodonetskyi_periphery | 1 | 1 |
| Total | - | - | - | - | 10 FGDs | 10 FGDs |

Prior to the FGDs, enumerators will be taken through intensive training on qualitative data collection practices. Focus group discussions will be recorded both through audio and detailed notes taken during the session. In case a FGD does not consent to have the audio recording, the discussion will be facilitated in a pace which will allow the note taker to capture detailed notes. A discussion summary report will be compiled and reviewed within 24 hours of the event.

3.4.4 Key informant interviews (KIs) with employment service providers

IMPACT will conduct KIs with representatives of employment centres to gain an understanding of the challenges faced in providing targeted employment services to specific groups (women, men, youth and pre-pensioners).

IMPACT will conduct approximately 30 structured surveys with a purposive sample of the state run providers in the assessment area. This will involve compiling a contact list based on publicly available information and liaising with local administrative bodies to ensure the completeness.

Letters will be sent to all key informant facilities prior to data collection to introduce the assessment team and the purpose of the survey. Local authorities will be asked to endorse the letter and encourage the participation of all facilities. The letter will contain contact for the IMPACT field coordination team that will allow the facility to get in touch with any concerns or queries prior to data collection. On the day of data collection, the enumerator will arrive at the facility and seek to speak with the facility manager or their representative. If this person is not available at the time, the enumerator will organise to visit at a later date. Should this person refuse to participate, some soft refusal aversion will be undertaken (offering to visit at another

time). To encourage participation, KIs will be given the option of completing the interview over the phone or face to face. Where a decision to participate face to face will be taken, all health protocols to prevent contracting or spreading COVID-19 including wearing of face masks and maintaining social distance will be followed.

Findings from these surveys will be indicative of the assessed key informants.

3.4.5 Employer survey

Approximately, 400 employer surveys will be conducted with a convenience sample of micro (less than 10 employees), small (from 10 to 49 employees), medium (from 50 to 249 employees) and large (from 250 employees)²⁴ enterprises in the assessed Hromada to explore perceptions amongst employers of marginalised workers in the workplace, to understand common hiring practices, and to gauge the use of, and satisfaction with, employment service providers in the assessment area.

A two-step sampling process will be used to select businesses for survey. IMPACT will first compile a list on all accessible businesses in the assessed area, via data provided both by local administrative bodies, secondary data review and through the web scrapping activity²⁵. Settlements randomly selected for the household survey data collection will be preferred over those that are not, and enterprises within these locations will be eligible for selection from the compiled list. Due to pre-identified barriers to gaining up-to-date contact details for small, medium and large businesses, enterprises will be conveniently sampled based on limited lists of enterprises.

Letters will be sent to all selected enterprises prior to data collection to introduce the assessment team and the purpose of the survey. Local authorities will be asked to endorse the letter and, where relevant, encourage the participation of all facilities. The letter will contain contact for the IMPACT field coordination team that will allow the KI to get in touch with any concerns or queries prior to data collection and make an appointment to interview at a time convenient to them. To encourage participation, KIs will be given the option of completing the interview either over the phone, face to face or through web submission. Where a decision to participate face to face will be taken, all health protocols to prevent contracting or spreading COVID-19 including wearing of face masks and maintaining social distance will be followed.

Findings from this assessment will be indicative of the information received from key informants.

²⁴ [Competitive Small and Medium Enterprises, The World Bank, May 2013](#)

²⁵ [The passport of enterprises](#), Donetsk State employment center, June 2021

3.5. Data Processing & Analysis

Data collected from the household interviews and employer KIIs will be uploaded daily on the KOBO server. Daily data checks will be done in the evening once enumerators have uploaded the data in the server. The outcomes of the data quality checks will form a basis for debriefing the enumerators before further data collection. Once all data has been uploaded, data cleaning will begin and feedback gathered where needed from enumerators. [IMPACT data cleaning minimum standards](#) will be adhered to during the process of data checking and cleaning. Data collected from household interviews and employer KIIs will be analysed using R statistical package using the data analysis plans as a guide. Notes taken from the FGDs, KIIs with labour market actors and KIIs with employment service providers will be typewritten for ease of digital storage and use at the analysis stage. A simple debrief form will be filled out by the facilitation team immediately after the discussion that will then be triangulated with the data in the transcripts. Data analysis will be conducted on mutually established indicators from the KIIs and the FGDs following the [IMPACT minimum standards checklist for semi-structured data processing and analysis](#) by filling in the data saturation grid in MS Excel. Some individual level findings from the HH survey will be aggregated to the HH level. Data from 5 assessment areas will be desegregated by age groups, sex, urban and rural areas. Once initial data analysis has been done, the findings will be discussed and contextualized with relevant partners and five factsheets relating to information gathered from HH surveys, KII labour market actors and FGDs. In addition, 5 situation overviews that will contain data from KIIs with employers, employment service providers and labour market actors as well as FGD and HH interviews will be prepared.

4. Key ethical considerations and related risks

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

| <i>The proposed research design...</i> | <i>Yes/ No</i> | <i>Details if no (including mitigation)</i> |
|---|----------------|---|
| ... 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 length of survey/ discussion while being considerate of participants' time, 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 | To minimise the risk all health protocols to prevent contracting or spreading COVID-19 will be followed (both interviewer and interviewee must wear face masks and must stand a minimum of 1.5 metres apart, preferably out doors or in a well ventilated room). IMPACT Initiatives SOPs for collecting |

| | | |
|--|-----|---|
| | | data during COVID-19 will also be adhered to. |
| ... Does not expose respondents / their communities to any risks as a direct result of participation in data collection? | No | To minimise the risk all health protocols to prevent contracting or spreading COVID-19 will be followed (both interviewer and interviewee must wear face masks and must stand a minimum of 1.5 metres apart, preferably out doors or in a well ventilated room). IMPACT Initiatives SOPs for collecting data during COVID-19 will also be adhered to. |
| ... Does not involve collecting information on specific topics which may be stressful and/ or re-traumatising for research participants (both respondents and data collectors)? | Yes | |
| ... 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 | |

5. Roles and responsibilities

Table 2: Description of roles and responsibilities

| Task Description | Responsible | Accountable | Consulted | Informed |
|------------------|--------------------|--------------------|--|-------------------------------------|
| Research design | Assessment Officer | Assessment Manager | ACTED, GAC, Partners and stakeholders, Field team, data team, HQ Research Design and Data Unit (RDDU), Country coordinator | HQ RDDU, Country coordinator, ACTED |

| | | | | |
|--------------------------------------|--------------------------|---------------------------------|---|---|
| Supervising data collection | Field Operations Manager | Assessment Officer | Research Manager, Country coordinator, ACTED, HQ RDDU | GAC, HQ RDDU, Country coordinator |
| Data processing (checking, cleaning) | Database Officer | Senior Database and GIS Officer | Senior Assessment Officer, HQ RDDU | Research Manager, Country coordinator, ACTED, HQ RDDU |
| Data analysis | Database Officer | Senior Database and GIS Officer | Senior Assessment Officer, HQ RDDU | Research Manager, Country coordinator, ACTED, HQ RDDU |
| Output production | Assessment Officer | Assessment Manager | Research Manager, Country coordinator, ACTED, GAC, HQ Research reporting Unit (RRU) | Research Manager, Country coordinator, ACTED, HQ RRU |
| Dissemination | Assessment Officer | MEAL Manager | Country Coordinator, HQ communication unit, ACTED | HQ communication unit, ACTED |
| Monitoring & Evaluation | Assessment Officer | Assessment Manager | HQ RDDU, Country Coordinator | HQ RDDU, Country Coordinator |
| Lessons learned | Assessment Officer | Assessment Manager | ACTED, GAC, partners and stakeholders, field team, data team, HQ RDDU | Country coordinator, HQ RDDU |

Responsible: the person(s) who executes the task

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

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

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

6. Data Analysis Plan

The data analysis plan has been published as a separate document, available here: https://www.impact-repository.org/document/panda/7f7c34ad/IMPACT_UKR_Questionnaire_EPA_June-2021.xlsx

Annex 1: Dissemination plan

In order to develop a comprehensive ToR, the dissemination plan needs to be filled during the ToR development stages and refined throughout the implementation of the research. Don't be discouraged if at first you cannot fill-out every component of this planning tool, as this tool and related questions should be considered as a working document to help you develop and modify your strategy, as your dissemination efforts and priorities evolve. For example, it will be rather straight forward to identify your stakeholders at ToR design phases, but you will be able to provide a precise message only once the findings of the assessments have been finalised. This is why you may want to work back and forth between questions as your thinking develops, as the context changes and as findings from your work are finalised.

- A. Key events and planning dates** of the broader humanitarian community, which should be taken into consideration when developing the dissemination plan:

| | Internal Planning dates | External Milestones |
|-----------|---|---------------------|
| January | | |
| February | | |
| March | Secondary data review | |
| April | Designing of the research | |
| May | Start of data collection | |
| June | End of data collection | |
| July | | |
| August | Preliminary findings of the assessment released by mid August 2021, feed into ACTED strategic planning for the next phase | |
| September | | |
| October | | |
| November | Assessment outputs (factsheets and situation overviews) published by mid of November 2021 to IMPACT repository and relief web | |
| December | Final presentation of the assessment findings beginning of December to ACTED, development actors, e.t.c | |

B. Dissemination plan:

| # | Products | Message | Stakeholders | Means of dissemination | Purpose | Responsible | Timeframe |
|--|---|---|--|--|---|---------------------------------|---------------|
| Economic participation assessment (EPA) for Securing Women's Economic Empowerment in Donbass (SEED) | | | | | | | |
| Program goal: To inform the Securing Women's Economic Empowerment in Donbass (SEED) project partners in their activities aimed at building the capacity of Employment Centres to assist job seekers in finding sustained employment | | | | | | | |
| 1. | Economic participation assessment factsheet and situation over view | Emerging sectors, and perceived gaps or opportunities in the market in employment hubs and periphery areas | SEED partners, employment centres, local authorities | Joint analysis workshops Sharing findings via emails In person presentations | To inform stakeholders in their planning of employment related programs | Assessment team Coordination | December 2021 |
| | | Employer-side labour force requirements, preferences and perception of the job-readiness of prospective | SEED partners, employment centres, local authorities | Joint analysis workshops Sharing findings via emails In person presentations | To inform stakeholders in their planning of employment related programs | Assessment team Coordination | December 2021 |
| | | Sex-age and rural-urban disaggregated labour force profile for employment hubs and periphery areas within assessment areas. | SEED partners, employment centres, local authorities | Joint analysis workshops Sharing findings via emails In person presentations | To inform stakeholders in their planning of employment related programs | Assessment team Coordination | December 2021 |
| | | perceived barriers to, labour force participation and challenges faced by specific groups of jobseekers in accessing targeted employment services | SEED partners, employment centres, local authorities | Joint analysis workshops Sharing findings via emails In person presentations | To inform stakeholders in their planning of employment related programs | Assessment team Coordination | December 2021 |