

Research Terms of Reference

IDP Councils Assessment

UKR2501

Ukraine

January 2025

V1

REACH Informing
more effective
humanitarian action

1. Executive Summary

Country of intervention	Ukraine				
Type of Emergency	<input type="checkbox"/>	Natural hazard	<input checked="" type="checkbox"/>	Conflict	<input type="checkbox"/> Other (<i>specify</i>)
Type of Crisis	<input type="checkbox"/>	Sudden onset	<input type="checkbox"/>	Slow onset	<input checked="" type="checkbox"/> Protracted
Mandating Body/ Agency	N/A				
IMPACT Project Code	64BHO				
Overall Research Timeframe (<i>from research design to final outputs / M&E</i>)	January – May 2025				
Research Timeframe <i>Add planned deadlines (for first cycle if more than 1)</i>	1. Pilot/ training: 07/02/2025		6. Preliminary presentation: 6/05/2025		
	2. Start collecting data: 12/02/2025		7. Outputs sent for validation: 16/05/2025		
	3. Data collected: 28/02/2025		8. Outputs published: 30/05/2025		
	4. Data analysed: 21/03/2025		9. Final presentation: 30/05/2025		
	5. Data sent for validation: 28/03/2025				
Number of assessments	<input checked="" type="checkbox"/>	Single assessment (one cycle)			
	<input type="checkbox"/>	Multi assessment (more than one cycle) <i>[Describe here the frequency of the cycle]</i>			
Humanitarian milestones <i>Specify what will the assessment inform and when</i> <i>e.g. The shelter cluster will use this data to draft its Revised Flash Appeal;</i>	Milestone		Deadline (can be tentative)		
	<input checked="" type="checkbox"/>	Donor plan/strategy	31/05/2025		
	<input type="checkbox"/>	Inter-cluster plan/strategy	__/__/__		
	<input type="checkbox"/>	Cluster plan/strategy	__/__/__		
	<input checked="" type="checkbox"/>	NGO platform plan/strategy	31/05/2025		
	<input type="checkbox"/>	Other (Specify):	__/__/__		
	Audience type		Dissemination		

Audience Type & Dissemination <i>Specify who will the assessment inform and how you will disseminate to inform the audience</i>	X Strategic X Programmatic <input type="checkbox"/> Operational <input type="checkbox"/> [Other, Specify]		X General Product Mailing (e.g. mail to NGO consortium; Donors) X Mailing through an established partnership network of Stabilization Support Services X Cluster Mailing (Protection Cluster; CCCM Cluster) X Presentation of findings (during the workshop organised in partnership with Stabilization Support Services with relevant ministerial bodies, I/NGOs working with IDP Councils, and representatives of IDP Councils) X Website Dissemination (Relief Web & REACH Resource Centre)	
Stakeholder mapping <i>Has a detailed stakeholder mapping been conducted during research design to identify all actors that could contribute to and/or benefit from the research?</i>	X	Yes	<input type="checkbox"/>	No
General Objective	To assess the extent to which the activities of IDP Councils align with their mandated responsibilities, identify key institutional and operational challenges, and develop recommendations to strengthen their capacity as well as improve regulatory approaches and the support provided by coordinating bodies.			
Specific Objective(s)	<ul style="list-style-type: none"> - Examine the extent to which currently functioning IDP Councils meet the goals outlined in the Cabinet of Ministers' Model Regulation, focusing on their role as advisory bodies. - Explore how IDP Councils perceive their responsibilities and the alignment between their assigned duties and their self-identified goals. - Evaluate the effectiveness of IDP Councils' vertical relationships with local authorities and assess the presence of other strengthening partnerships or allies among actors at the hromada, oblast, or nationwide levels. - Explore horizontal relationships by assessing the visibility and recognition of the Council among IDPs within the hromada. - Evaluate the availability of economic and logistical resources, existing development opportunities, and unmet capacity-building needs, as perceived by IDP Council members. - Provide a profile of IDP Council, including its socio-demographic composition, regularity and balance of the workflow, level of engagement and motivations. 			
Research Questions	<p>1 - To what extent do the currently functioning IDP councils meet the original goal set out in the Cabinet of Ministers' Model Regulation on IDP Councils?</p> <p>1.1 <i>If at all, to what extent are IDP Councils acting as advisory bodies with the duties assigned to them in the regulation?</i></p> <p>1.2 <i>If at all, to what extent do IDP Councils perceive themselves as advisory bodies that understand the duties assigned to them in the regulation as the main goals of the IDP Council?</i></p> <p>2 - What constitutes an enabling environment for IDP Councils?</p> <p>2.1 <i>What quality of relationships do IDP Councils have on a vertical level (e.g. local authorities, oblast administrations, oblast IDP councils, donors and international partners)?</i></p> <p>2.2 <i>How satisfying are the horizontal-level relationships of IDP Councils (with IDPs)?</i></p> <p>2.3 <i>What are the current economic and logistical resources available to IDP Councils?</i></p>			

	<p>2.4 What development and capacity-building opportunities are currently available to IDP Councils?</p> <p>2.5 What are the capacity needs of the IDP Councils that are not yet covered, as perceived by members of IDP Councils?</p> <p>3 - What is the profile of members of IDP Councils?</p> <p>3.1 – What is the socio-demographic composition of IDP Councils?</p> <p>3.2 – What are the members' motivations for participating in the work of IDP Councils?</p> <p>3.3 – What is the nature of Council's workflow in terms of regularity, engagement and work distribution (only among active members)?</p>					
Geographic Coverage	In partnership with the Ukrainian non-governmental organisation Stabilization Support Services (SSS), REACH will conduct the IDP Councils Assessment throughout Ukraine, covering primarily hromadas and reaching out to several oblast-level IDP Councils. REACH will rely on SSS's contacts and outreach support to access representatives of IDP Councils and key stakeholders working with these entities.					
Secondary data sources	<ul style="list-style-type: none"> • [English translation] The Resolution of the Cabinet of Ministers of Ukraine No. 812, Model Regulations on the Council for Internally Displaced Persons, 4 August 2023. • Stabilization Support Services (SSS), the United Nations High Commissioner for Refugees (UNHCR), Ministry of Reintegration of the Temporarily Occupied Territories of Ukraine, IDP Councils. • Protection Cluster, UNHCR, Good Practices: IDP Councils, April 2024, 1 May 2024. • Protection Cluster, UNHCR, Recommendations on cooperation between humanitarian organizations and IDP Councils 1 May 2024. • Stabilization Support Services (SSS), IDP Councils, 29 August 2024. • Stabilization Support Services (SSS), Empowering Displaced Women: The Role of IDP Councils in Local Democracy and Community Support in Ukraine, 27 September 2024. • United Voices in Action, What are IDP Councils and how do they help displaced people? • East Europe Foundation, Needs and Challenges of Civil Society Organisations in the Context of War, 31 October 2023. • Official websites and social accounts of national, oblast-level or hromada-level authorities and IDP Councils, including Telegram and Facebook. 					
Population(s) <i>Select all that apply</i>	<input type="checkbox"/>	IDPs in camp	<input type="checkbox"/>	IDPs in informal sites		
	<input type="checkbox"/>	IDPs in host communities	<input type="checkbox"/>	IDPs		
	<input type="checkbox"/>	Refugees in camp	<input type="checkbox"/>	Refugees in informal sites		
	<input type="checkbox"/>	Refugees in host communities	<input type="checkbox"/>	Refugees		
	<input type="checkbox"/>	Host communities	X	[Other, Specify] Representatives of IDP Councils, stakeholders working with IDP Councils		
Stratification <i>Select type(s) and enter number of strata</i>	X	Geographical #: Macro-region level Population size per strata is known? X Yes <input type="checkbox"/> No	<input type="checkbox"/> Group #: _ _ _ Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> [Other Specify] #: _ _ Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Data collection tool(s)	X	Structured (Quantitative)		X Semi-structured (Qualitative)		
	Sampling method			Data collection method		
Structured data collection tool # 1	<input type="checkbox"/> Purposive <input type="checkbox"/> Probability / Simple random			X Key informant interview (Target #): ~418 <input type="checkbox"/> Group discussion (Target #): _ _ _ _ _		

Select sampling and data collection method and specify target # interviews	X 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"/> 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 (s) # 1 Select sampling and data collection method and specify target # interviews	X Purposive <input type="checkbox"/> Snowballing <input type="checkbox"/> [Other, Specify]		<input type="checkbox"/> Key informant interview (Target #):_____ <input type="checkbox"/> Individual interview (Target #):_____ X Focus group discussion (Target #): 2 <input type="checkbox"/> [Other, Specify] (Target #):_____ 			
Semi-structured data collection tool (s) # 2 Select sampling and data collection method and specify target # interviews ***If more than 2 structured tools please duplicate this row and complete for each tool.	X Purposive <input type="checkbox"/> Snowballing <input type="checkbox"/> [Other, Specify]		<input type="checkbox"/> Key informant interview (Target #): ~ 6 <input type="checkbox"/> Individual interview (Target #):_____ <input type="checkbox"/> Focus group discussion (Target #):_____ <input type="checkbox"/> [Other, Specify] (Target #):_____ 			
Disaggregation by gender and age Are you planning to conduct a sex/age disaggregated analysis?	Gender		Age			
	X	Yes	<input type="checkbox"/>	Yes		
	<input type="checkbox"/>	No	X	No		
Data management platform(s)	X	IMPACT	<input type="checkbox"/>	UNHCR		
	<input type="checkbox"/>	[Other, Specify]				
Expected output type(s)	<input type="checkbox"/>	Situation overview #: __	X	Report #: 1	<input type="checkbox"/>	Profile #: __
	X	Presentation (Preliminary findings) #: 1 during the workshop jointly organised with SSS	X	Presentation (Final) #: __ --	<input type="checkbox"/>	Factsheet #: __ --
	<input type="checkbox"/>	Interactive dashboard #: __	<input type="checkbox"/>	Webmap #: __	<input type="checkbox"/>	Map #: __
	<input type="checkbox"/>	[Other, Specify] #: __				
Access	X	Public (available on REACH resource centre and other humanitarian platforms)				
	<input type="checkbox"/>	Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)				
Visibility Specify which logos should be on outputs	REACH, ECHO					
	Donor: European Commission Humanitarian Office (ECHO)					
	Coordination Framework: N/A					
	Partners: Stabilization Support Services					

2. Rationale

2.1 Background

In Ukraine, Internally Displaced Persons (IDP) Councils function as advisory bodies composed of up to 30 members who serve on a voluntary basis without financial compensation.¹ According to the Ukrainian legislation, the composition of each IDP Council should include nine representatives of IDPs, six representatives of the institution under which the council is established, and three members from non-governmental organisations (NGOs) that work with IDPs. IDP Councils operate at the oblast, raion, and hromada administrative levels, and their primary function is to represent IDPs in local self-government and provide advice within the policy-making framework to authorities and international and national non-governmental organisations. IDP Councils offer consultations in decision-making processes that pertain to local mechanisms of IDPs' integration and ways to address displaced people's vulnerabilities, particularly concerning housing and employment needs, psychosocial support, healthcare access, and legal and social services.

The establishment of the first five IDP Councils in 2019 was facilitated by the Ukrainian NGO Stabilization Support Services (SSS),² which pioneered the development of this mediating and advisory body following the onset of the war in Eastern Ukraine in 2014, resulting in the displacement of over one million Ukrainians.³ As of October 2024, after the escalation of the war into a full-scale armed conflict affecting the whole of the country in February 2022, the estimated number of *de facto* IDPs in Ukraine stands at 3.5 million.⁴ In response to the increasing displacement issues, more than 800 IDP Councils have been established at various administrative levels throughout Ukraine as of August 2024.⁵ Additionally, the government formulated a legal framework, "On Approval of the Model Regulation on the Council for Internally Displaced Persons," in August 2023, which regulates the IDP Councils' status, operations, and activities, highlighting the IDP Councils' significant role in the national strategy on internal displacement.⁶ Furthermore, the Ukrainian IDP Councils have been globally recognised as a recommended model for promoting IDPs' representation in decision-making processes in both humanitarian and governmental contexts in countries experiencing large-scale, protracted internal displacement.⁷

Despite the existence of a Model Regulation, IDP Councils face significant challenges in fulfilling their mandated roles, stemming from both differing interpretations of their objectives among key stakeholders and uncertainties about their functional purpose. This misalignment among Council members and those responsible for their coordination and support complicates efforts to establish unified priorities, hinders capacity-building initiatives, and raises questions about resource adequacy. It remains unclear whether IDP Councils possess the institutional capacity, resources, and support necessary to meet their regulatory mandates, as outlined in official documents. These challenges highlight the need for the assessment of the regulatory, support, and coordination frameworks underpinning their operations.

In consultations with SSS, REACH identified a critical gap in comprehensive data regarding the limitations and operational challenges faced by IDP Councils in Ukraine. Institutional capacities differ significantly across Councils, and barriers to their effective functioning persist. Specifically, there is a lack of clarity around the enabling institutional and social environments that support successful Council operations, as well as variations in how Councils engage and collaborate with authorities

¹ Ministry of Reintegration of the Temporarily Occupied Territories of Ukraine, [Government approves regulations for local IDP councils](#), 7 August 2023.

² Stabilization Support Services (SSS), [What Are IDP Councils?](#)

³ UN Office for the Coordination of Humanitarian Affairs (OCHA), [Ukraine: Overview of population displacement \(as of 23 March 2015\)](#), 30 March 2015.

⁴ International Organization for Migration (IOM), Nov 01 2024. [DTM Ukraine — Internal Displacement Report — General Population Survey Round 18 \(October 2024\)](#). IOM, Ukraine.

⁵ Stabilization Support Services (SSS), [IDP Councils](#), 29 August 2024.

⁶ Ministry of Reintegration of the Temporarily Occupied Territories of Ukraine, [Government approves regulations for local IDP councils](#), 7 August 2023.

⁷ Sida, L., Mooney, E., Lough, O. and Fouad, L. et al. (2024) [Independent review of the humanitarian response to internal displacement](#). HPG report. London: ODI (www.odi.org/en/publications/independent-review-of-the-humanitarian-response-to-internal-displacement).

across different regions. Furthermore, limited information exists on the demographic composition of IDP Council members, their motivations for voluntary participation, and how these factors influence the Councils' overall institutional capacity.

Addressing these gaps with evidence-based insights is crucial for designing tailored capacity-building interventions. Strengthening IDP Councils' ability to engage effectively in decision-making processes with authorities, enhance their advocacy efforts, and maximise their representation potential will be essential for ensuring that IDPs' perspectives are meaningfully included in the planning of early recovery and developmental interventions in Ukraine.

2.2 Intended impact

In cooperation with SSS, a key Ukrainian organisation engaged in capacity-building and strategic support of IDP Councils since their inception, REACH will conduct the IDP Council Assessment. This assessment will explore the key challenges affecting the Councils' effectiveness in fulfilling their mandated roles, including their institutional capacities, resource constraints, and variations in their engagement and collaboration with local, regional, and national authorities. It will also examine the demographic composition and motivations of IDP Council members, the enabling institutional and social environments that foster success, and the broader regulatory and support frameworks that underpin their operations.

To inform the development of tailored capacity-building interventions and policy recommendations addressing these institutional and operational challenges, REACH will validate the assessment findings in collaboration with SSS. Together, they will draft practical recommendations for key stakeholders and relevant actors, including the International Renaissance Foundation, UNHCR, IREX, the Protection Cluster, the Ombudsman Office of Ukraine, the Ministry for Communities and Territories Development of Ukraine, and the newly established Ministry for National Unity. In partnership with SSS, REACH will also co-organise and facilitate a joint analysis workshop with representatives from IDP Councils to refine and contextualise these recommendations.

The outcomes will be consolidated into a comprehensive report with actionable recommendations, which will be presented and disseminated at relevant humanitarian and government forums. Leveraging the outreach and network capabilities of SSS, the findings will serve to enhance advocacy efforts and drive meaningful improvements in the support, governance, and operational capacity of IDP Councils in Ukraine.

3. Methodology

3.1 Methodology Overview

- Before data collection, a comprehensive **secondary data review and consultations** with the partner - Stabilization Support Service (SSS) and other local actors (CSOs, IDP Councils) will be conducted to develop the methodology based on the most pertinent information needs and priorities.
- As the assessment targets specific members of the IDP Councils, **preparatory activities will be held to reach the respondents via telephone**. The contact needs to be established, and the reputation of a trustworthy organisation should be gained through communication and further support of SSS so that the needed number of heads/ deputy heads of IDP Councils would participate (e.g. drafting and sending out official letters about partnership with REACH and SSS together with brief information about the assessment and dates).
- Holding **around 418 structured interviews with heads or deputy heads of IDP Councils across Ukraine at the hromada level**, using stratified random sampling based on the geographical distribution of IDP Councils. Structured Interviews will answer the main research questions.
- To enhance a more **in-depth understanding of quantitative results, two FGs will be held**: one with representatives of 6-8 oblast-level IDP Councils (heads/deputy heads; representatives of East, South, West, Centre, and North macro-regions should be present) and one with representatives of 6-8 hromada-level IDP Councils (heads/deputy heads).

- To **add contextual knowledge** and outside point of view on the subject of the assessment, another **6-8 semi-structured KI interviews will be held** with 1-2 biggest CSOs' representatives working with IDP Councils, 1-2 national-level government representatives working with IDP Councils (Ombudsman Office, former Ministry of Reintegration/Ministry of Unity or the Office of the President of Ukraine), 4-5 representatives of local authorities of either oblast or hromada level (representatives of East, South, West, Centre/North macro-regions).

Key definitions relevant to the research:

Internally displaced person (IDP) – is a citizen of Ukraine, a foreigner, or a stateless person legally residing in Ukraine who has been forced to leave their place of habitual residence as a result of or to avoid the effects of armed conflict, or temporary occupation. For this research, IDPs are primarily considered in their role as stakeholders of IDP Councils.

IDP Council - is an advisory body established at the hromada, raion or oblast level in Ukraine to represent the interests of internally displaced persons in the decision-making process. These councils are tasked with identifying and addressing the needs and challenges of IDPs while fostering dialogue and collaboration with local authorities and communities. These councils are designed to work on volunteer bases and are regulated by the Model Regulation on the Council for Internally Displaced Persons, approved by the Cabinet of Ministers of Ukraine in Resolution No. 812 on August 4, 2023.

Member of the IDP Council – is an individual who is formally part of an IDP Council, participating in its activities and decision-making processes. Members are working on volunteer bases and may include IDPs, representatives of host communities, representatives of local authorities, or other stakeholders committed to addressing the needs and rights of displaced persons.

Head of the IDP Council - is the elected leader responsible for coordinating an IDP Council's activities, representing the council in external communications, and ensuring that its objectives align with the needs of the IDP population it serves. According to the Model Regulation, the head is elected by council members from among the internally displaced persons who are members of the council.

Advisory body - is a group established to provide recommendations, advice, or support to decision-makers, typically without the authority to enforce policies. IDP Councils function as advisory bodies, contributing to policies and actions affecting IDPs and their host communities by ensuring that decisions consider the perspectives and needs of displaced persons.

Model Regulation on IDP Councils – is a framework approved by the Cabinet of Ministers of Ukraine that outlines the purpose, composition, responsibilities, and operational guidelines for IDP Councils. It serves as the foundational document for their establishment and functioning, aiming to standardise and enhance the effectiveness of these councils nationwide.

Enabling environment – refers to the conditions, relationships, and resources that support the effective functioning of IDP Councils. This includes the quality of collaboration with local authorities, access to resources, development opportunities, and the overall socio-political context in which IDP councils operate.

Capacity need – is a gap in the skills, resources, or support required by IDP Councils to fulfil their objectives effectively. Examples include a lack of training, funding, or material and technical equipment.

Capacity building - refers to initiatives aimed at strengthening the skills, resources, and capabilities of IDP Councils to improve their effectiveness and sustainability. This may include training programs, resource allocation, and development opportunities.

Research question	Sub-question	Method
1 - To what extent do the currently functioning IDP councils meet the original goal set out in the Cabinet of Ministers' Model Regulation on IDP Councils?	<p>1.1 If at all, to what extent are IDP Councils acting as advisory bodies with the duties assigned to them in the regulation?</p> <p>1.2 If at all, to what extent do IDP Councils perceive themselves as advisory bodies that understand the duties assigned to them in the regulation as the main goals of the IDP Council?</p>	<p>1.1 Structured telephone interviews with heads/deputy heads of IDP Councils, 6-8 relevant KIs</p> <p>1.2 Structured telephone interviews with heads/deputy heads of IDP Councils, 2 FGDs with oblast and hromada level IDP Councils</p>
2 - What constitutes an enabling environment for IDP Councils?	<p>2.1 What quality of relationships do IDP Councils have on a vertical level (e.g. local authorities, oblast administrations, oblast IDP councils, donors and international partners)?</p> <p>2.2 How satisfying are the horizontal-level relationships of IDP councils (with IDPs, with host community residents)?</p> <p>2.3 What are the current economic and logistical resources available to IDP councils?</p> <p>2.4 What development and capacity-building opportunities are currently available to IDP councils?</p> <p>2.5 What are the capacity needs that are not yet covered, as perceived by members of IDP Councils?</p>	<p>For 2.1 – 2.4 all: structured telephone interviews with heads/deputy heads of IDP Councils, 2 FGDs with oblast and hromada level IDP Councils and 6-8 relevant KIs</p> <p>For 2.5 only: structured telephone interviews with heads/deputy heads of IDP Councils</p>
3 - What is the profile of IDP council members?	<p>3.1 – What are the socio-demographic characteristics of the members of IDP Councils?</p> <p>3.2 – What are the members' motivations for participating in the work of IDP Councils?</p> <p>3.3 – What is the nature of members' involvement in the activities of the IDP Councils (only among active members)?</p>	Structured telephone interviews with heads/deputy heads of IDP Councils

3.2 Population of interest

The population of interest for this study consists of representatives of IDP Councils in Ukraine, specifically the heads or deputy heads of these councils. The assessment will be conducted at a nationwide scale, with oblast distribution taken into account to ensure balanced geographic coverage. **The study's main focus is all hromada-level IDP Councils that are functioning with an established list of participants at least since August 2024.** The most accurate data on all established IDP Councils can be found in the IDP Council's Mapping conducted by SSS with the support of UNHCR and (former) Ministry of Reintegration. In total, 654 IDP Councils meet these criteria and form the core target population for the research, as identified in the IDP Councils' Mapping conducted by the Stabilization Support Services, the United Nations High Commissioner for Refugees, and the Ministry of Reintegration of the Temporarily Occupied Territories of Ukraine.

The unit of measurement is the individual representative, either the head or deputy head of the IDP Council. Additionally, the study will include questions aimed at capturing information on behalf of all council members or specific subgroups within the council, as required by the research objectives.

3.3 Secondary data review

- [English translation] The Resolution of the Cabinet of Ministers of Ukraine No. 812, [Model Regulations on the Council for Internally Displaced Persons](#), 4 August 2023.
- Stabilization Support Services (SSS), the United Nations High Commissioner for Refugees (UNHCR), Ministry of Reintegration of the Temporarily Occupied Territories of Ukraine, [IDP Councils](#).
- Protection Cluster, UNHCR, [Good Practices: IDP Councils, April 2024](#), 1 May 2024.
- Protection Cluster, UNHCR, [Recommendations on cooperation between humanitarian organizations and IDP Councils](#) 1 May 2024.
- Stabilization Support Services (SSS), [IDP Councils](#), 29 August 2024.
- Stabilization Support Services (SSS), [Empowering Displaced Women: The Role of IDP Councils in Local Democracy and Community Support in Ukraine](#), 27 September 2024.
- United Voices in Action, [What are IDP Councils and how do they help displaced people?](#)
- East Europe Foundation, [Needs and Challenges of Civil Society Organisations in the Context of War](#), 31 October 2023.
- Official websites and social accounts of national, oblast-level or hromada-level authorities and IDP Councils, including Telegram and Facebook.

3.4 Primary Data Collection

Method

The assessment will target representatives of IDP Councils (heads or deputy heads) across Ukraine. Structured interviews will be conducted via telephone to facilitate access to respondents across various geographic locations. To ensure participation, official letters outlining the partnership between REACH and SSS, along with details of the assessment, will be disseminated in advance to establish trust and legitimacy. Data collection will include approximately 418 structured interviews, stratified by macro-regions using data on geographic distribution of IDP Councils (for representativeness of the sample of chairpersons of the IDP Councils). In addition, two online focus group discussions (FGDs) will provide qualitative insights into quantitative findings. These will include:

- One FGD with representatives of oblast-level IDP Councils (heads or deputy heads), ensuring representation from East, South, West, Centre, and North macro-regions.
- One FGD with representatives of hromada-level IDP Councils (heads or deputy heads) randomly picked from the same macro-regions.

To complement this data, 6–8 semi-structured key informant interviews (KIIs) will be conducted with stakeholders engaged in the work with IDP Councils such as representatives of major CSOs, national-level government actors, and local authorities from diverse regions.

Sampling

A stratified random sampling approach at a 95% confidence interval and a 5% margin of error will be employed for the structured interviews to ensure representativeness according to geographic distribution. The data for sampling construction

will be taken from IDP Councils Mapping conducted in August 2024 by Stabilization Support Service with support of UNHCR and (former) Ministry of Reintegration. General population is defined as representatives of all present in the Mapping IDP Councils on hromada-level, which by the time of data collection (August 2024) had established the list of IDP Council's participants (= 654 Councils all across Ukraine). Further those Councils will be stratified by three macro-regions: East-South (226 Councils), North-Centre (218 Councils) and West (210 Councils) for constructing corresponding randomised samples (at a 95% confidence interval and a 5% margin of error): East-South cluster (n = 143), North-Centre cluster (n = 139), West cluster (n = 136). The macro-regions were constructed conceptually, highlighting three different contexts in which IDP Councils are operating: 1) South-Eastern – located closest to the frontline, it faces significant security and humanitarian challenges, directly impacting the operations of the councils; 2) North-Central – Often serving as either the first point of reception or a transit hub for IDPs, this region has a history of past hostilities in some oblast and early-recovery challenges; 3) Western – situated furthest from the frontline, it is perceived as the safest. However, the focus here shifts towards long-term challenges, particularly the integration of IDPs into local communities.

Table 1. Structured KIs Sampling strategy

Macro-regions	Oblasts	Number of IDP Councils by oblast	Number of IDP Councils by macro-region	Sample size (n=)
North-center	Kyivska	35	218	139
	Zhytomyrska	22		
	Chernihivska	11		
	Poltavska	53		
	Vinnyska	34		
	Cherkaska	14		
	Kirovohradska	49		
South-East	Dnipropetrovska	26	226	143
	Kharkivska	26		
	Zaporizka	7		
	Donetska	28		
	Luhanska	19		
	Sumka	29		
	Odeska	36		
	Mykolaivska	42		
	Khersonska	13		
West	Lvivska	24	210	136
	Volynska	18		
	IvanoFrankivska	29		
	Rivnenska	44		
	Ternopil'ska	19		
	Khmelnyska	34		
	Zakarpatska	14		
	Chernivetska	28		
		TOTAL	654	418

Sampling for the FGDs will ensure representation from both oblast and hromada levels and all macro-regions of Ukraine. KIs will be purposefully selected based on expertise and relevance to the research objectives in alignment with SSS.

Table 2. General sampling strategy:

Data Collection Tool	Population group	Sample Size
Structured interviews	Heads/deputy heads of 654 hromada-level IDP Councils mentioned in IDP Councils Mapping as IDP Councils with established list of participants	418 respondents
Focus group discussions	IDP Council representatives oblast and hromada-level	2 FGDs (6–8 participants each)
Key informant interviews	CSO/government/local authority representatives	6–8 KIs

Tools

The structured interviews will utilise a standardised questionnaire designed to capture both individual perspectives and council-level dynamics. These tools will be developed in consultation with SSS and key stakeholders, incorporating insights from the secondary data review and consultations.

FGD guides will include semi-structured questions to explore broader contextual and qualitative insights to strengthen the analysis and interpretation of the quantitative findings. The KI interview tool will focus on contextual knowledge and external perspectives on IDP Councils' operations and challenges.

Triangulation, Briefing, and Debriefing of Enumerators

All incoming data will be systematically monitored and triangulated to ensure accuracy and reliability. Enumerators will undergo detailed briefings on the study's objectives, tools, and ethical considerations before data collection begins.

Debriefing sessions will be held regularly during the data collection process to review challenges, clarify questions, and ensure adherence to the methodology. FGDs and KIs will be moderated by trained assessment staff, with ongoing supervision to maintain data quality.

3.5 Data Processing & Analysis

- The structured KIs with representatives of IDP Councils will be collected through the Kobo Toolbox within the IMPACT Global Kobo account. During primary data collection, the IMPACT Data Officer will download and clean the data daily to ensure collection methodology is being followed by enumerators and investigate any problematic data to ensure the sampling methodology is being carried out by the data analysis plan. Additionally, the collected data will be analysed for “Other” and Open-ended inputs (translated and recoded if needed) and cross-checked for linked questions and to review enumerators' comments. A Senior Assessment Officer will keep a log of any changes, including cleaning of data. The data cleaning process will adhere to IMPACT's Minimum Standards Checklist for Data Cleaning and Processing for Structured (Quantitative) Data as well as IMPACT's Data Protection SoPs. Given the representative stratified by macro-regions random sampling, weights might be used during the analysis through R when all settlement data is analysed together. An analysis will also be conducted using R, and outputs will be based on that analysis.
- For the qualitative data, to ensure the most well-suited to the topic information is gathered – all KIs and FGDs will be held by the Senior Assessment Officer. All key informant interviews and enumerator debrief forms will be transcribed and translated. Audio recordings of FGDs will be stored in IMPACT's Global Cloud server and deleted following the cleaning process. Personally identifiable information (PII) including names, addresses, etc. of participants will not be collected for the FGDs, however, names and phone numbers of KIs will be collected during data collection but deleted following the cleaning of data. Following transcription and translation, analysis of data will take place by a qualitative data saturation grid aiming to identify common themes.

- To maximise the impact of findings, we will hold joint analysis sessions with IDP Councils and key stakeholders before publishing the report. These sessions will ensure accurate interpretation of data and refine recommendations. Stabilization Support Services will draft actionable recommendations, disseminate and advocate with stakeholders, and integrate findings into their own activities. Additionally, we are in contact with various actors working on the enhancement of IDP Council operations, and our findings will be disseminated through them ensuring that we can support this effort and create opportunities for joint advocacy to strengthen policies and practices nationwide.

3.6 Limitations

Sampling: A key limitation is the reliance on telephone outreach to contact respondents. Representatives of IDP Councils (heads or deputy heads) may be reluctant to answer calls from unknown numbers, reducing participation rates. In the worst-case scenario, it would lead us to a non-representative sample. To avoid the risk, the partnering organisation SSS will hold preliminary actions to inform about the planned assessment and its value for future improvements.

Representation of Council Members: The study focuses exclusively on heads or deputy heads of IDP Councils, which limits insight into the perspectives and challenges regular council members face. As a result, the data may reflect the understanding or opinions of leadership rather than the experiences of all council members. This could lead to gaps in identifying specific challenges or dynamics within the councils, thus the research concept and questions were built around other focuses omitting these topics as of now.

Local Authorities outreach: The assessment's inability to survey a sufficient number of hromada-level local authorities may limit the study's understanding of vertical relationships between IDP Councils from the perspective of local governance structures. This will potentially make the results skewed to the perspectives of IDP Councils, which should be framed appropriately for NOT confusing perceptions and assessments with facts or local authority's efficiency monitoring

Resource Availability: Online FGDs, while practical for engaging diverse regions, may face significant challenges due to frequent blackouts and power outages in Ukraine. These technical disruptions could hinder participants' ability to engage fully, resulting in delays or incomplete discussions.

Time Constraints: Coordinating a nationwide assessment within the given timeframe may leave limited room for iterative adjustments or additional follow-ups with respondents.

1. 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	Since December 2024, the REACH Initiative has been coordinating with key developmental donor focused on building the capacity of IDP Councils, to align plans for two IDP Council assessments by CSOs in 2025. Through productive collaboration, the risk of duplication was mitigated, as these assessments focus on specific oblasts and survey council members to explore the successes, failures,

		<p>motivations, and challenges of IDP Councils members.</p> <p>Given that our assessment is nationwide and focuses on IDP Councils as entities, surveying only their heads or deputy heads, it was agreed that the studies would complement each other by addressing distinct scopes and research questions.</p>
... Respects respondents, their rights and dignity (<i>specifically by: seeking informed consent, designing length of survey/ discussion while being considerate of participants' time, ensuring accurate reporting of information provided</i>)?	Yes	
... Does not expose data collectors to any risks as a direct result of participation in data collection?	Yes	
... Does not expose respondents / their communities to any risks as a direct result of participation in data collection?	Yes	
... 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	

2. Roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed
Research design	Senior Assessment Officer	Senior Assessment Officer	CSOs, Partners, SSS, Research manager, HQ	HQ
Supervising data collection	Senior Assessment Officer, Field Officer, Partner (SSS)	Senior Assessment Officer	Field Team SOPs	Research Manager
Data processing (checking, cleaning)	Data Officer	Senior Assessment Officer	Data cross-cutting, HQ	HQ

Data analysis	Data Officer and Senior Assessment Officer	Senior Assessment Officer	Data Cross-cutting, HQ	HQ
Output production	Assessment Officer and Senior Assessment Officer, Partner (SSS)	Senior Assessment Officer	Research Manager, HQ	HQ
Dissemination	Partner (SSS)	Senior Assessment Officer	Comms team	Country Director
Monitoring & Evaluation	Research Manager, Partner (SSS)	Country Director	HQ	HQ
Lessons learned	Senior Assessment Officer	Senior Assessment Officer	Research manager	Country Director

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

3. Data Analysis Plan

Data Analysis plan, including all tools, is available upon request

4. Data Management Plan

Available upon request

5. Monitoring & Evaluation Plan

IMPACT Objective	External M&E Indicator	Internal M&E Indicator	Focal point	Tool	Will indicator be tracked?
Humanitarian stakeholders are accessing IMPACT products	Number of humanitarian organisations accessing IMPACT services/products Number of individuals accessing IMPACT services/products	# of downloads of x product from Resource Centre	Country request to HQ	User_log	X Yes
		# of downloads of x product from Relief Web	Country request to HQ		X Yes
		# of downloads of x product from Country level platforms	Country team		X Yes
		# of page clicks on x product from REACH global newsletter	Country request to HQ		X Yes
		# of page clicks on x product from country newsletter, sending Brevo, bit.ly	Country team		X Yes
		# of visits to x webmap/x dashboard	Country request to HQ		□ Yes
IMPACT activities contribute to better program implementation and coordination of the humanitarian response	Number of humanitarian organisations utilizing IMPACT services/products	# references in HPC documents (HNO, SRP, Flash appeals, Cluster/sector strategies)	Country team	Reference_log	X No
		# 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	Perceived relevance of IMPACT country-programs	Country team	Usage_Feed back and Usage_Survey template	X No
		Perceived usefulness and influence of IMPACT outputs			
		Recommendations to strengthen IMPACT programs			
		Perceived capacity of IMPACT staff			
		Perceived quality of outputs/programs			

	Number of humanitarian documents (HNO, HRP, cluster/agency strategic plans, etc.) directly informed by IMPACT products	Recommendations to strengthen IMPACT programs			
Humanitarian stakeholders are engaged in IMPACT programs throughout the research cycle	Number and/or percentage of humanitarian organizations directly contributing to IMPACT programs (<i>providing resources, participating to presentations, etc.</i>)	# of organisations providing resources (i.e.staff, vehicles, meeting space, budget, etc.) for activity implementation	Country team	Engagement_log	<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

