Research Terms of Reference

Vulnerability Assessment in Collective Sites

UKR2207b

Ukraine

June 2024
Version 1

REACH Informing more effective humanitarian action

1. Executive Summary

Country of intervention	Ukraine			
Type of Emergency	□	Natural disaster	**X**	**Conflict**
Type of Crisis	□ Sudden onset		□ Slow onset	**X** **Protracted**
Mandating Body/ Agency	UNHCR			
Project Code	IMPACT code - 64BCQ, ACTED code - 64FUF			
Overall Research Timeframe	01/04/2024 – 31/12/2024			

Research Timeframe	1. Pilot/training: 01-02/07/2024	5. Data sent for validation: - quantitative component: 21/08/2024; - qualitative component: 15/09/2024
	2. Start collecting data: 03/07/2024	6. Output (Report) sent for validation: 15/11/2024
	3. Data collected: - quantitative component: 31/07/2024; - qualitative component: 21/08/2024	7. Output (Report) published: 07/12/12024
	4. Data analysed: - quantitative component: 21/08/2024; - qualitative component: 15/09/2024	Final presentation: 31/12/2024

Number of assessments	**X**	**Single assessment (one cycle)**	
	□	Multi-assessment (more than one cycle)	

Humanitarian milestones	**Milestone**		**Deadline**
	X	**Donor plan/strategy (UNHCR)**	30/11/2024
	X	**Cluster plan/strategy (CCCM and Protection clusters' HNRP process and their strategies)**	30/09/2024
	X	**Working group strategy (Age and Disability Technical Working Group)**	30/11/2024
	□	NGO platform plan/strategy	_ _/_ _/_ _ _ _
	□	Other (Specify):	_ _/_ _/_ _ _ _
	Audience type		**Dissemination**

Audience Type & Dissemination	X Strategic X Programmatic □ [Other, Specify]		X General Product Mailing (e.g. mail to NGO consortium; HCT participants; Donors) X Cluster Mailing X Presentation of findings (e.g. at ICCG meeting; CCCM Cluster, Protection Cluster, Livelihoods Working Group, Age and Disability Technical Working Group meetings) X Website Dissemination (UNHCR, Relief Web & REACH Resource Centre) □ [Other, Specify]
Detailed dissemination plan required	□	**Yes**	**X** No
General Objective	The aim of the study is to map out the vulnerabilities of internally displaced persons (IDPs) who live in collective sites, and how those vulnerabilities impact access to basic needs and safe and dignified living conditions, as well as determine specific pathways to access durable solutions. The study will provide detailed information for strategic and programmatic decision-making processes required to ensure access to basic needs and solutions for vulnerable groups of IDPs living in collective sites.		
Specific Objective(s)	1. Map out the vulnerabilities of IDPs living in collective sites (e.g., physical limitations and disability, mental state, socio-economic conditions, specific household composition), including intersectional vulnerabilities, and their impact on safe and dignified living conditions and progress towards durable solutions. 2. Identify the needs and gaps in basic services (including social services) provision for vulnerable groups of IDPs living in collective sites. 3. Determine the challenges faced by vulnerable groups of IDPs in the collective sites in relation to employment and livelihood opportunities and consider whether existing forms of support help address them.		
Research Questions	1. What are the vulnerabilities of IDPs living in collective sites that impact their access to basic needs and solutions? 1.1. What are the demographics (i.e. age, gender), physical / health condition, disability, and social status-related characteristics of IDPs residing in collective sites that hinder their access to basic services and solutions, and how do they intersect? 1.2. How do the conditions in collective sites affect a dignified life for people with vulnerabilities and their access to adequate standards of living? 2. What is the access to basic services (specifically in terms of education, healthcare, administrative, and social services) for IDPs living in collective sites? 2.1. What services are available at/from collective site and in the host community? 2.2. What services are needed for the vulnerable IDPs in collective sites to improve their access to basic needs and solutions? 2.3. What are the barriers to basic services faced by IDPs living in the collective sites? 2.4 What support could humanitarian and government institutions provide to vulnerable groups of IDPs to enhance their access to basic services in collective sites?		

	3. What is the current state and perspectives for IDPs with different types of vulnerability residing in collective sites with regards their access to durable solutions (particularly, employment, livelihood and housing)?
	3.1. What is the current state of access to solutions (particularly, employment, livelihood and housing) for vulnerable groups of IDPs living in collective sites?
	3.2. What are the barriers and adapting strategies applied by the vulnerable groups of IDPs in collective sites in relation to employment, livelihood and individual housing?
	3.3 What support could humanitarian and national institutions provide to vulnerable groups of IDPs to enhance their employment, and livelihoods?
Geographic Coverage	All oblasts of Ukraine with the exception of Luhanska oblasts and the Autonomous Republic of Crimea.
Secondary data sources	- REACH: Collective Sites Monitoring Household Survey – Round 11, December 2023. - REACH: Presentation on Durable Solutions for IDPs in Collective Sites, December 2023. - IOM: General Population Survey Round 15, November-December 2023. - Inter-Agency Standing Committee (IASC), IASC Framework on Durable Solutions for IDPs - World | ReliefWeb, April 2010. - Anadolu University: Reshaping Attention and Inclusion Strategies for Distinctively Vulnerable People Among the Forcibly Displaced, 2020. - ACAPS, REACH: Vulnerabilities in the Rohingya refugee camps, 2019. - UNICEF: Availability, Accessibility, Acceptability and Quality framework, 2019. - UN Women, IMKAAN: The Value of intersectionality in Understanding Violence Against Women and Girls, July 2019. - UNDP: Vulnerability assessment of people living with HIV and AIDS in Ukraine, May 2008. - Ministry of Health of Ukraine: Healthcare Needs of Vulnerable Groups, 2022.

Population(s)	X	**IDPs in collective sites**	□	IDPs in informal sites
	□	IDPs in host communities	□	IDPs [Other, Specify]
	□	Refugees in camp	□	Refugees in informal sites
	□	Refugees in host communities	□	Refugees [Other, Specify]
	□	Host communities	□	[Other, Specify]

Stratification	X	**Geographical #: IDPs in collective centres** Population size per strata is known? **X Yes** □ No	□	Group #: Population size per strata is known? □ Yes □ No	□	*[Other Specify]* #: _ _ Population size per strata is known? □ Yes □ No

Data collection tool(s)	X	**Structured (Quantitative)**	X	**Semi-structured (Qualitative)**

	Sampling method	**Data collection method**
Structured data collection tool # 1	□ Purposive / Snowballing □ Probability / Simple random **X Probability / Stratified simple random** □ Probability / Cluster sampling **X Probability / Stratified cluster sampling** □ [Other, Specify]	□ Key informant interviews: _ _ _ _ □ Group discussion (Target #):_ _ _ _ _ **X Household interview (4,095 interviews with IDPs)** □ Individual interview (Target #):_ _ _ _ _ □ Direct observations: _ _ _ _ □ [Other, Specify] (Target #):_ _ _ _ _
Semi-structured data collection tool # 2	**X Purposive** □ Probability / Simple random □ Probability / Stratified simple random □ Probability / Cluster sampling □ Probability / Stratified cluster sampling □ [Other, Specify]	**X Key informant interviews: 12** **X Group discussions with different types of vulnerable IDPs living in collective sites (Target #): 12** □ Household interview (Target #):_ _ _ _ _ □ Individual interview (Target #):_ _ _ _ _ □ Direct observations: (Target #):_ _ _ _ _ □ [Other, Specify] (Target #):_ _ _ _ _
Target level of precision if probability sampling	95% level of confidence	8% margin of error

Data management platform(s)	□	IMPACT	X	**UNHCR**
	□	[Other, Specify]		

Expected output type(s) <u>per round</u>	□	Situation overview: _ _	X	**Report #: 1**	□	Profile #: _ _
	□	Factsheet: _ _	X	**Presentation: #1 Final presentation**	□	Stand-alone reference maps:
	□	Interactive dashboard #: _ _	□	Webmap #: _ _	□	Map #: _ _
	□	[Other, Specify] #: _ _				
Access	X	**Public (available on REACH resource centre and other humanitarian platforms)**				
	□	Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)				
Visibility	*REACH*					
	Donor: UNHCR					
	Coordination Framework: CCCM Cluster					
	Partners: CCCM Cluster partners / UNHCR					

2. Rationale

2.1. Background

According to the IOM General Population Survey, an estimated 3.7 million people were internally displaced in Ukraine as of December 2023.[1] According to the CCCM Cluster master list of collective sites, approximately 85,000 individuals were accommodated in collective sites, as of May 2024. As of March-April 2024, about 80% of site managers, who participated in the Collective Site Monitoring, stated that IDPs mainly stayed in their collective sites for at least one year and a half, indicating that collective sites serve as rather long-term housing than temporary shelter.[2]

Data from the longitudinal study on the durable solutions for IDPs in collective sites carried out in 2023 showed that collective sites are characterised by the prevalence of vulnerable people compared to the host community population and IDPs living outside collective sites (e.g. older people, people with disabilities). Moreover, collective sites' population is less employed and have lower incomes compared to non-displaced population living in same settlements. [3]

Given that collective sites should be a last resort, it is important to understand what prevents vulnerable groups from moving out the collective sites, what barriers the vulnerable groups face in accessing basic services, what adaptation strategies are already being used to mitigate existing vulnerabilities, and what kind of support they need from government and humanitarian actors to achieve durable solutions.

To address these information gaps, REACH will conduct an assessment in collective sites in government-controlled areas of Ukraine with the aim of informing humanitarian and early recovery actors, as well as state agencies and local authorities.

2.2 Intended Impact

Through this assessment, REACH aims to map out the vulnerabilities of people living in collective sites, so that stakeholders can better understand the specific needs and barriers related to living conditions and access to basic services, including social services, that each group faces while living in collective sites. In addition, this assessment will inform the humanitarian and early recovery response on how the vulnerability of the site's residents affects their path to durable solutions, primarily in terms of employment and livelihoods, as well as sustainable housing.

The assessment will inform the CCCM and Protection clusters' HNRP-2025 processes, and more broadly, cluster's and other relevant government and non-government stakeholders' strategic planning for 2025 (i.e. national strategy on displacement and site consolidation processes, the strategy of the Disability and Age Technical Working Group, the strategy of Livelihood strategy).

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[1] IOM, General Population Survey Round 15, November-December 2023.

[2] IDP Collective Site Monitoring, Brief, Round 12, March-April 2024.

[3] REACH, Durable Solutions for IDPs in Collective Sites, 2023.

3. Methodology

3.1. Methodology overview

The assessment will apply a mixed approach encompassing quantitative and qualitative methods.

1. Quantitative component will be carried out through the structured interviews at the household level. A set of questions related to demographics, vulnerabilities and employment will be posed at the individual level. The survey will be conducted with households living in the collective sites.

2. Qualitative component will include

- Key informant interviews with managers of the collective sites, local authorities (social workers, social departments), and representatives of non-government organisations that support certain categories of vulnerable people in the collective sites, including those from stigmatized groups.

- Focus group discussions (FGD) with IDPs living in the collective sites. The FGDs will be conducted to enrich and specify the findings from the quantitative component with a focus on specific groups to be agreed with the CCCM, Protection, Livelihood clusters, as well as Age and Disability Adviser (e.g. people with limited mobility, unemployed work-able people etc.) at the later stages: once the household-level questionnaire is finalised, the research question(s) that require a more in-depth view and cannot be fully covered by the quantitative element will be defined and informed by the qualitative component.

Key definitions

Internally displaced person – a citizen of Ukraine, a foreigner or a stateless person staying on the territory of Ukraine on legal grounds and being entitled to permanent residence in the territory of Ukraine, who was forced to leave or abandon his/her residence place as a result of or in order to avoid the negative impact of armed conflict, temporary occupation, situations of generalized violence, mass violations of human rights and disasters of natural or human-made origin.[4]

Durable solutions – a situation when IDPs no longer have specific assistance and protection needs that are linked to their displacement and can enjoy their human rights without discrimination resulting from their displacement.[5] Durable solutions can be achieved through IDP integration in their host territorial communities, where IDPs were initially displaced, resettlement in other host territorial communities within the country or through their return to places of origin.

Household (HH) – a small group of persons who share the same living accommodation, are connected by common life, and have mutual rights and responsibilities; who pool some, or all, of their income and wealth and who consume certain types of goods and services collectively, mainly housing and food.

Vulnerability – an individual or household characteristic (e.g. physical, mental, socio-economic, etc.) that makes them susceptible to harm, disadvantage, or emotional and physical distress.

Self-employed person is one of the forms of employment, which involves the independent organisation of one's own labour activity, namely the independent disposal of benefits from this activity and the bearing of all associated risks, and pays taxes as an individual entrepreneur.[6]

Qualification – the ability to perform the tasks and duties of the corresponding job. Qualification is determined by the level of education and specialization. The required level of education is achieved thanks to the implementation of educational, educational-professional, and educational-scientific training programs and should generally correspond to the scope and complexity of professional tasks and duties.

Unemployed - according to the International Labor Organization (ILO), the term "unemployed" refers to individuals above a certain age who, during the reporting period, were not working for pay or at their own business, were available for work, and actively sought employment by taking specific actions to find a job.[7]

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[4] Law of Ukraine "On Ensuring the Rights and Freedoms of Internally Displaced Persons". URL: https://zakon.rada.gov.ua/laws/show/1706-18#Text

[5] Inter-Agency Standing Committee Framework on Durable Solutions for IDPs. URL: IASC Framework on Durable Solutions for Internally Displaced Persons, April 2010.pdf (interagencystandingcommittee.org)

[6] Self-employed person [definition]. State tax service of Ukraine. Available: https://tax.gov.ua/samozaynyatim-osobam/zagalna-informatsiya.

[7] Unemployed [definition]. Available: https://www.ukrstat.gov.ua/metod_polog/slovnik/02.doc.

3.2. Population of Interest

Primary population of interest: the primary population of interest in this study are IDP households living in collective sites.

Geographical scope: all oblasts of Ukraine, excluding Luhanska oblast and the Autonomous Republic of Crimea.

3.3. Primary Data Collection

Quantitative component

Quantitative data collection will be carried out by the REACH enumerators, who will use the Kobo tool. Joint training sessions will be held for enumerators by Field Officers (FOs) and Assessment Officers (AOs); testing and piloting of the tools for quantitative data collection will be conducted as part of the training process.

For the household interviews, REACH will aim for representativeness at the oblast level with a confidence level of 95% and a margin of error ±8%. To achieve representativeness, a sample size of 4,095 households is required (see the table below in the 'Sampling plan' section with the breakdown by oblast).

Quantitative data collection is scheduled to start on 01 July 2024, and will last for three weeks, until 21 July 2024.

Qualitative component

Semi-structured tool for key informant interviews will be arranged in the Microsoft Word document; interviews will be conducted by the FOs. The interviews with key informants will be recorded to enable transcription.

For key informant interviews, REACH will follow a purposive sampling strategy and select key informants based on their knowledge of the situation. The total number of interviews will be 12.

To enhance the findings from the quantitative component and key informant interviews, REACH will organise 12 FGDs with people living in collective sites.

Qualitative component is scheduled to start at the beginning of August and will last for two weeks.

Data collection will be conducted in person (where approved by the security department) by REACH field team.

REACH will adopt the following risk mitigation measures:
- A monitoring of the security situation in each region will be conducted by REACH team leader, ACTED security officers. In the event of an increase in security incidents in the area, data collection can be stopped.
- Security briefings of field enumerators and drivers will be conducted before data collection start, and will be repeated as necessary. PPE will be provided to enumerators and drivers.
- Local authorities will be fully informed of the data collection activities prior.

Sampling plan

Sampling strategies for household interviews

REACH will aim for representativity within the assessed oblasts considering their administrative boundaries. To reach representativity with a confidence level of 95% and a margin of error ± 8%, a sample size of 195 households is needed including a buffer of 5%.

A combined calculation approach was used to construct the sample population, combining a cluster approach for the selection of collective sites in oblasts with a sufficient number of active CSs and population living there, and a random selection of households in all collective sites in oblasts with an insufficient number of collective sites and/or population.

The CCCM Cluster Master List (ML) was used as a source of data on the number, and location of collection sites, as well as the number of people living in the CSs. The ML currently contains 4,905 collective sites, of which 1,903 are actively hosting IDPs. The total population living in collective sites included in the ML is around 84,692, as of 31 May 2024.

The sample will be generated according to the following rules:

1) Cluster approach. In oblasts with a population of more than 1,000 IDPs in collective sites (17 oblasts), a sample of at least 195 HH interviews will be conducted. The sample will be generated based on collective sites with a host population of 30 IDPs or more according to the Master List as of May 2024. The HH interviews will be assigned proportionally across the sites in the oblast.

2) Random sampling. In oblasts (6 in total) with less than 1,000 known populations in the Master List a maximum of 195 HH interviews will be conducted. The sample will be generated considering collective sites with a population of at least one (1) IDP residing in the collective site according to the Master List as of May 2024.

The Shiny App sampling calculator will be used to randomly select collective sites within each oblast, and to assign the number of interviews per site based on the relative population of the sites. As sites are activated and de-activated on a month-to-month basis, and population data is subject to change, the field teams will be equipped with a map showing alternative sites in case they encounter a site that is no longer hosting IDPs.

Field teams will be encouraged to employ a systematic approach when engaging households at the collective sites for interviews. Where possible, enumerators should aim to interview every third person to enter or leave a communal area or main entrance until the required number of interviews is reached. If this is not possible due to a low number of site residents, enumerators may employ a convenience sampling approach whereby respondents are selected based on their willingness to participate.

A sample size will include 4,095 interviews across a total of 494 collective sites.

The following table summarizes sampling strategies for household interviews:

Oblast	# of collective sites	# of site residents	# of HH interviews
Cherkaska	19	2364	200
Chernihivska	7	508	134
Chernivetska	26	4114	210
Dnipropetrovska	33	12816	200
Donetska	7	151	88
Ivano-Frankivska	26	1963	200
Kharkivska	20	5555	205
Khersonska	9	179	88
Khmelnytska	27	2823	215
Kirovohradska	18	2574	210
Kyivska	19	4649	210
Lvivska	29	8313	205
Mykolaivska	18	827	182
Odeska	18	1154	195
Poltavska	28	4533	205
Rivnenska	23	2059	215
Sumska	12	440	99
Ternopilska	16	1237	215
Vinnytska	25	2739	215
Volynska	36	1189	116
Zakarpatska	30	3876	195
Zaporizka	21	4468	195
Zhytomyrska	27	708	98
Total	494	69239	4095

Sampling strategies for key informant interviews

Using REACH and partners' networks, following a purposive sampling strategy, REACH will select key informants based on their knowledge of the situation (i.e.managers of the collective sites, local authorities (social workers, social departments), and representatives of non-government organisations that support specific categories of vulnerable people in the collective sites.

A total of 12 key informant interviews will be conducted throughout Ukraine.

Sampling strategies for focus group discussions

To contextualize preliminary findings from KII and household interviews, REACH will organize 12 FGDs across Ukraine.

The sampling strategy for the FGD will be identified jointly with the CCCM, Protection and Livelihood Clusters, as well as Disability and Age Adviser. Focus group discussions will be organized with vulnerable categories of IDPs living in collective sites such as the elderly, people with disabilities, people with intersectional vulnerabilities, people from stigmatised social groups, etc., to explore in-depth their different experiences in terms of livelihoods, access to basic services, and durable solutions.

3.5. Data Processing & Analysis

Data will be collected using the Kobo Platform deployed on the UNHCR server.

Data processing and analysis of structured and semi-structured interviews will be performed in line with IMPACT's Minimum Standards Checklist of Semi-Structured Data Processing and Analysis, IMPACT Data Cleaning Minimum Standards Checklist.

Data processing: The CSM AO(s) and DBO(s) will review the data on a daily basis to ensure that the data collection methodology is being followed by the enumerators and to investigate any outliers or other problematic data, including ensuring that sampling is carried out in accordance with the sampling plan.

Data cleaning will be performed daily and include checking for duplicates, time-checks, review of outliers, and all unstructured responses including enumerator comments and content of "Other, Specify" variables. If necessary, data will be sent for clarification with the field teams.

During cleaning, the DBO(s) will record all changes and deletions in a cleaning log and deletion log, respectively. An R script will then be used to record value changes by comparing the raw dataset with the clean dataset, and the resulting value change log will be compared with the logs completed by the DBO(s) to ensure consistency.

Data analysis: Data analysis of quantitative data will be performed in Excel using frequency tables. Data will be displayed in a user-friendly way to allow IMPACT HQ RDD and partners to access it freely.

Qualitative data captured through interviews and focus group discussions will be structured and analysed using MAXQDA software to identify discussion topics and discussion points, allowing for the completion of the IMPACT Data Saturation and Analysis Grid (DSAG) separately for FGDs and KIIs.

4. Key ethical considerations and related risks

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

The proposed research design…	Yes/ No	Details if no (including mitigation)
… Has been coordinated with relevant stakeholders to **avoid unnecessary duplication** of data collection efforts?	Yes	
… **Respects respondents, their rights and dignity** (specifically by: seeking informed consent, designing the length of survey/ discussion while being considerate of participants' time, and ensuring accurate reporting of information provided)?	Yes	
… Does not **expose data collectors to any risks as a direct result** of participation in data collection?	No	In the most threatened places (Kherson, Zaporizhzhia), if necessary on the request of the ACTED Security Department, REACH will conduct interviews in shelters. Movement by the Field Teams will conform to ACTED in-country security protocols. If necessary, enumerators will be provided with PPE and security briefings.

… Does not **expose respondents / their communities to any risks as a direct result** of participation in data collection?	Yes	In the most threatened places (Kherson, Zaporizhzhia), if necessary on the request of the ACTED Security Department, REACH will conduct interviews in shelters. Movement by the Field Teams will conform to ACTED in-country security protocols. If necessary, enumerators will be provided with PPE and security briefings.
… Does not involve **collecting information on specific topics which may be stressful and/ or re-traumatising** for research participants (both respondents and data collectors)?	No	Sensitive questions will be posed regarding personal experiences of displacement or the impact of the conflict. - Enumerators will summarise the topics that the questionnaire will cover before asking for consent. - Respondents will be reminded at the beginning of the interview that their participation is voluntary, and that they can withdraw their consent at any time - Data collection will be conducted by Ukrainian staff who are able to effectively communicate with respondents about voluntary consent to participate, and who can recognise if respondents become uncomfortable.
… Does not involve **data collection with minors** i.e. anyone less than 18 years old?	Yes	
… Does not involve **data collection with other vulnerable groups** e.g. persons with disabilities, victims/ survivors of protection incidents, etc.?	No	We collect data on the presence and specific needs of vulnerable and marginalized groups such as the elderly, people with disabilities, LGBTQI+ and discriminated social groups in collective sites. In addition, such groups will be targeted during the qualitative data collection. In order to mitigate the risk of harm to these vulnerable respondents, the following measures will be taken: - Data will be stored on UNHCR's server with access limitations. - Enumerators will summarise the topics that the questionnaire will cover before asking for consent. - Respondents will be reminded at the beginning of the interview/ FGD that their participation is voluntary, and that they can withdraw their consent at any time - Data collection will be conducted by Ukrainian staff who are able to effectively communicate with respondents about voluntary consent to participate, and who can recognise if respondents become uncomfortable.
… Follows IMPACT SOPs for management of **personally identifiable information**?	Yes	
…Does not involve **collecting personally identifiable information of participants** e.g. name, age, gender, contact details, clan affiliation	No	All personally identifiable information (collective sites' address, geo-location, enumerators comments, etc.) will be deleted directly after the data cleaning.

5. Roles and responsibilities

Table 3: Description of roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed
Research design	*Assessment Officers (AOs)* *Senior Assessment Officer*	*Research Manager (RM)*	*GIS Officer (GISO); Deputy Country Coordinator (DCC); CCCM Cluster Coordinators and partners; Impact HQ Research Design and Data Unit*	*CCCM Cluster Coordinators and partners*
Supervising data collection	*REACH Senior Field Officers*	*REACH Field Operations Managers*	*AO; GISO.*	*DCC; CCCM Cluster Coordinators and partners*
Data processing (checking, cleaning)	*Data officer; REACH Field Officers.*	*RM AO; GISO (for GIS data);*	*DCC; IMPACT HQ Research Design and Data unit*	*CCCM Cluster Coordinators and partners*
Data analysis	*AOs Data officer(s)*	*RM*	*DCC; IMPACT HQ Research Design and Data unit; CCCM Cluster Coordinators and partners*	*CCCM Cluster Coordinators and partners*
Output production	*AOs GSIO*	*RM*	*DCC; IMPACT HQ Research Reporting Unit; CCCM Cluster Coordinators and partners*	*CCCM Cluster Coordinators and partners*
Dissemination	*AOs*	*RM DCC*	*IMPACT HQ Research Reporting and Communication Units; CCCM Cluster Coordinators and partners*	*CCCM Cluster Coordinators and partners.*
Monitoring & Evaluation	*AOs*	*RM¨ CC*	*IMPACT HQ Research department*	*Cluster Coordinators and partners*
Lessons learned	*AOs*	*CC*	*All REACH staff involved CCCM Cluster partners involved*	*Cluster Coordinators and partners; Impact HQ*

Responsible: the person(s) who executes the task
Accountable: the person who validates the completion of the task and is accountable for the final output or milestone
Consulted: the person(s) who must be consulted when the task is implemented
Informed: the person(s) who need to be informed when the task is completed

6. Data Analysis Plan

Available upon request.

1. Data Management Plan

Administrative Data				
Research Cycle name	CCCM Vulnerability Assessment in Collective Sites			
Project Code	64BCQ			
Donor	UNHCR			
Project partners	CCCM Cluster partners / UNHCR			
Research Contacts	Olga SELEZNOVA, olga.seleznova@reach-initiative.org			
Data Management Plan Version	Date: 30/05/2024		Version: V 1	
Related Policies				
Documentation and Metadata				
What documentation and metadata will accompany the data? *Select all that apply*	X	Data analysis plan	X	Data Cleaning Log, including: X Deletion Log X Value Change Log
	□	Codebook	□	Data Dictionary
	□	Metadata based on HDX Standards	□	[Other, Specify]
Ethics and Legal Compliance				
Which ethical and legal measures will be taken?	X	Consent of participants to participate	□	Consent of participants to share personal information with other agencies
	□	No collection of personally identifiable data will take place	X	Gender, child protection and other protection issues are taken into account
	X	All participants reached age of majority		[Other, Specify]
Who will own the copyright and Intellectual Property Rights for the data that is collected?	IMPACT			
Storage and Backup				
Where will data be stored and backed up during the research?	□	IMPACT/REACH Kobo Server	X	Other Kobo Server: UNHCR Kobo Server
	X	IMPACT Global Physical / Cloud Server	□	Country/Internal Server
	□	On devices held by REACH staff	□	Physical location *[specify]*
	□	[Other, Specify]		
Which data access and security measures have been taken?	X	Password protection on devices/servers	X	Data access is limited to *REACH* staff: GIS Officer, Data Officer, Assessment Officers, Research Manager

	□ Form and data encryption on data collection server	□ Partners signed an MoU if accessing raw data
	□ [Other, Specify]	

Kobo Access Rights

Kobo Access	Person	Account Name
View Form	Volodymyr LASTOCHKIN, Data Officer	actrolic
View and Edit Form	Volodymyr LASTOCHKIN, Data Officer	actrolic
View Form and Submit Data	Enumerator Account	enumukr
Download Data	Volodymyr LASTOCHKIN, Data Officer	actrolic

Raw Data Access Rights

Raw Data Access	Reason	Person
Accountable	For Data cleaning and analysis	Volodymyr LASTOCHKIN, Data Officer
Access	For analysis (written report and maps)	Olga SELEZNOVA, Assessment Officer

Preservation

Where will data be stored for long-term preservation?	□ IMPACT / REACH Global Cloud / Physical Server	□ OCHA HDX
	□ REACH Country Server	X UNHCR Kobo Server

Data Sharing

Will the data be shared publically?	X Yes	□ No, only with mandating agency / body
Will all data be shared?	□ Yes	X No, only anonymized/ cleaned/ consolidated data will be shared
	□ No, [Other, Specify]	
Where will you share the data?	X REACH Resource Centre	□ OCHA HDX
	□ Humanitarian Response	□ [Other, Specify]

Data protection risk assessment

Have you completed the Indicators Risk Assessment table below?	X Yes	□ No, no information that potentially allows the identification of individuals is to be collected.
	[Please complete the first 4 columns in the Indicators Risk Assessment table below]	

Risk indicator	Type of identification risk	Disclosure implications	Benefits	**Class**	**Required mitigation**
GIS points	Identification of HH member	Loss of privacy/potential target of armed actors	Random sampling	B3	Secured storage required for GIS data

Responsibilities

Data collection	Senior Field Operations Manager, Yuliia Lastochkina, yuliia.lastochkina@reach-initiative.org

Data cleaning	Volodymyr LASTOCHKIN, Data Officer, volodymyr.lastochkin@reach-initiative.org
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8. Monitoring & Evaluation Plan

IMPACT Objective	External M&E Indicator	Internal M&E Indicator	Focal point	Tool	Will the indicator be tracked?
Humanitarian stakeholders are accessing IMPACT products	Number of humanitarian organisations accessing IMPACT services/products Number of individuals accessing IMPACT services/products	# of downloads of VCSA products from Resource Centre	Country request to HQ	User_log	X Yes
		# of downloads of VCSA products from Relief Web	Country request to HQ		X Yes
		# of downloads of x product from Country level platforms	Country team		☐ Yes
		# of page clicks on VCSA products from the REACH Global newsletter	Country request to HQ		X Yes
		# of visits to the CCCM Cluster website	Country request to HQ		X Yes
IMPACT activities contribute to better program implementation and coordination of the humanitarian response	Number of humanitarian organisations utilising IMPACT services/products	# references in HPC documents (HNO, SRP, Flash appeals, Cluster/sector strategies)	Country team	Reference_log	CCCM Cluster Strategy
		# references in single agency documents			HNRP 2025
Humanitarian stakeholders are using IMPACT products	Humanitarian actors use IMPACT evidence/products as a basis for decision-making, aid planning and delivery Number of humanitarian documents (HNO, HRP, cluster/agency strategic plans, etc.) directly informed by IMPACT products	Perceived relevance of IMPACT country-programs	Country team	Usage_Feedback *and* Usage_Survey template	Usage survey to be conducted at the end of the research cycle related to all outputs, targeting at least 10 partners
		Perceived usefulness and influence of IMPACT outputs			
		Recommendations to strengthen IMPACT programs			
		The perceived capacity of IMPACT staff			
		Perceived quality of outputs/programs			
		Recommendations to strengthen IMPACT programs			

Humanitarian stakeholders are engaged in IMPACT programs throughout the research cycle	Number and/or percentage of humanitarian organisations directly contributing to IMPACT programs *(providing resources, participating in presentations, etc.)*	# of organisations providing resources (i.e.staff, vehicles, meeting space, budget, etc.) for activity implementation	Country team	Engagement_log	□ Yes
		# of organisations/clusters inputting in research design and joint analysis			□ Yes
		# of organisations/clusters attending briefings on findings			X Yes