

Research Terms of Reference

Local Responder Area Profile (LRAP) Pilot: Mykolaiv City

UKR 2312

Ukraine

August 2023

V1

REACH Informing
more effective
humanitarian action

1. Executive Summary

Country of intervention	Ukraine				
Type of Emergency	<input type="checkbox"/>	Natural disaster	<input checked="" type="checkbox"/>	Conflict	<input type="checkbox"/> Other (<i>specify</i>)
Type of Crisis	<input checked="" type="checkbox"/>	Sudden onset	<input type="checkbox"/>	Slow onset	<input type="checkbox"/> Protracted
Mandating Body/ Agency	OCHA				
IMPACT Project Code	64AYF_FIX				
Overall Research Timeframe (<i>from research design to final outputs / M&E</i>)	15/07/2023 to 31/10/2023				
Research Timeframe <i>Add planned deadlines (for first cycle if more than 1)</i>	1. Pilot/ training: 21/08/2023		6. Preliminary presentation: N/A		
	2. Start collect data: quant: 23/08/2023 Qual: 18/09/2023		7. Outputs sent for validation: 02/10/2023		
	3. Data collected: quant: 01/09/2023 Qual: 22/09/2023		8. Outputs published: 16/10/2023		
	4. Data analysed: quant: 07/09/2023 Qual: 29/09/2023		9. Final presentation: 19/10/2023 (pending GCM date confirmation)		
	5. Data sent for validation: quant: 07/09/2023 Qual: 29/09/2023				
Number of assessments	<input checked="" type="checkbox"/>	Single assessment (one cycle)			
	<input type="checkbox"/>	Multi assessment (more than one cycle)			
Humanitarian milestones <i>Specify what will the assessment inform and when</i>	Milestone		Deadline (can be tentative)		
	<input type="checkbox"/>	Donor plan/strategy	_ / _ / _ _ _ _		
	<input checked="" type="checkbox"/>	Inter-cluster plan/strategy (specifically, local OCHA General Coordination Meeting/Forum)	19/10/2023		
	<input type="checkbox"/>	Cluster plan/strategy	_ / _ / _ _ _ _		
	<input type="checkbox"/>	NGO platform plan/strategy	_ / _ / _ _ _ _		
	<input type="checkbox"/>	Other (Specify):	_ / _ / _ _ _ _		
Audience type		Dissemination			

<p>Audience Type & Dissemination <i>Specify who will the assessment inform and how you will disseminate to inform the audience</i></p>	<input type="checkbox"/> Strategic <input type="checkbox"/> Programmatic <input checked="" type="checkbox"/> Operational <input type="checkbox"/> [Other, Specify]		<input type="checkbox"/> General Product Mailing (e.g. mail to NGO consortium; HCT participants; Donors) <input type="checkbox"/> Cluster Mailing (Education, Shelter and WASH) and presentation of findings at next cluster meeting <input checked="" type="checkbox"/> Presentation of findings (e.g. at HCT meeting; Cluster meeting) <input checked="" type="checkbox"/> Website Dissemination (Relief Web & REACH Resource Centre) <input checked="" type="checkbox"/> Targeted mailing list (Local CSOs constituting respondents; local authorities)
<p>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></p>	<input checked="" type="checkbox"/>	<p>Yes – scoping trip to identify landscape of actors both international and local in area</p>	<input type="checkbox"/> No
<p>General Objective</p>	<p>This assessment aims to facilitate better localisation (i.e. international system’s integration with and support for locally-led response), collecting actionable information on local actors needs, capacities, ways of working, and preferences in order to help international actors avoid duplication, support local actors directly, and improve their integration with local systems.</p>		
<p>Specific Objective(s)</p>	<ul style="list-style-type: none"> - To understand how the coordination of action in response to humanitarian needs is built between all humanitarian actors in Mykolav city. - To identify successful experiences in coordinating humanitarian actors in response to humanitarian needs. - To reveal the challenges that local actors face in terms of coordination with international organizations. - To understand what challenges are faced by local NGOs in providing assistance. 		
<p>Research Questions</p>	<ul style="list-style-type: none"> - What response activities are local actors already doing and what is their area of coverage? - Which sectoral needs are already met being with local capacity and which are not being sufficiently covered by local capacity? - What operational needs do local NGOs/groups have and why? - How is the locally-led response making decisions related to their own response (who will respond where and for what needs, etc.)? - How is cooperation with internationals working so far, and how would local actors prefer it to work? - Who if anyone is planning to be involved in the response for future deoccupied areas, and what, generally, are they doing? 		
<p>Geographic Coverage</p>	<p>Mykolaiv city, other areas in Mykolaivska oblast and Khersonska oblast for which coordination is being organized out of Mykolaiv city</p>		
<p>Secondary data sources</p>	<ol style="list-style-type: none"> 1) Refugees International, Efforts to Localize Aid in Ukraine One Year On: Stuck in Neutral, Losing Time, February 2023 2) REACH assessments, analyses, monitoring and mapping products, 2023. 		

	3) State Statistical Services, Multisectoral statistical information / regional statistics, 2018-2023.			
	4) Regional statistics: a) Regional Statistical Services, Mykolaivska administration , 2018-2023.			
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 [Other, Specify]
	<input type="checkbox"/>	Refugees in camp	<input type="checkbox"/>	Refugees in informal sites
	<input type="checkbox"/>	Refugees in host communities	<input type="checkbox"/>	Refugees [Other, Specify]
	<input type="checkbox"/>	Host communities	<input checked="" type="checkbox"/>	Local actors (CSOs, NGOs, volunteer groups)
Stratification <i>Select type(s) and enter number of strata</i>	<input type="checkbox"/>	Geographical #: ___ Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/>	Group #: ___ Population size per strata is known? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<input type="checkbox"/>		<input type="checkbox"/>	[Other Specify] #: ___ Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No
Data collection tool(s)	<input checked="" type="checkbox"/>	Structured (Quantitative)	<input checked="" type="checkbox"/>	Semi-structured (Qualitative)
	Sampling method		Data collection method	
Structured data collection tool # 1	<input checked="" type="checkbox"/> Purposive <input type="checkbox"/> Probability / Simple random <input type="checkbox"/> Probability / Stratified simple random <input type="checkbox"/> Probability / Cluster sampling <input type="checkbox"/> Probability / Stratified cluster sampling <input type="checkbox"/> [Other, Specify]		<input checked="" type="checkbox"/> Key informant interview: Local organizations/groups of volunteers/NGOs 15-20 total <input type="checkbox"/> Group discussion (Target #): _____ <input type="checkbox"/> Household interview (Target #): _____ <input type="checkbox"/> Individual interview (Target #): _____ <input type="checkbox"/> Direct observations (Target #): _____ <input type="checkbox"/> [Other, Specify] (Target #): _____	
Semi-structured data collection tool (s) # 1	<input checked="" type="checkbox"/> Purposive <input checked="" type="checkbox"/> Snowballing <input type="checkbox"/> [Other, Specify]		<input checked="" type="checkbox"/> Key informant interview (Target #): Local organizations/volunteer groups/NGOs 8-10 Local authorities 2-3 Total 10-13 <input type="checkbox"/> Individual interview (Target #): _____ <input type="checkbox"/> Focus group discussion (Target #): _____ <input type="checkbox"/> [Other, Specify] (Target #): _____	
Disaggregation by gender and age <i>Are you planning to conduct sex/age disaggregated analysis?</i>	Gender		Age	
	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes
	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>	No
Data management platform(s)	<input checked="" type="checkbox"/>	IMPACT	<input type="checkbox"/>	UNHCR
	<input type="checkbox"/>	[Other, Specify]		
Expected output type(s)	<input type="checkbox"/>	Situation overview #: __	<input type="checkbox"/>	Report #: __
	<input type="checkbox"/>	Presentation (Preliminary findings) #: __	<input checked="" type="checkbox"/>	Presentation (Final) #: 1
	<input type="checkbox"/>	Interactive dashboard #: _	<input type="checkbox"/>	Webmap #: __
			<input type="checkbox"/>	Profile #: __
			<input checked="" type="checkbox"/>	Factsheet #: 1
			<input type="checkbox"/>	Map #: __

	<input type="checkbox"/>	[Other, Specify] #: _ _
Access	<input checked="" type="checkbox"/>	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	REACH	
	Donor: UHF	
	Coordination Framework: N/A	
	Partners: N/A	

2. Rationale

2.1 Background

In an analysis of who receives funding for humanitarian needs, it was found that in 2022 most funding went to international organizations: of the \$3.9 billion tracked by the UN, less than 1% went directly to local actors.¹ At the same time, where robustly present and accountable, local actors may be able to respond to humanitarian challenges more quickly and with better contextual understanding than international organisations, while international actors are not always aware of local capacities and needs as they are often not physically present in all areas with high humanitarian needs and face challenges getting real-time data remotely. Partially for these reasons, international humanitarian actors have committed to better coordination with and support for local actors, under the promise of “localisation,” in the 2021 Grand Bargain 2.0.² In order to facilitate better potential integration of the actions of international organizations and local actors, more information on what local capacities exist and what gaps remain are needed, particularly at area levels where localisation efforts can be more effective.

2.2 Intended impact

In this context, IMPACT will conduct several assessments in order to create a profile of selected areas in terms of coordinating humanitarian actors and identifying the needs and capacities of local actors, with an emphasis on gathering data that are operational and actionable for rapid implementation and better coordination of all humanitarian actors. For the first such profile (which is all that will be covered in this first Terms of Reference), Mykolaiv city was chosen as a specific “coordination hub” seeing a recent increase in interest, that assists the oblast (Mykolaivska) and to some extent neighboring Khersonska. In this regard, the results of this assessment will be valuable for OCHA and other international organizations that conduct their activities in this oblast and/or plan to move to Mykolaiv city to conduct activities directly from the city, including the new OCHA office which will shortly be established in Mykolaiv city. In this regard, the expected impact of the results of the research will be improved coordination of actions of all humanitarian actors, avoiding duplication of assistance and increasing the awareness of international organizations about the local responder context and how they as internationals can best support pre-existing local efforts.

3. Methodology

3.1 Methodology overview

A mixed-methods approach will be used:

- A quantitative key informants survey will be carried out with representatives of local (Ukrainian) CSOs/volunteer groups/NGOs. These questionnaires will clearly map all possible local non-governmental actors’ activities and coverage, will examine the perceived capacity of local responders to meet the needs of the affected population connected to the Mykolaiv coordination hub, and will assess the detailed needs that local actors experience have along

¹ Refugees International, [Efforts to Localize Aid in Ukraine One Year On: Stuck in Neutral, Losing Time](#), February 2023

² <https://interagencystandingcommittee.org/content/grand-bargain-hosted-iasc>

with whether and how international actors could assist with said needs. Thus, at this quantitative stage, we plan to close research questions related mainly to current activities and the needs and capacities of local actors, as well as partly research questions of coordination and possible activities for future deoccupied territories.

- Qualitative key informant interviews will take place with representatives of either local organisations, groups of volunteers, or local NGOs, drawn from the sample who took part in a quantitative survey prior to this stage. Thus, some local actors will be interviewed twice as an organization, but the representatives may be different at different stages of the assessment. Also, a few additional KIIs will be conducted with representatives of local authorities. This component will reveal a deeper understanding of the current needs of these actors and their solutions based on analysis of quantitative findings on needs. And it will also assess the decision-making of the local response, and their experiences with and preferences for approaches to cooperation from international actors, making it possible to determine the points of growth to improve coordination for a local response. Thus, this qualitative stage will mainly cover research questions related to decision-making by local actors, cooperation with international organizations and a deeper discussion of the current needs of local actors, such as reasons behind needs or capacity gaps.

Interviews will be carried out by REACH field teams with the support of the assessment staff. The data collection will take place in August and September 2023. The findings will be shared with international organisations and relevant partners (OCHA Odesa/Mykolaiv in particular), as well as posted publicly on REACH's website.

3.2 Population of interest

The population of interest for this pilot assessment is local (i.e. Ukrainian) response actors who are operating within and out of the “coordination hub” of Mykolaiv city, with an emphasis the less-assessed category of local non-governmental actors. On July 17-20th, a scoping trip was made to Mykolaiv city to determine whether the location was appropriate for this type of assessment, and to confirm the population of interest. During this scoping trip, several meetings were held with various humanitarian actors: international organizations, local authorities (city and oblast level) and local civil society initiatives (NGOs, charity foundations, etc.). This trip showed that there are information gaps surrounding the local response, especially in relation to understanding of and coordination with local CSOs, which was somewhat weak among both local authorities and INGOs. Additionally, during the meeting with OCHA Odesa/Mykolaiv, who are typically based on Odesa, it was revealed that they would open an office there to be closer to the Mykolaivska and Khersonska oblast response. Another factor in the choice of Mykolaiv city for assessment is that it was preferred over other areas in the East and South (e.g. Zaporizhzhia, Odesa, Kharkiv) where other actor mapping was underway and/or coordination between all groups was fairly strong.

The following populations will be interviewed:

- Staff of local organisations/groups of volunteers/NGOs will be surveyed, as international organizations have suggested that while these groups are at the frontlines, they receive insufficient support from the international aid community. Organization/Group of Volunteers/NGO will be defined as an organisation or local group of volunteers that operates independently from any government and that does not make any profit for the services it provides. The group should not work outside of Ukraine or be an initiative of any international organization or the UN, though receiving funding from such organisations is acceptable. While volunteer groups are highly informal, REACH will aim to assess whichever groups can be identified that have some level of organised activity (i.e. regular, sustained activities with coverage beyond a single neighborhood) and have at least 3-4 members, including a clear focal point who can answer a survey/interview.
- Local authority officials will be interviewed during the qualitative portion only, to provide knowledge of local needs vs. capacity, and their perspective on the coordination process. While not collected through official or robust qualitative methods, fairly thorough information on local authority perspectives was gathered during the scoping trip, where it was also apparent that international actors' knowledge of and coordination with local authorities has fewer gaps compared to those for local non-governmental actors.

3.3 Secondary data review

Secondary review of grey literature related to general issues of localisation in Ukraine was conducted prior to research design, in order to identify some of the challenges associated with integration of local and international actors, and to understand what was already being assessed. The majority of literature on this topic was at a more general, national level. In addition, other REACH assessments in Mykolaiv city were reviewed in order to understand the overall needs landscape and any documented information on local response processes, capacities, or operational needs, although previous REACH products more strongly emphasised local authorities over non-governmental actors. Government statistics, including on infrastructure features, population, regional state statistics of damage to infrastructure, and/or baselines for the level of CSO activity before the war, may further be referenced during the output phase, to triangulate findings if necessary.

Sources

Secondary source	Purpose of source
Mykolaiv ABA Findings Situation Overview in Mykolaiv Event (joint presentation of REACH research on Mykolaiv) – notes from workshop	- Contextual understanding
Refugees International, Efforts to Localize Aid in Ukraine One Year On: Stuck in Neutral, Losing Time , February 2023 Consultations with CARE, Mercy Corps on current work related to localisation	- Inform appropriateness of methodology - Key definitions

3.4 Primary Data Collection

Data will be collected in August-September 2023, beginning with a quantitative component aimed at clear mapping of local non-governmental actors along with gathering information on their pre-existing capacity and operational needs, followed by qualitative key informant interviews gathering more information on decision-making within the broader local response, perspectives on and approach preferences for cooperation with international actors, as well as follow-up on certain quantitative findings such as sectors of low local capacity or particular acute local organisational needs.

Table 1. Data collection methods and samples

TYPE OF DATA	METHOD	LOCAL ACTORS	SAMPLE SIZE
Quantitative	Structured interviews	CSOs representatives	15-20*
Qualitative	Key informant interviews	Local authorities	2-3
		CSOs representatives	8-10
		Total	10-13

Additional sub-strata within the qualitative CSO representatives strata may be chosen based on analysis of quantitative results: CSOs found in quantitative surveys to have acute operational needs or needs otherwise benefitting from more detailed explanation, or CSOs targeting vulnerable groups, may be targeted for follow-up among the 8-10 planned CSO KIIs.

Quantitative structured interviews

15-20 surveys will be conducted with representatives of a list of identified local CSOs/NGOs/volunteer groups operating out of Mykolaiv city. The “sample” for the quantitative portion is intended to capture as many local non-governmental actors as can be identified by assessment and field teams, with an ideal goal of achieving a census of all local non-governmental actors operating or known to be operating in the area. During scoping, all discussions included a question asking approximately how many local CSOs were operating out of Mykolaiv, with the most common answer being “up to 20.” 11

named organisations were identified during the trip as well, with NGOs and contacts to be supplemented by contacts provided by OCHA from the GCM contact list, with a snowballing method will be used to reach other NGOs. The final total number of surveys to be conducted will be dependent on the number of organisations or groups with a clear focal point and meeting the criteria that are able to be identified with contact information. Quantitative surveys will be carried out by REACH using the ODK collect phone app using a Kobo form and storing data in HQ's Kobo platform. Respondents will be selected purposively within Mykolaiv city.

Surveys will also include a snowball question to capture any additional organisations/contact information previously unidentified.

Qualitative Key informant interviews with Local Organisations/Groups of Volunteers and local authority representatives

A separate qualitative tool will be developed by REACH for local NGO and local authority interviews, focused on more in-depth understanding at the “coordination network” level of local decision-making processes around coordination and response, local perspectives on cooperation with international organisations thus far and how KIs would prefer to interact with the international response, as well as follow-up from quantitative results on reasons behind low capacity in sectors where this has been identified as an issue, and on reasons for/more details on particular operational needs of specific CSOs, especially where their operational needs have been flagged as high by quantitative results.

Candidates for the local authority interviews will be found using the capacity of the REACH and ACTED liaison department, attempting to balance appropriateness of the KI with avoiding overuse of local authority contacts met during the scoping phase. Local NGOs/CSOs chosen for qualitative follow-up from quantitative findings will be drawn from the original quantitative sample list, as the goal is to use quantitative findings to choose CSOs who would benefit from further assessment of their needs. As such, local NGOs will be interviewed twice as an organization, but the representatives may be different individuals compared to the quantitative stage of the assessment. All qualitative interviews will be conducted by REACH in person, ideally using two-person teams of moderators and note-takers. Recording (with consent) will be considered to complement note-taking (using review of the recording to fill in notes after interviews are completed) pending discussions with other REACH teams that have previously conducted qualitative assessment; recording technology is viable in Ukraine but some teams have reportedly faced frequent refusals to consent to recording.

Phone or video call may be considered as alternatives if it is the only way to meet sampling goals, although Mykolaiv city does not currently present a security issue that would likely necessitate alternatives to an in-person approach.

3.5 Data Processing & Analysis

During quantitative data collection, data cleaning will be performed daily and include checking for duplicates, time-checks, and all unstructured responses including enumerator comments and content of “Other, Specify” variables; given the low number of surveys, enumerator misunderstandings of questions will also be monitored daily and communicated to field teams by assessment staff. The assessment team staff will maintain a cleaning log for each tool in Excel that will record all changes made to the raw data. They will send a cleaning log to the Field Coordinator, responsible for the enumerator team – every 1-2 days for clarifications and corrections. The Field Coordinator will return an updated cleaning log to the DBO with the relevant corrections to be made or clarifying notes on why no correction is required. If translations of “others” are required, they will be routed to the national assessment staff with translation team available for back-up in case of a large volume of “other” responses.

Given the low number of surveys and lack of weighting, all quantitative data will be analysed through Microsoft Excel using pivot tables. Analysis will be limited to descriptive statistics, as the intent of the survey is to be very operational. Due to the small number of surveys, the analysis is in fact likely to use absolute numbers for many indicators, and to use responses from specific CSOs. Particularly for the CSOs who were chosen for qualitative follow-up, analysis bringing together quantitative and qualitative findings for these individual CSOs will be used. At the same time, if trends across either the

quantitative or qualitative findings seem unambiguously clear for the specific Mykolaiv city hub, such findings will also be included, while noting that such trends cannot be said to be generalizable to any other areas and may be indicative even in Mykolaiv. One map visualising local non-governmental actor activity coverage will likely be included in the final output.

Qualitative Interviews MAY be recorded pending discussions with teams with previous qualitative experience in Ukraine (consent will be required and recording would take place only if consent is given), and interviewers will take notes—if recording is not used note-takers will aim for verbatim note-taking in the source language. Enumerators will digitally transcribe these notes, using recordings to consolidate if recordings are available, as soon as possible after the discussions. Data will be analysed by the assessment team using saturation grids and considering debrief forms completed by enumerators.

3.6 Limitations

The research is indicative, so further conclusions should be made with caution. Based on the scoping trip to Mykolaiv, we can assume that there are about 20 active CSOs/NGOs in the humanitarian sphere, but since it is not possible to guarantee the exact number of local non-governmental actors operating out of Mykolaiv city, especially when informal, often unregistered volunteer groups are included, this assessment cannot be taken to be representative even if we achieve a census of all known and contactable local groups. KI fatigue is also a consideration that could influence data collection; the small number of local actors does not allow us to replace them with other participants in our assessment and so this risk is unavoidable. These limitations may partially complicate the data collection, but will not lead to a significant distortion of the current trends analysis, because a combined approach (quantitative and qualitative) makes it possible to smooth out these effects.

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 (<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	To note, because contact information for specific focal points within the local response is crucial operational information for any international actors that hope to be able to coordinate with local response efforts and avoid duplication, this survey will collect and store personally identifiable information such as names, phone numbers, and e-mails. Consent, including consent to share information with other interested international actors, will be obtained in-survey before collecting any such information (respondents also have the clear ability to refuse to share such information with no impact on the remainder of the survey). PII will be stored in compliance with data protection policies.

5. Roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed
<i>Research design</i>	Senior Assessment Officer	Assessment Specialist	IMPACT HQ Research design & Data (RDD) unit	Local authorities in assessed area
<i>Supervising data collection</i>	Field officer	Field coordinator	IMPACT country representative	Operational partners (ACTED)
<i>Data processing (checking, cleaning)</i>	Data Officer	Assessment Specialist	IMPACT HQ RDD Unit	Research manager
<i>Data analysis</i>	GIS/Data Officer	Senior Assessment Officer	IMPACT HQ RDD unit	Assessment Specialist
<i>Output production</i>	Senior Assessment Officer	Assessment Specialist	IMPACT RRU	IMPACT RRU
<i>Dissemination</i>	Senior Assessment Officer	IMPACT country coordinator	IMPACT HQ Research department and Communication department	National: Clusters, working groups and local/oblast authorities

				International: global clusters/ working groups
<i>Monitoring & Evaluation</i>	Senior Assessment officer, Field officer	Senior Assessment Officer	Assessment Specialist	IMPACT country coordinator; IMPACT HQ RDD department
<i>Lessons learned</i>	Senior Assessment officer, Field officer	Senior Assessment Officer	IMPACT HQ RDD Unit; Assessment Specialist	IMPACT country coordinator

6. Data Analysis Plan

Presented in a separate file.

7. Data Management Plan

Removed for external circulation; available upon request.

8. 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 Center	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		<input type="checkbox"/> 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, sendingBlue, bit.ly	Country team		x Yes
		# of visits to x webmap/x dashboard	Country request to HQ		<input type="checkbox"/> Yes
IMPACT activities contribute to better program implementation and coordination of the humanitarian response	Number of humanitarian organisations utilizing IMPACT services/products	# references in HPC documents (HNO, SRP, Flash appeals, Cluster/sector strategies)	Country team	Reference_log	<i>Ukraine Advocacy Working Group Strategy/Meeting-minutes</i>
		# references in single agency documents			<i>OCHA General Coordination Meeting Minutes or other local-level memoranda</i>
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	Perceived relevance of IMPACT country-programs	Country team	Usage_Feed back and Usage_Survey template	<i>General usage survey under development; will update timeline in conversation with PD/M&E officer</i>
		Perceived usefulness and influence of IMPACT outputs			
		Recommendations to strengthen IMPACT programs			
		Perceived capacity of IMPACT staff			
		Perceived quality of outputs/programs			

	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			<input type="checkbox"/> Yes
		# of organisations/clusters attending briefings on findings;			<input checked="" type="checkbox"/> Yes

