Research Terms of Reference
Living Conditions and Housing Needs of IDPs
UKR2316
Ukraine

June 2024
Version 2

1. Executive Summary

Country of intervention	*Ukraine*					
Type of Emergency	□	Natural disaster	X	Conflict	□	Other *(specify)*
Type of Crisis	□	Sudden onset	□	Slow onset	X	Protracted
Mandating Body/ Agency	*IOM*					
IMPACT Project Code						
Overall Research Timeframe	28/03/2024 – 27/10/2024					

Research Timeframe	1. Pilot/ training: 09/07/2024	5. Data sent for validation: 23/08/2024
	2. Start collect data: 10/07/2024	6. Outputs sent for validation: 14/10/2024
	3. Data collected: 09/08/2024	7. Outputs published: 27/10/2024
	4. Data analysed: 16/08/2024	8. Final presentation: 27/10/2024

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

Humanitarian milestones	**Milestone**		**Deadline (can be tentative)**
	□	Donor plan/strategy	_ _/_ _/_ _ _ _
	X	Inter-cluster plan/strategy	_ _/_ _/_ _ _ _
	X	Cluster plan/strategy	_ _/_ _/_ _ _ _
	X	NGO platform plan/strategy (IOM Housing Project)	28/06/2024
	□	Other (Specify):	_ _/_ _/_ _ _ _

Audience Type & Dissemination	**Audience type**	**Dissemination**
	□ Strategic **X Programmatic** **X Operational**	□ General Product Mailing (e.g. mail to NGO consortium; HCT participants; Donors) **X Cluster Mailing (Shelter Cluster)** **X Presentation of findings (IOM)** **X Website Dissemination (Relief Web & REACH Resource Centre)** □ [Other, Specify]

Stakeholder mapping	□	Yes	X	No

General Objective	To provide evidence-based support for the International Organization for Migration's (IOM) Housing Project for planned shelter and durable solution activities in the intervention areas concerning their current living conditions, housing needs, and preferences of internally displaced persons (IDP) households related to affordability and design of rental properties.
Specific Objective(s)	0. To investigate the current housing conditions of IDPs, with a specific focus on assessing the residential arrangements and household characteristics. 1. To understand the displacement history of IDPs surrounding their ability to maintain adequate accommodation. 2. To evaluate the level of interest amongst IDPs in their potential prospect of participating in housing programs locally. 3. To gain insights into the preferences of IDPs regarding design of accommodation and community infrastructure. 4. To understand displaced populations' level of satisfaction of basic services as provided by local authorities including but not limited to housing, education, healthcare, and social services. 5. To understand the perceived level of impact of the housing programme on the community.
Research Questions	1. What is the current housing situation of displaced households, including the type of housing, associated costs, and living space based on intra-household characteristics? 2. What are the common push factors impeding local integration and leading households to relocate from their previous or current accommodation? 3. What is the financial situation of displaced households, and how may this impact their possible participation in housing programmes? 4. What housing programs are displaced households inclined to engage with, and what are the most appropriate means for attaining long-term housing solutions that are deemed safe, adequate and dignified shelter? 5. What are the needs, priorities and preferences of displaced households related to seeking rental property? 6. What are the needs, priorities and preferences of displaced households related to community infrastructure surrounding their accommodation? 7. To what extent are displaced households satisfied with the quality of services (including education, healthcare, social services, and housing services) provided by local authorities within the community? 8. What are the community's perceptions regarding the housing programme being implemented within the settlement? 9. What are the vulnerabilities of the household members that significantly interfere with their daily lives? What essential amenities are required to support them?
Geographic Coverage	16 settlements (identified by IOM Housing Project): • Khmilnyk, Ladyzhyn, Horbanivka, Bohonyky, Ilkivka (Vinnytska oblast), • Kolomyia (Ivano-Frankivska oblast), • Batiatychy, Stary Sambir, Drohobych (Lvivska oblast), • Khotyn, Chernivtsi (Chernivetska oblast), • Irpin (Kyivska oblast), • Kremenchuk, Myrhorod (Poltavska oblast), • Kropyvnytskyi, Oleksandriia (Kirovohradska oblast),
Secondary data sources	• International Organization for Migration (IOM), Profiling the Situation of IDPs in Kramatorsk and Sievierodonetsk with Particular Attention to Housing, September 2021. • REACH, Arrival and Transit Monitoring: Round 8, August 2023. • REACH, Area-Based Assessment: Lvivska oblast, February 2023. • REACH, Ukraine: Shelter Needs Assessment, January 2023 • REACH, Ukraine. Multi-Sector Needs Assessment (MSNA). Dataset. August 2023 • REACH, Ukraine. CCCM Multi-Sector Needs Assessment (MSNA). August 2023 • REACH, Ukraine. Collective Site Monitoring Round 8. May 2023

	• International Organization for Migration (IOM), Ukraine Internal Displacement Report, General Population Survey Round 13, July 2023. • International Organization for Migration (IOM), Ukraine Baseline Assessment July 2023 (Round 26), July 2023 • [English translation] Cabinet Ministers of Ukraine, Strategy on the Government Policy on Internal Displacement (2023-2025), 7 April 2023. • OCHA, Ukraine Situation Report, July 2023. • [English translation] Law 7198 on compensation for damage and destruction of certain categories of property as a result of hostilities. March 2023 • CEDOS. Key principles of state housing policy: Recommendations for the development of the bill. 28 June 2023 • Administrative data in the selected settlements • Official websites and social accounts of national, oblast-level or hromada-level authorities, including Telegram and Facebook. • Daily news briefs and articles in local and international media.				

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

Stratification *Select type(s) and enter number of strata*	X	Geographical #:**16 settlements** 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 *Structured (Quantitative)*	X **Purposive** □ Probability / Simple random □ Probability / Stratified simple random □ Probability / Cluster sampling □ Probability / Stratified cluster sampling	□ Key informant interview (Target #):_ _ _ _ _ □ Group discussion (Target #):_ _ _ _ _ **X Household interview (Target # 1,600): 200 in 7 settlements/ 50 in 4 settlements** □ Individual interview (Target #):_ _ _ _ _ □ Direct observations (Target #):_ _ _ _ _
Structured data collection tool #2 *Structured (Quantitative)* *Shorter questionnaire for Irpin, Kyivska oblast*	X **Purposive** □ Probability / Simple random □ Probability / Stratified simple random □ Probability / Cluster sampling □ Probability / Stratified cluster sampling	□ Key informant interview (Target #):_ _ _ _ _ □ Group discussion (Target #):_ _ _ _ _ **X Household interview (Target # 200): 200 in Irpin, Kyivska oblast** □ Individual interview (Target #):_ _ _ _ _ □ Direct observations (Target #):_ _ _ _ _
Structured data collection tool #3 *Structured (Quantitative)*	X **Purposive** □ Probability / Simple random □ Probability / Stratified simple random	**X Key informant interview (Target # 180): 15 interviews per settlement (12 settlements)** □ Group discussion (Target #):_ _ _ _ _

	□ Probability / Cluster sampling	□ Household interview (Target #): _ _ _ _ _
	□ Probability / Stratified cluster sampling	□ Individual interview (Target #):_ _ _ _ _
		□ Direct observations (Target #):_ _ _ _ _
Semi-structured data collection tool #1 *Semi-structured (Qualitative) with IDPs*	X **Purposive** □ Probability / Simple random □ Probability / Stratified simple random □ Probability / Cluster sampling □ Probability / Stratified cluster sampling	□ Key informant interview (Target #):_ _ _ _ _ **X Group discussion (Target # 4): 1 per settlement with IDPs (4 settlements)** □ Household interview (Target #):_ _ _ _ _ □ Individual interview (Target #):_ _ _ _ _ □ Direct observations (Target #):_ _ _ _ _
Semi-structured data collection tool #2 *Semi-structured (Qualitative) with local actors*	X **Purposive** □ Probability / Simple random □ Probability / Stratified simple random □ Probability / Cluster sampling □ Probability / Stratified cluster sampling	□ Key informant interview (Target #):_ _ _ _ _ **X Group discussion (Target # 4): 1 per settlement with local actors (4 settlements)** □ Household interview (Target #):_ _ _ _ _ □ Individual interview (Target #):_ _ _ _ _ □ Direct observations (Target #):_ _ _ _ _

Disaggregation by gender and age	Gender		Age	
	x	Yes	X	Yes
	□	No	□	No

Data management platform(s)	X	IMPACT		□	UNHCR	

Expected ouput type(s)	□	Situation overview #: _ _	□	Report #: _ _		X	**Profile #: 7 (one profile per oblast)**
	X	**Presentation (Preliminary findings) #:1**	□	Presentation (Final) #: _ _		□	Factsheet #: _ _
	□	Interactive dashboard #:_	□	Webmap #: _ _		□	Map #: _ _

Access	X	**Public (available on REACH resource center and other humanitarian platforms)**
	□	Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)

Visibility	*REACH, IOM*
	Donor: IOM
	Coordination Framework: N/A
	Partners: IOM

2. Rationale

2.1 Background

Since February 2022, the full-scale war in Ukraine has led to a substantial wave of displacement. As of April 2024, approximately 3.54 million individuals are still internally displaced within the country. [1] The simultaneous impact of armed conflict, extensive displacement, market disruptions, and maritime restrictions has significantly altered the economic, social, and civic dynamics of both Ukraine and the broader region. The impacts have been multifaceted, encompassing extensive infrastructure damage (the World Bank estimates the cost of reconstruction to be nearly $350 billion [2]), a significant toll on civilian lives (with over 24,000 casualties since February 2022, including nearly 9,000 fatalities [3]), heightened environmental risks to public health, disruptions in service networks, and a noticeable increase in humanitarian demands.

According to the Government of Ukraine, over 800,000 houses have been damaged or destroyed in the country since the start of the war, and thousands of people are now living either in collective centres or damaged buildings.[4] Over the past year, the demand for housing has not only grown but has also become more varied. There has been a rising need for temporary crisis accommodation, such as when a damaged residence is under repair or during the search for long-term rental accommodation. Moreover, access to adequate housing is the main enabler of and barrier to sustainable and dignified return to areas of origin that are no longer under the temporary military control of the Russian Federation and where the security situation has improved.

In this context, International Organisation for Migration (IOM) has launched a Housing Project in Ukraine, which aims to contribute to the Government of Ukraine's (GoU) efforts to improve the housing conditions of IDPs by increasing their opportunities and options to access housing. The project provides affordable housing units for IDPs, while also accommodating a portion of the local population who, despite not experiencing displacement, require access to adequate and affordable housing. Through three proposed approaches, the Housing Project will remodel government-owned buildings, construct semi-prefabricated and prefabricated apartment building solutions, and repair and renovate multi-story apartment buildings affected by the conflict. The Housing Project is being developed and implemented with beneficiaries, including local communities, local, regional and central authorities. The assessment aims to *gather comprehensive data regarding the living conditions, housing requirements, and preferences of the displaced populations living in the proximity of each housing unit's planned construction or renovation as part of the IOM Housing project's framework.* The collected information will be also essential for establishing criteria for selecting potential residents. The areas selected by IOM for Housing Project activities will zone into settlements within Vinnytska, Ivano-Frankivska, Lvivska, Chernivtska, Kyivska, Poltavska and Kirvorohradska.

REACH will collaborate with IOM to facilitate data collection and provide analytical assistance. For every oblast (7), an in-depth analysis of the residential environment will be conducted, leading to the creation of structured briefs. Finally, the collected data will serve as the foundation for the development of municipal housing policy plans.

2.2 Intended impact

To support the IOM Housing Project and to create an evidence-based plan for shelter and durable solutions activities in the intervention areas, REACH will conduct an IDP profiling exercise which aims to provide an in-depth understanding of the socio-economic situation, wellbeing and future intentions of displaced people with a view to providing appropriate durable solutions. IDP Profiling for IOM's Housing Project intends to facilitate a crisis response that is tailored to the housing needs and resources in the assessed urban settlements.

REACH will support the IOM Housing Project, other durable solutions actors and humanitarian actors (such as the Shelter Cluster) working in the intervention area, based on the tools and preferences of IOM within the locations selected for data collection. For the IOM Shelter team, the research products will serve as a situational overview and introduction to the priorities of the assessed oblast, as well as a tool for engagement with local actors. For the municipal authorities of assessed urban settlements, the research products will serve as crucial repositories of detailed and organized data pertaining to the housing requirements, displacement preferences, and accessibility challenges of IDPs, with a special focus on vulnerable populations, for data-driven localized planning.

3. Methodology

3.1 Methodology overview

1 International Organization for Migration (IOM), May 30 2024. DTM Ukraine — Internal Displacement Report — General Population Survey Round 16 (April 2024). IOM, Ukraine.
2 RAND. March 2023. Consequences of the War in Ukraine: The Economic Fallout | RAND
3 OHCHR. May 2023. Ukraine: civilian casualty update 22 May 2023 | OHCHR
4 OCHA. Ukraine Flash Appeal. August revision. March - December 2022

The research cycle will utilize a **mix-methods approach**, with primary data (quantitative and qualitative) to be collected from members of the community and key informants (KIs). The data collection will be conducted through data collection activities based on the area of intervention. In 12 settlements, quantitative data collection with IDPs, as well as a quantitative tool conducted with key informants. In 4 settlements, focus group discussions (FGDs) will be conducted with both IDPs and local actors.

1. **Quantitative data collection:** A purposive sample of the displaced population will be surveyed regarding their priority housing needs, living conditions, socio-economic situation and preferences for accommodation and possible participation in housing programmes. Alongside this, structured key informant interviews will also be conducted with representatives of municipal authorities (e.g. representatives of the Department of Urban Planning and Architecture, and Department of Housing), representatives and members of local IDP councils, collective site managers, and representatives of local non-governmental organisations (NGOs) and civil society organisations (CSOs). Key informants will be selected purposively. The results of the KIIs will be indicative and used to complement the data collected from household survey.

2. **Qualitative data collection:** FGDs will be organised in 2 oblasts with local actors and IDPs to primarily understand four themes: 1) the displacement situation and movement intentions of IDPs in the settlement, 2) the financial situation of IDPs and how this may impact their possible participation in local housing programmes, and 3) further understand what housing programs are displaced households inclined to engage with, and what are the most appropriate means for attaining housing solutions and 4) community perceptions of the housing programme and its impact on the host community.

3. **Data processing:** the surveyed responses of IDPs and KIs will be cleaned by the data team (see data processing and analysis).

4. **Data analysis:** all indicators for household survey and KI interviews will be primarily analysed by the assessment team using frequency tables provided by the data team; qualitative data will be analysed by the assessment team using data saturation grids (see data processing and analysis).

5. **Drafting outputs:** written outputs will be drafted by the assessment team in close cooperation with the IOM.

Internally displaced person – An internally displaced person is 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 as a result of or 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 due to the full-scale war which started on 24 February 2022.

Household (HH) – The family consisting of persons who live together, are connected by common life and have mutual rights and responsibilities.[11]

Vulnerable household – For this assessment, vulnerable households are defined as those households that have at least one member with a disability or that is chronically ill, single-parent households, households with only older person members and households with a pregnant woman.

Living conditions – For this assessment, many factors significantly influence the quality of life within households, with a specific emphasis on housing conditions. These housing conditions encompass housing availability, quality, and the extent of development and accessibility of social infrastructure.

3.2 Population of interest

Geographical areas: The geographic coverage of this assessment will zoom in on 16 settlements in 7 oblasts, as identified as priority areas by the IOM Housing Project in the following macro-regions:

West:
3 settlements in Lvivska oblast: Drohobych, Stary Sambir, Batiatychy;
2 settlements in Chernivetska oblast: Khotyn; Chernivtsi;
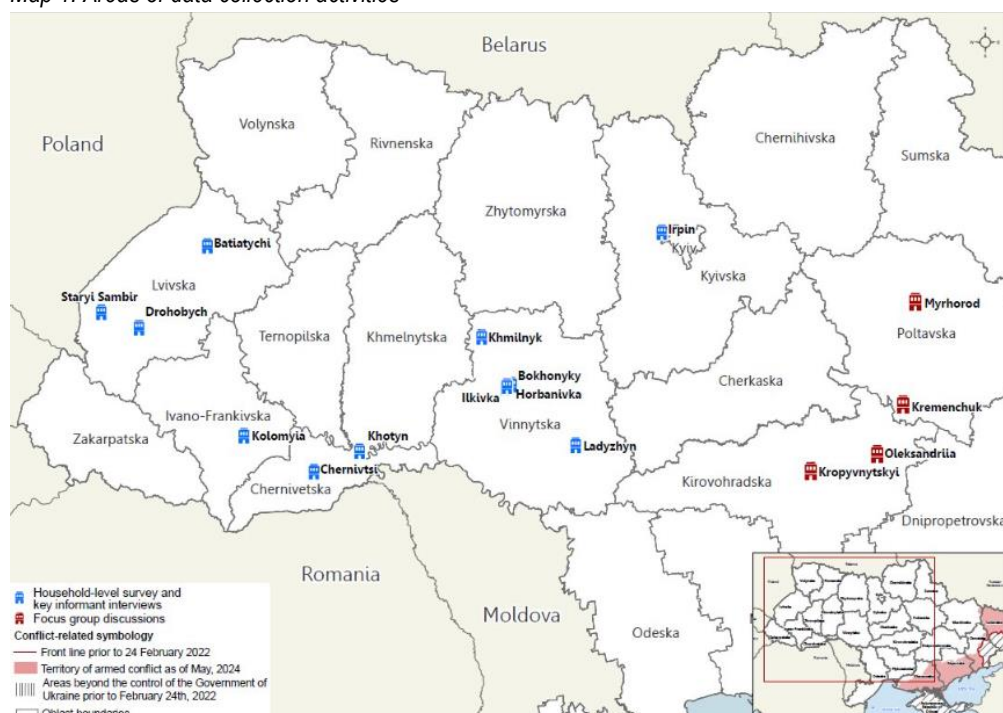1 settlement in Ivano-Frankivska oblast: Kolomya.

Center:
5 settlements in Vinnytska oblast: Khmilnyk, Ladyzhyn, Horbanivka, Bohonyky, Ilkivka;

2 settlements in Poltavska oblast: Kremenchuk, Myrhorod:
2 settlements in Kirovohradska oblast: Kropyvnytskyi, Oleksandriia.

North:
1 settlement in Kyivska oblast: Irpin.

Map 1: Areas of data collection activities

Household interviews: The unit of measurement for the quantitative survey is at the household level, and the population of interest is IDPs residing in the selected urban settlements in Ukraine. The unit of analysis for this component will include both the household and individual levels, to provide a comprehensive overview of household dynamics.

Key-informant interviews: Key informants include, but are not limited to, 1) representatives of municipal authorities (e.g. representatives of the Department of Urban Planning and Architecture, Department of Housing); 2) representatives and members of local IDP councils[5]; 3) collective site managers; and 4) representatives of non-governmental organisations and civil society organisations. Selection of key informants will be based on the knowledge deemed sufficient to provide community-level observations concerning the displacement situation, housing stock, as well as barriers to accessibility to affordable accommodations.

Focus group discussions: FGDs will be held in four settlements, in areas where construction efforts have not yet commenced. In total, two FGDs will be conducted per settlement with each containing the following population groups of interest: 1) Local IDP population, and 2) local actors, including but not limited to: representatives of municipal authorities (e.g. representatives of the Department of Urban Planning and Architecture, Department of Housing), representatives and members of local IDP councils, collective site managers and representatives of local NGOs and CSOs. While FGDs with IDPs will profile their current socio-economic situation, access to housing, and preferences regarding apartment layout and design, as well as possible engagement in local housing programmes, the FGD with local actors will be conducted to understand their expert knowledge on the profile of IDPs as mentioned above, in addition to their perceived attitudes and the potential impact of the housing programme within the community.

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[5] IDP Council is a consultative, advisory, representative and intermediate body, represented by internally displaced persons with Ukrainian citizenship, who are 18 y.o. and older, and who reside in the local territorial community. The United Voices in Action program, implemented by IREX in Ukraine in collaboration with the Charity Foundation Stabilization Support Services and backed by the U.S. Department of State, oversees the creation of IDP Councils. The program's primary objective is to unite IDPs, host community members, government officials, and media representatives in order to integrate IDPs, foster a democratic and cohesive society, and contribute to Ukraine's stabilization.

3.3 Secondary data review

- International Organization for Migration (IOM), [Profiling the Situation of IDPs in Kramatorsk and Sievierodonetsk with Particular Attention to Housing,](#) September 2021.
- REACH, [Arrival and Transit Monitoring: Round 8,](#) August 2023.
- REACH, [Area-Based Assessment: Lvivska oblast,](#) February 2023.
- REACH, [Ukraine: Shelter Needs Assessment](#), January 2023
- REACH, [Ukraine. Multi-Sector Needs Assessment (MSNA). Dataset](#). August 2023
- REACH, [Ukraine. CCCM Multi-Sector Needs Assessment (MSNA).](#) August 2023
- REACH, [Ukraine. Collective Site Monitoring Round 8.](#) May 2023
- International Organization for Migration (IOM), [Ukraine Internal Displacement Report, General Population Survey Round 13](#), July 2023.
- International Organization for Migration (IOM), [Ukraine Baseline Assessment July 2023 (Round 26),](#) July 2023
- [English translation] Cabinet Ministers of Ukraine, [Strategy on the Government Policy on Internal Displacement (2023-2025),](#) 7 April 2023.
- OCHA, [Ukraine Situation Report](#), July 2023.
- [English translation] [Law 7198 on compensation for damage and destruction of certain categories of property as a result of hostilities](#). March 2023
- CEDOS. [Key principles of state housing policy: Recommendations for the development of the bill.](#) 28 June 2023
- Administrative data in the selected settlements
- Official websites and social accounts of national, oblast-level or hromada-level authorities, including Telegram and Facebook.
- Daily news briefs and articles in local and international media.

3.4 Primary Data Collection

REACH Field Officers (FOs), Field Team Leaders, and Enumerators will collect primary data under the guidance of the REACH Field Manager and the REACH Assessment Officers (AOs). Joint training sessions will be held for enumerators by FOs and AOs to ensure consistency, standardization, and effective operations. Pilot testing will be conducted as part of the training process.

Most questions will be asked to the respondent at the household level. However, respondents will be asked to provide individual answers for all members of the household for certain indicators (e.g., sex, age).

Sampling methods and sampling size

1. **Household interviews:** The field unit will conduct HH interviews with IDPs regardless of their location of residence, or IDP registration. The inclusion of different groups of IDPs will make it possible to examine the existing differences in access to and satisfaction with living conditions and housing needs. Eligibility IDPs will be those who arrived in the selected hromada as a result of their displacement since the full-scale war began in February 2022 and are over 18 years old. A total of 1,800 interviews with IDP households will be conducted across all 12 locations. A structured quantitative tool will be developed by IOM and shared with REACH. A shorter tool, with six questions removed from the longer questionnaire will be administered to IDP households in Irpin, Kyivska oblast. A shorter tool was provided to these households as the housing project in Irpin will not include the construction of newly developed apartments. Quantitative interviews will be carried out by REACH using the ODK collect phone app using a Kobo form and storing data in HQ's Kobo platform.

Sampling method:
Conducting a survey with IDPs through a representative sample can be complex, as up-to-date census data (including population estimates and addresses of IDPs) are not available or disclosed. For this reason, the most appropriate method would be purposive sampling and in-person data collection. The assessment team and field officers will first identify locations where IDPs can be identified for the survey. These locations will include collective sites,[6] administrative and social service centres (where IDPs apply for documents to receive assistance or for registration), as well as humanitarian centres where IDPs come to receive assistance. If deemed difficult,

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[6] Information will be obtained from the Master List of collective sites - a baseline mapping conducted by the CCCM cluster with support of REACH, UNHCR, IOM, ACTED, NRC and other partners

field officers will request information from local authorities concerning other locations where IDPs frequent. Household interviews will be conducted in person, and the number will differ depending on the location. In urban areas, 200 interviews will be conducted with IDPs and 50 with IDPs in rural areas. This is to account for the lower number of IDPs present in these areas. In the event that field officers have exhausted all efforts and are unable to reach the target number of interviews in an area, the remaining number of interviews will be conducted in another settlement within the oblast where data collection activities are already taking place.

2. **Key informant interviews:** A total of 180 structured interviews will be conducted with key informants in 12 settlements. The focus of these interviews will strive to understand the displacement situation in the settlement, socio-economic factors impacting IDPs in the community, access to accommodation. As the Housing Project will strive to provide immediate housing and infrastructure repairs, remodelling, and new development and construction of semi-prefabricated apartment buildings, KI interviews will be utilized to understand the perceptions of the local housing programs, what groups are more likely to engage in such programmes, and its impact on the community. Three groups of respondents will be consulted: 1) representatives of municipal authorities (e.g. representatives the Department of Urban Planning and Architecture, Department of Housing); 2) representatives and members of local IDP councils; 3) collective site managers; and 4) representatives of local NGOs and CSOs.

Sampling method:

Key informants will be selected purposively. Identification of KIs will be conducted via multiple approaches, with a target of up to 15 KIs per settlement. In areas where it is difficult to identify 15 KIs to interview, the remaining number of interviews will be conducted in neighbouring settlements. KI contacts will first be provided by REACH's in-country field unit. Responses of key informants can be triangulated with those of displaced communities to give an indication of the accessibility of information regarding the housing situation and living conditions.

Interviews will be conducted in a mixed modality approach, where KIs will be interviewed in one of the following three modes: 1) in-person data collection, 2) telephone interview, or 3) survey sent via REACH email to complete on their own. While the use of email survey may deem a high non-response rate, REACH assessment staff and the field unit will take a number of measures to ensure KIs respond to the survey: 1) a list will be prepared in advance to include KIs and their contact information (both telephone and email), 2) a dedicated assessment officer will be responsible for sending emails to KI participants to complete the survey, while explaining the purpose, 3) trained enumerators/field officers will be responsible for calling KIs to explain the purpose of the research and to receive verbal consent to complete the survey by the allocated deadline, and 4) trained enumerator/ field officers will follow up with KIs that have not completed the survey by the deadline as a reminder.

3. **Focus group discussions:** REACH will facilitate two semi-structured focus group discussions per settlement within two oblasts. Each FGD per settlement will include one group with IDP participants and another with local actors. The discussion will primarily understand four themes: 1) the displacement situation and movement intentions of IDPs in the settlement, 2) the financial situation of IDPs and how this may impact their possible participation in local housing programmes, 3) further understand what housing programs are displaced households inclined to engage with, and what are the most appropriate means for attaining housing solution, and 4) community perceptions of the housing programme and its impact on the host community. The number of participants per group up to 9.

Sampling method: FGD participants will be purposively selected via two parallel strategies: 1) Local authorities will provide contacts of local actors with expert knowledge in the area; 2) A contact list of local actors will be established based on existing REACH networks. Two FGDs will be conducted with each group of respondents in each settlement (for a total of four FGDs per oblast). In order to ensure that the perspectives of various groups in the population are represented, focus groups will strive to have an equal representation of men and women of varied ages. The inclusion of both men and women of varying ages will allow for a comparison between responses to understand the vulnerability of certain IDP groups, to further inform the selection criteria for engaging IDPs in local housing programmes. FGD facilitators will be trained in how to ensure equal participation of FGD members to minimise the risk of certain issues not being mentioned. The FGD tool will be semi-structured, allowing the facilitator to ask prompting questions of different thematic areas depending on the nature of the discussion.

Table 1. Data collection methods and samples

Nature of data	Collection method	Respondents	Sample size	Geographical scope
1,800 Household interviews with IDPs in total			

Quantitative	Household interview	IDPs	200 in 8 settlements 50 in 4 settlements	Drohobych, Stary Sambir, Batiatychy (Lvivska oblast), Chernivtsi, Khotyn (Chernivetska oblast), Kolomyia (Ivano-Frankivska oblast), Khmilnyk, Ladyzhyn, Horbanivka, Bohonyky, Ilkivka (Vinnytska oblast), Irpin (Kyivska oblast)
8 Focus Group Discussions in total				
Qualitative	Focus Group Discussions	IDPs and key stakeholders (Municipal officials, representatives and members of local IDP councils, collective site managers and representatives of local NGOs and CSOs)	2 FGD per settlement (4 settlements)	Kremenchuk, Myrhorod (Poltavska oblast), Kropyvnytskyi, Oleksandriia (Kirovohradska oblast),
180 Key informant interviews in total				
Quantitative	Key informant interviews	Municipal officials, representatives and members of local IDP councils, collective site managers and representatives of local NGOs and CSOs	Up to 15 in each settlement	Drohobych, Stary Sambir, Batiatychy (Lvivska oblast), Chernivtsi, Khotyn (Chernivetska oblast), Kolomyia (Ivano-Frankivska oblast), Khmilnyk, Ladyzhyn, Horbanivka, Bohonyky, Ilkivka (Vinnytska oblast), Irpin (Kyivska oblast)

3.5 Data Processing & Analysis

The primary data will be collected through Kobo Toolbox within the IMPACT Global Kobo account. During primary data collection, the IMPACT Database 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 in accordance with the data analysis plan. Additionally, the collected data will be analysed for "Other" inputs (translated and recoded if needed) and cross-checked for linked questions and to review enumerators' comments. An 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.

Data analysis will be conducted by producing frequency tables in Excel. The frequency tables produced after the data collection/cleaning phase will be used by IMPACT to generate briefs and facilitate presentations of key findings.

For the qualitative data, enumerator debrief forms will be completed after every interview. All key informant interviews, FGD notes, and 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 will not be collected for the qualitative component. Following transcription and translation, analysis of data will be done by settlements utilizing a qualitative data saturation grid to identify prevalent themes.

3.6 Limitations

- Since the design of the survey and methodology was handled by IOM, certain limitations are associated with this approach. These limitations pertain to the omission by REACH of key stages, such as determining geographical coverage, the process of selecting appropriate methods selection, and development of tools.

- The aforementioned limitation highlights that REACH functions as a technical and implementing partner for IOM, primarily responsible for primary data collection, analysis, reporting, and dissemination and IOM's responsibility for reviewing the tools to ensure the housing project is supported through an evidence-based approach.
- Sampling for household surveys is purposefully conducted and has inherent limitations, as it may only include a specific subset of IDPs, such as those who frequent administrative service centers, reside in collective sites (CSs), or are officially registered.
- The sources of IDP identification for the household survey are not comprehensive and have limitations. In particular, the current Master List[7] is not exhaustive and does not contain all collective sites in the country, it is however the only reliable source of information with all the necessary pieces of information to conduct a household survey at a national scale.
- Since this assessment relies on interviews with key informants identified through a snowballing approach, conducted either remotely or in-person, all findings should be regarded as indicative and not statistically representative. Moreover, as these data collection methods depend on snowballing to reach accessible participants, the findings will primarily reflect the experiences, perceptions, and limited knowledge of these reachable key informants.

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 length of survey/ discussion while being considerate of participants' time, ensuring accurate reporting of information provided*)?	Yes	
… Does not **expose data collectors to any risks as a direct result** of participation in data collection?	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)?	No	Sensitive questions will be posed regarding personal experiences of displacement, or the impact of the conflict. - Enumerators will summarise the subjects 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.

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7 Master List of collective sites is a baseline mapping conducted by the CCCM cluster with support of REACH, UNHCR, IOM, ACTED, NRC and other partners.

… 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	Vulnerable groups will not be targeted for data collection, however, in the context of conflict and displacement, it is likely that some respondents will be victims of the conflict. In order to mitigate the risk of harm to these vulnerable respondents, the following measures will be taken: - Enumerators will summarise the subjects 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.
… Follows IMPACT SOPs for management of **personally identifiable information**?	Yes	

5. Roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed
Research design	Senior Assessment Officer	Research Manager	IMPACT HQ Research, Africa-Europe Unit, Data Specialist	HQ
Supervising data collection	Field Officer	Senior Assessment Officer	Data Officer	Research Manager
Data processing (checking, cleaning)	Database Officer	Research Manager	IMPACT HQ Research, Africa-Europe Unit, Data Specialist	HQ
Data analysis	Database Officer / Assessment Officer	Research Manger	IMPACT HQ Research, Africa-Europe Unit, Data Specialist	HQ
Output production	Assessment Officer	Research Manager	IMPACT HQ Research, Africa-Europe Unit	
Dissemination	Assessment Officer	Research Manager	IMPACT HQ Research, Africa-Europe Unit	HQ

			IMPACT HQ	
Monitoring & Evaluation	Research Manager	Country Coordinator	Research, Africa-Europe Unit	HQ
Lessons learned	Research Manager	Country Coordinator	IMPACT HQ Research, Africa-Europe Unit	HQ

6. Data Analysis Plan

DATA ANALYSIS PLAN, INCLUDING ALL TOOLS, CAN BE LOCATED HERE

Data Management Plan

Administrative Data				
Research Cycle name	Profiling the Living Conditions and Housing Needs of IDPs			
Project Code	UKR2316			
Donor	IOM			
Project partners	N/A			
Research Contacts	Anatasiia Fitisova, Senior Research Manager, anatasiia.fitisova@reach-initiative.org Levena Galopoulos, Senior Assessment Officer, levena.galopoulos@impact-initaitives.org			
Data Management Plan Version	*Date: 21/06/2024*		*Version: 2*	
Related Policies	SOP: Research Cycle Data Management at IMPACT Personally Identifiable Information			
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
	□	Code book	□	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	X	Consent of participants to share personal information with other agencies
	X	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		
Who will own the copyright and Intellectual Property	IMPACT Initiatives			

Rights for the data that is collected?				

Where will data be stored and backed up during the research?	X	IMPACT/REACH Kobo Server	□	Other Kobo Server: *[specify]*
	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 IMPACT staff
	X	Form and data encryption on data collection server	□	Partners signed an MoU if accessing raw data

Kobo Access Rights

Kobo Access	Person	Account Name
View Form	Oleg Okhremenko	oleg_okh
View and Edit Form	Oleg Okhremenko	oleg_okh
View Form and Submit Data	Oleksiy Prokopiev	Severo_1
Download Data	Oleg Okhremenko	oleg_okh

Raw Data Access Rights

Raw Data Access	Reason	Person
Yes	Accountable	Oleg Okhremenko
Yes	Data review	Levena Galopoulos

Where will data be stored for long-term preservation?	X	IMPACT / REACH Global Cloud / Physical Server	□	OCHA HDX
	□	REACH Country Server	□	[Other, Specify]

Will the data be shared publically?	□	Yes	X	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 identification of individuals is to be collected.

Risk indicator	Type of identification risk	Disclosure implications	Benefits	Class	Required mitigation
Enumerators_Name	Direct identification of enumerators	Loss of privacy	Coordination during data collection; Data cleaning follow-up; partners enumerators tracking	B1	Deletion after cleaning and validation
KI_Phone number KI_Name	Direct identification of KI	Loss of privacy	Coordination during data collection; Data cleaning follow-up	B1	Deletion after cleaning and validation

Responsibilities

Data collection	REACH Enumerators and Field Officers
Data cleaning	Oleg Okhremenko, Data Officer, oleg.okhremenko@reach-initiative.org
Data analysis	Levena Galopoulos, Senior Assessment Officer, levena.galopoulos@impact-intiatives.org Iryna.Bermes, Assessment Officer, iryna.bermes@reach-initiative.org Taisiia Frank, Assessment Officer, taisiia.frank@reach-initiative.org
Data sharing/uploading	Levena Galopoulos, Senior Assessment Officer, levena.galopoulos@impact-intiatives.org Iryna.Bermes, Assessment Officer, iryna.bermes@reach-initiative.org Taisiia Frank, Assessment Officer, taisiia.frank@reach-initiative.org

7.   Monitoring & Evaluation Plan

IMPACT Objective	External M&E Indicator	Internal M&E Indicator	Focal point	Tool	Will indicator be tracked?
Humanitarian stakeholders are accessing	Number of humanitarian organisations accessing IMPACT	# of downloads of x product from Resource Center	Country request to HQ	User_log	X Yes

IMPACT products	services/products Number of individuals accessing IMPACT services/products	# 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, sendingBlue, bit.ly	Country team		X Yes
		# of visits to x webmap/x dashboard	Country request to HQ		
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			*X No*
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	*X No*
		Perceived usefulness and influence of IMPACT outputs			
		Recommendations to strengthen IMPACT programs			
		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 organizations directly contributing to IMPACT programs *(providing resources, participating to presentations, etc.)*	# of organisations providing resources (i.e.staff, vehicles, meeting space, budget, etc.) for activity implementation	Country team	Engagement_log	X Yes
		# of organisations/clusters inputting in research design and joint analysis			X Yes
		# of organisations/clusters attending briefings on findings;			X Yes