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| **Research Terms of Reference****Humanitarian Action through Volunteers, Enablers and Networks, phase II****UKR2412****Ukraine** |
| **October 2024****Version 1** | **C:\Users\Megan\AppData\Local\Microsoft\Windows\INetCache\Content.Word\REACH logo white (for a coloured background).jpg** |

# 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 – 64BAG, ACTED code - 64FOX |
| **Overall Research Timeframe**  | 01/09/2024 – 31/03/2025 |
| **Research Timeframe** | 1. Pilot/training: 30-31/10/2024 | 5. Data sent for validation: 13/12/2024 |
| 2. Start collecting data: 04/11/2024 | 6. Output sent for validation: 31/01/2025 |
| 3. Data collected: 15/11/2024 | 7. Output published: 14/02/2025 |
| 4. Data analysed: 12/12/2024 | Final presentation: 17/03/2025 |
| **Number of assessments** | **X** | **Single assessment (one cycle)** |
|  | □ | Multi-assessment (more than one cycle) |
| **Humanitarian milestones** | **Milestone** | **Deadline** |
| **X** | **Donor plan/strategy (FCDO)**  | 31/03/2025 |
| □ | Inter-cluster plan/strategy  | \_ \_/\_ \_/\_ \_ \_ \_ |
| □ | Cluster plan/strategy  | \_ \_/\_ \_/\_ \_ \_ \_ |
| **X** | NGO platform plan/strategy (ACTED) | On-going |
| □ | Other (Specify): | \_ \_/\_ \_/\_ \_ \_ \_ |
| **Audience Type & Dissemination**  | **Audience type** | **Dissemination** |
| □ Strategic□ Programmatic**X Operational**□ [Other, Specify] | **X** **General Product Mailing (RCC; ACTED; PIN; LDN; FCDO)**□ Cluster Mailing **X Presentation of findings (RCC; ACTED; PIN; LDN; FCDO)** **X Website Dissemination (Relief Web & REACH Resource Centre)**□ [Other, Specify] |
| **Detailed dissemination plan required** | □ | **Yes** | **X** | No |
| **General Objective** | The study aims to provide local and international partners with reliable, detailed insights into the economic profile of selected hromadas, labour market dynamics, access to basic services, and key challenges to inform local recovery plans and support local resilience. |
| **Specific Objective(s)** | 1. To assess and update current demographic profiles in the target hromadas, including gender-demographic, qualifications profiles, movement intentions, and priority needs of the population.
2. To explore key business opportunities and challenges within each of the target hromadas.
3. To analyse the current state, challenges, and future prospects of the labour market in the target hromadas, including perspectives of employers and job seekers.
4. To assess the needs and gaps in basic service provision and evaluate the extent to which existing or planned initiatives address them.
 |
| **Research Questions** | 1. How have demographic dynamics in the target hromadas changed as a result of the war?
	1. What is the gender-demographic and professional qualification profiles observed in the selected hromadas?
	2. What are the movement intentions of the selected hromadas population based on various criteria (age, displacement status, disability, etc.)?
2. What are the main economic opportunities and challenges for running a business in each of the target hromadas?
	1. Which sectors of the economy are dominant in the selected hromadas, and which were most affected by the war?
	2. What difficulties and barriers have local businesses faced since the war started?
	3. What support (government/non-government) exists to help businesses overcome the challenges identified? What additional support is needed?
3. What are the current situation and prospects in the target hromadas in terms of access to employment?
	1. What types of employment or occupations are predominantly sought after by working-age population within the selected hromadas? How does it align with employer demand?
	2. What barriers do the selected hromadas population face and what adapting strategies apply when accessing employment?
	3. What support could humanitarian agencies and national institutions provide to the selected hromadas population to enhance their employment?
4. What is the current state, main challenges, and a way forward to improve access to basic services in the target hromadas?
	1. What is the current state of access to basic services in the selected hromadas?
	2. What problems/difficulties do the residents of the selected hromadas face in accessing basic services?
	3. What rehabilitation, development, and modernisation projects are needed to improve the provision of basic services in the selected hromadas?
	4. What support could humanitarian, and government institutions provide to the selected hromadas population to improve their access to basic services?
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| **Geographic Coverage** | Ternuvatska and Komyshuvaska hromadas in Zaporizka oblast, Kunievska and Oskilska hromadas in Kharkivska oblast. |
| **Secondary data sources** | UN: [United Nations in Ukraine Transitional Framework](https://ukraine.un.org/sites/default/files/2024-04/UNUkraine_2022_2024_TransitionalFramework_Updated_EN.pdf). September 2022-December 2024UNDP: [UNDP and Early Recovery](https://www.undp.org/sites/g/files/zskgke326/files/publications/20121101_UNDP_early_recovery.pdf), November 2012.International Labour Organisation[: ILO Transitional Cooperation Strategy for Ukraine 2024-2025](file:///C%3A%5CUsers%5CActed-User%5CDownloads%5CILO%20Transitional%20Cooperation%20Strategy%20for%20Ukraine%202024-2025), March 2024.UNECE: [Ukraine and United Nations Sustainable Development Cooperation Framework, 2025-2029](https://unsdg.un.org/sites/default/files/2024-05/Ukraine_Cooperation_Framework_Results_Framework_2025_2029.pdf?afd_azwaf_tok=eyJhbGciOiJSUzI1NiJ9.eyJhdWQiOiJ1bnNkZy51bi5vcmciLCJleHAiOjE3Mjg4ODA3NTAsImlhdCI6MTcyODg4MDQ1MCwiaXNzIjoidGllcjEtNzZkNGZkZDc5Yy1oeDR0YiIsInN1YiI6IjMxLjQwLjExMC4yNDMiLCJkYXRhIjp7InR5cGUiOiJpc3N1ZWQiLCJyZWYiOiIyMDI0MTAxNFQwNDM0MTBaLTE3NmQ0ZmRkNzljaHg0dGJodTU3dHlmejV3MDAwMDAwMDkxZzAwMDAwMDAwczR6cSIsImIiOiJJVXpDR0NIZmtjYUJ1Qi1ta0NXcmg4dVpsZlB0YTRmUktwUzE5bHFZZHRjIiwiaCI6IlNoU2ZiOGl5M20zek5YbnRZQW56aGlhUzJ4U0I3TFVSck4wVGJDZ0FrdEUifX0.bIGB5pzO8MsfFdyftqhjFI4NLUkmWHuwcCvfjvv4_ew0gbLp9LMZhiQCdZ2pL3fr8Qb8itsndt9a2kIRcdxY45nU5qhpM7DWoobBl7i4h3A9QDqSIPGWtcmYAdZuvPH5QQYYVeTM7Qhz-eWimnf3UfmHUHsVF4bHE9B3kXUik-8y0Z5_JCc96Fq2q8QFCk0r8gv_7h3KG_JgDGFdSKBhrZrIIjuhYx3jn0-UT7-TWxpDFq9GjbEL__TeTtw1A8EZdDikoQYCTOZKk65fAFiAIz4J2k_NZ7aut0HQJ6ImOEr1qH0IO9Sk_WVudOtfAVO4VTBcPEAD2BbM3_uuyZVyCA.WF3obl2IDtqgvMFRqVdYkD5s), May 2024.USAID: [Impact of War: Frontline Communities and Resilience](https://api.scoreforpeace.org/storage/pdfs/PUB_Impact-of-War_Hromada_Feb.22.2024.pdf), February 2024.Cabinet of the Ministers of Ukraine: Resolution dated 18 July 2023, № 731 [‘On approval of procedures for the restoration and development of regions and territorial communities’](https://zakon.rada.gov.ua/laws/show/731-2023-%D0%BF#Text).Law of Ukraine ['On the principles of state regional policy’](https://zakon.rada.gov.ua/laws/show/156-19#Text) dated 05 February 2015, № 156-VIII. Ministry of Reintegration of the Temporarily Occupied Territories of Ukraine: Order dated 22 December 2022, № 309 [‘On Approval of the List of Territories in which Military Actions are (were) Conducted or Temporarily Occupied by the Russian Federation’](https://zakon.rada.gov.ua/laws/show/z1668-22#n13). |
| **Population(s)** | □ | 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] |
|  | **X** | **Host communities** | □ | [Other, Specify] |
| **Stratification** | □ | Group #: Population size per strata is known? □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** | **X** **Purposive** □ Probability / Simple random□ Probability / Stratified simple random□ Probability / Cluster sampling□ Probability / Stratified cluster sampling□ [Other, Specify] | **X** **Key informant interviews: 24**□ Group discussions(Target #):\_ \_ \_ \_ \_□ Household interview (Target #):\_ \_ \_ \_ \_□ Individual interview (Target #):\_ \_ \_ \_ \_□ Direct observations: (Target #):\_ \_ \_ \_ \_□ [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: 24****X Group discussions with business representatives and hromadas residents: 8**□ Household interview (Target #):\_ \_ \_ \_ \_□ Individual interview (Target #):\_ \_ \_ \_ \_□ Direct observations: (Target #):\_ \_ \_ \_ \_□ [Other, Specify](Target #):\_ \_ \_ \_ \_ |
| **Target level of precision if probability sampling** | - | - |
| **Data management platform(s)** | **X** | **IMPACT** | □ | UNHCR |
|  | □ | [Other, Specify] |
| **Expected output type(s)**  | □ | Situation overview: \_ \_  | □ | Report #: \_ \_ | **X** | **Profile #: 4** |
|  | □ | Factsheet: \_ \_ | **X** | **Presentation: 1** | □ | Stand-alone reference maps: |
|  | □ | Interactive dashboard #: \_ \_ | □ | Webmap #: \_ \_ | □ | Map #: \_ \_  |
|  | □ | [Other, Specify] #: \_ \_ |
| **Access**  | **X** | **Public (Profiles and presentations available on REACH resource centre and other humanitarian platforms, although a more tailored version of the presentation for partners use may be required.)**  |
| □ | Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms) |
| **Visibility** | ***REACH*** |
| ***Donor:*** *FCDO* |
| ***Coordination Framework:*** *N/A* |
| ***Partners:*** *ACTED / RCC*  |

# 2. Rationale

## 2.1. Background

Apart from other negative consequences, Russia's full-scale invasion caused significant disruption to economic activity across Ukraine, with livelihoods and basic services being the hardest hit. The Ukrainian economy has been severely impacted. There is massive damage to infrastructure and with the closure of a large number of businesses, economic activity has come to a standstill in many areas. Early projections indicate that, should the war continue in the medium to long term, up to 90% of the Ukrainian population could face poverty and extreme economic vulnerability, and the country’s socioeconomic progress could be set back by almost 20 years.[[1]](#footnote-2)

The overarching objective of the transition process that has been started is to support the government of Ukraine, including national and sub-national authorities, to address the needs of the conflict-affected and displaced population and the most vulnerable. This is carried out by strengthening the capacity of national systems to continue to adapt and respond; supporting the delivery of basic and social services; and strengthening the resilience of the people to mitigate the impact of the war and pave the way toward recovery.

Thus, while life-saving humanitarian response remains at the core interventions, in pa rallel, support interventions for development and social inclusion designed to promote recovery and reconstruction and reduce/prevent the need for humanitarian aid in the future, to the extent circumstances are needed.

One of the main parts of the restoration process in Ukraine is the development of the plans for recovery of territorial hromadas.[[2]](#footnote-3) This process is supported by various local and international non-governmental organisations. However, both local authorities and international actors often lack reliable and up-to-date information necessary for the development of effective recovery plans.

In order to fill existing information gaps, REACH will conduct an assessment in four hromadas, focusing on the overall economic situation, the state of the labour market, and access to basic services.

## 2.2 Intended Impact

Through this assessment, REACH aims to assess the current economic situation, labour market access, and basic services in selected hromadas to identify challenges and a way forward. The final goal is to complement existing data to inform transition and recovery planning, providing more effective support for local entities in creating recovery plans.

More broadly, the assessment will inform the national and international actors (RCC, ACTED, PIN, LDN) engaged in transition and recovery planning activities in the targeted areas.

# 3. Methodology

## 3.1. Methodology overview

The assessment will use a mixed approach including both quantitative and qualitative methods for collecting and analysing data. The chosen approach will make it possible to assess the current socio-economic situation of the selected hromadas, as well as to explore the underlying causes of the specific processes.

**1.** **Quantitative component** will involve a key informant survey with heads of hromadas (starostas). The survey will be designed to gather information on the demographic situation, movement intention of the hromadas’ residents, the state of provision of basic services, and the condition of critical infrastructure. The survey will primarily consist of close-ended questions based on the research questions to gather quantitative data on the above topics.

**2. Qualitative component** will complement the quantitative survey and include two separate elements: key informant interviews and focus group discussions. The qualitative component aims to gain a deeper understanding of the underlying causes of the explored processes in the target areas. The interview guides will have considerable overlap but will be tailored to capture specific perspectives from both local authorities and civil society to obtain a comprehensive picture of the economic situation on the ground.

- Key informant interviews with representatives of basic service providers, social workers, state employment centers, local CSOs or civic initiatives, and higher local authorities (raion civil-military administration, etc.). These interviews will focus on state of labour market, barriers and challenges faced by the residents of the hromadas in accessing basic services, planned and implemented rehabilitation of critical and other infrastructure, further improvement in service provision as well as prospects for economic development of the hromadas.

- Focus group discussions (FGD) will involve two types of participants: representatives of local businesses and population of the target hromadas (including IDPs, returnees, and local residents). This approach will allow us to capture the perceptions of both employers and employees in the target hromadas, identifying problems related to the overall economic situation, access to the labour market in particular, and possible solutions to them.

Interviews and focus group discussions will be conducted by REACH field teams with the support of the assessment officer. Data collection is planned for November 2024. The findings will be shared with partner organisations involved in the transition process in frontline and de-occupied areas, and also will be shared back to target hromadas authorities – to feed the recovery plans development.

## 3.2. Key definitions

**Early Recovery** is both an approach to humanitarian response which, through enhanced coordination, focuses on strengthening resilience, re-building or strengthening capacity, and contributing to solving rather than exacerbating long standing problems which have contributed to a crisis; and also, a set of specific programmatic actions to help people to move from dependence on humanitarian relief towards development.

**Resilience** refers to both the process and the outcome of successfully adapting to difficult or challenging life experiences. It is often used to refer to the economic resilience of individual households or businesses and their ability to cope with or recover from a shock and to adapt to changing economic circumstances in the wider economy. There are two key components to the concept of economic resilience. The first is the ability of households, businesses or the economy to withstand or absorb an economic shock. The second is a more dynamic component, which relates to the ability of households, businesses or the economy more broadly to adapt to changing circumstances and strengthen their ability to respond to potential future shocks.

**The reconstruction of regions and territories impacted by the conflict in Ukraine** is a set of priority organisational, financial and other measures aimed at accelerating the restoration of critical infrastructure, social infrastructure, housing and public facilities to a state that will allow the return of internally displaced persons and refugees to the region, and the creation of favourable conditions for the activities of all business entities.[[3]](#footnote-4)

**Business Environment** is the sum of all internal and external factors such as employees, customer needs and expectations, supply and demand, management, clients, suppliers, owners, activities by government, innovation in technology, social trends, market trends, economic changes, etc. These factors form the environment in which businesses operate and influence how they work.

**Labour Market** is a market that provides people with work and coordinates labour relations. The entire economically active population is in the labour market, i.e. all those who are employed, regardless of their status and whether they are looking for other or additional work, and all those who are unemployed, regardless of whether they are looking for paid work or trying to organise their own business.[[4]](#footnote-5)

**Labour force** is the number of people in or available for paid employment, also known as the workforce or manpower. According to the formal definition of the International Labour Organisation, the labour force includes the population aged 15 years and over who are either employed, unemployed or looking for work. The size of the labour force is influenced by many factors. The working age population is determined by the school leaving age and the size of the further and higher education system, as well as the retirement age and the pension system.

**Unemployment** is a phenomenon in which part of the economically active population is inactive (not working) due to a lack of suitable jobs. The main types of unemployment are frictional, structural, cyclical.

**Unemployed**, as defined by the International Labor Organization (ILO), include all persons over a certain age who, during the reference period, were "without work", i.e. not working for pay or in their own enterprise; "ready for work at a given moment", i.e. they were ready for work for pay or in their own enterprise during the reference period; "actively seeking work", i.e. they have taken specific steps in the past to look for work for pay or in their own enterprise.[[5]](#footnote-6)

**Qualification (skill)** is the ability to perform the tasks and duties of the corresponding job. Qualification is determined by the level of education and specialisation. The required level of education is achieved through the implementation of educational, vocational and upgrading training programmes and should generally correspond to the scope and complexity of professional tasks and duties.

**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.[[6]](#footnote-7)

**Civil society organization** - is a voluntary and organised association of citizens (regardless of official legalisation) that is created to pursue common interests (cultural, economic, age, regional, religious, professional, social, political, etc.).

**Local authorities** - for the purposes of this study, local authorities include representatives of the departments of economic development, social protection, and land maintenance at the local level (at the level of a specific municipality).

**Administrative service centre** – is an institution where different groups of people can receive a wide range of administrative services.

**Administrative service centre key informant** – is a representative of the administrative service centre who has expertise on the range, procedures and statistical information on the administrative services provided to the residents of hromada.

**Civil-military administration** - a state authority designed to ensure the operation of the Constitution and laws of Ukraine, guarantee the security and normalisation of the population's life, law and order, counteract sabotage and terrorist acts, and prevent a humanitarian catastrophe; in time of war, it replaces regional and local authorities.[[7]](#footnote-8)

**Employment centre** - a state institution that analyses the state of the labour market, assists citizens in finding suitable work, and provides employers with recruitment services.[[8]](#footnote-9)

**Employment centre key informant** - an employee of the employment centre who keeps records of jobseekers, ensures profiling of such persons, organises/provides social services to jobseekers, and provides support and counselling to such persons for the purpose of their further employment.

## 3.3. Population of Interest

In terms of **population of interest**, this assessment on the one hand is concentrated on the local authorities, in particular, heads of starostats, senior staff of social departments, and public service providers as the most knowledgeable informants who have relevant and up-to-date information on the economic situation in the hromada, access to employment, basic services, as well as the most common obstacles faced by hromada residents in accessing them. On the other hand, the assessment will seek to understand the perspectives of the problems and challenges in hromadas’ economy from its residents, namely representatives of local businesses, local CSOs and various population groups.

The geographical focus is on frontline and de-occupied areas in the Zaporizka (Ternuvatska and Komyshuvaska hromadas) and Kharkivska (Oskilska and Kunievska hromadas) oblasts as defined by the FCDO Humanitarian Funding Proposal.

## 3.4. Primary Data Collection

Qualitative and quantitative tools will be designed to record the current economic situation in the selected hromadas, existing problems and challenges, as well as prospects for stabilisation and improvement.

For both quantitative and qualitative components, the use of face-to-face data collection is favourable. However, given the security situation in the selected hromadas at the time of data collection, video call interviews (via various digital platforms, including social media applications) and focus group discussions may be arranged.

**Quantitative component**

Structured interviews, facilitated by the ODK Collect phone app and Kobo forms, will be used for the quantitative survey. Respondents will be selected purposively from the senior staff of each starostat of the target areas to ensure the receipt of reliable statistical information on the topics concerned.

Joint training sessions will be held for enumerators by Field Officers (FOs) and Assessment Officer (AO); testing and piloting the tools for quantitative data collection will be conducted as part of the training process.

**Qualitative component**

The semi-structured tools for the interviews with the key informants 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. When interviewing key informants, REACH will follow a purposive sampling strategy, selecting key informants based on their knowledge of the situation.

To enhance the findings from the quantitative component and key informant interviews, REACH will organise FGDs with the representatives of local businesses and habitants of the target areas.

Data collection will take place from **04 to 15 November 2024**, with field teams of two people, consisting of a moderator and a note-taker. Moderators will be drawn from field staff with experience in qualitative data collection, particularly field officers and team leaders. All key informant interviews (KIIs) will be conducted in Ukrainian or Russian, depending on respondents' preference. The FO must submit the completed data collection form (notes) as a Word document to the AO within 48 hours of the interview, together with a debrief form.

**Table 1. Tools composition**

|  |  |  |
| --- | --- | --- |
| **Sub-research question** | **Quantitative component** | **Qualitative component** |
| **KI tool** | **FGD tool** |
| What is the gender-demographic and professional qualification profiles observed in the selected hromadas? | Starosta questionnaire | Local authorities |  |
| What are the movement intentions of the selected hromadas population based on various criteria (age, displacement status, disability, etc.)? | Starosta questionnaire |  | Local residents |
| Which sectors of the economy are dominant in the selected hromadas, and which were most affected by the war? | Starosta questionnaire | Civil-military administration Employment centreCivil society organisation | Business representatives |
| What difficulties and barriers have local businesses faced since the war started? | Starosta questionnaire |  | Business representatives |
| What support (government/non-government) exists to help businesses overcome the challenges identified? What additional support is needed? |  | Local authoritiesCivil-military administration | Business representatives |
| What types of employment or occupations are predominantly sought after by working-age population within the selected hromadas? How does it align with employer demand? |  | Employment centreLocal authoritiesCivil-military administrationCivil society organisation | Local residents |
| What barriers do the selected hromadas population face and what adapting strategies apply when accessing employment? |  | Employment centreLocal authoritiesCivil-military administrationCivil society organisation | Local residents |
| What support could humanitarian agencies and national institutions provide to the selected hromadas population to enhance their employment? |  | Employment centreCivil-military administrationCivil society organisation | Local residents |
| What is the current state of access to basic services in the selected hromadas? | Starosta questionnaire | Administrative service centreLocal authoritiesCivil-military administrationCivil society organisation | Local residents |
| What problems/difficulties do the residents of the selected hromadas face in accessing basic services? | Starosta questionnaire | Administrative service centreLocal authoritiesCivil-military administrationCivil society organisation | Local residents |
| What rehabilitation, development, and modernisation projects are needed to improve the provision of basic services in the selected hromadas? | Starosta questionnaire | Local authoritiesCivil-military administrationCivil society organisation | Business representatives |
| What support could humanitarian, and government institutions provide to the selected hromadas population to improve their access to basic services? |  | Administrative service centreLocal authoritiesCivil society organisation | Local residents |

REACH will adopt the following **risk mitigation measures**:

* A monitoring of the security situation in each target area 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 shifted to the remote mode.
* 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.

## 3.5. Sampling Plan

According to the specified sampling criteria, REACH aims to interview heads of the starostats in the selected hromadas with a total number of 24 interviews. In addition, using partner networks and with the support of the hromadas authorities, REACH will follow a purposive sampling strategy to select key informants based on their knowledge of the situation and ability to provide valuable information to feed into development and recovery planning. A total of 24 of the above key informant interviews will be conducted in the target areas (representatives of administrative service canters, state employment canters, local authorities, CSOs).

To contextualise the findings from the key informant interviews, REACH will organise 8 focus group discussions - 2 FGDs in each of the selected areas, one with representatives of local businesses and another with the target hromadas residents.

**Table 2. Data collection methods and samples**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Data** | **Interview Type** | **Respondent Type** | **Target Hromada** | **Sample Size** |
| **Quantitative** | Key Informant Interview | Head of starostats (starostas) | Ternuvatska hromada, Zaporizka oblast | 6 |
| Komyshuvaska hromada, Zaporizka oblast | 7 |
| Kunievska hromada, Kharkivska oblast | 5 |
| Oskilska hromada, Kharkivska oblast | 6 |
| **Total****(quantitative):** |  | **24** |
| **Qualitative** | Focus group discussion | Representatives of local businesses | Ternuvatska and Komyshuvaska hromadas, Zaporizka oblast; Kunievska and Oskilska hromadas in Kharkivska oblast | 4 (1 per location) |
| Hromadas’ inhabitants | Ternuvatska and Komyshuvaska hromadas, Zaporizka oblast; Kunievska and Oskilska hromadas in Kharkivska oblast | 4 (1 per location) |
| **Total:** |  | **8** |
| Key informant interview | Representatives of administrative service centers, state employment centers, local authorities, CSOs, etc. | Ternuvatska and Komyshuvaska hromadas, Zaporizka oblast; Kunievska and Oskilska hromadas in Kharkivska oblast | **24**  |
| **Total:** |  | **24** |
|  |  | **TOTAL****(qualitative):** |  | **32** |

## 3.6. Data Processing & Analysis

During qualitative data collection, the Assessment Officer will regularly monitor the quality of incoming notes and debriefs to ensure that sufficient levels of details are being asked and transcribed and will communicate with field teams if questions are missed or misunderstandings by enumerators or key informants recur. Recordings can also be reviewed to address insufficient details.

During quantitative data collection, data cleaning will be performed daily. This process will involve checking for duplicates, validating time entries, and reviewing all unstructured responses. The Data Officer will maintain a cleaning log in Excel, documenting all modifications made to the raw data. If needed, the aforementioned log will be shared with the Senior Field Officer for clarification and correction every 1 or 2 days.

Quantitative data will be analysed by means of Microsoft Excel pivot tables, with the possibility of automation by means of R. Due to the small number of surveys, the analysis will be limited to descriptive statistics. Analysis will focus on absolute numbers and specific responses from key informants. Data will be analysed at the hromada level to better inform the development of local recovery plans. Comparison of hromadas within the same or different oblasts is possible upon additional request.

When collecting qualitative data, interviews and focus group discussions can be recorded with the consent of the participants. Where recording is not possible, note-takers will endeavor to take notes verbatim in the source language. The digital transcription of the notes will take place immediately after the discussions.

The qualitative data will be analysed using MAXQDA software to identify discussion topics and discussion points, allowing the IMPACT Data Saturation and Analysis Grid (DSAG) to be completed separately for FGDs and KIIs, with enumerator debrief forms included in the analysis.

* 1. **Limitations**

The research is indicative and cannot be assumed to be representative of all hromadas in Zaporizka and Kharkivska oblasts, so further conclusions should be made with caution. In addition, despite the emphasis in the introduction on anonymity and aggregation of results, as local and regional authorities are surveyed, social desirability bias may still be present in the results.

# 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 | 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? | No | 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 | Respondents will be reminded at the beginning of the interview that their participation is voluntary, and that they can withdraw their consent at any timeData 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.? | Yes |  |
| … 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 (age, sex, phone number) 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 Officer (AO)**Senior Assessment Officer* | *Research Manager (RM)*  | *Deputy Country Coordinator (DCC);**Impact HQ Research Design and Data Unit* | *ACTED; RCC*  |
| **Supervising data collection** | *REACH Senior Field Officer* | *REACH Field Operation Manager*  | *AO;* *SAO.* | *DCC;**ACTED; RCC* |
| **Data processing (checking, cleaning)** | *Data officer;**REACH Field Officers.* | *RM**AO;* | *DCC;**IMPACT HQ Research Design and Data unit*  | *ACTED; RCC*  |
| **Data analysis** | *AOs**Data officer(s)* | *RM* | *DCC;* *IMPACT HQ Research Design and Data unit* | *ACTED; RCC*  |
| **Output production** | *AO* | *RM* | *DCC;**IMPACT HQ Research Reporting Unit* | *ACTED; RCC*  |
| **Dissemination** | *AO* | *RM**DCC* | *IMPACT HQ Research Reporting and Communication Units* | *ACTED; RCC*  |
| **Monitoring & Evaluation** | *AO* | *RM¨**CC* | *IMPACT HQ Research department* | *ACTED; RCC*  |
| **Lessons learned** | *AO**SAO* | *CC* | *All REACH staff involved* | *ACTED; RCC;**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

Quantitative component: https://repository.impact-initiatives.org/resources/view-resource/?id=67087

Qualitative component: https://repository.impact-initiatives.org/resources/view-resource/?id=67089

# 7. 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/productsNumber of individuals accessing IMPACT services/products | # of downloads of x product from Resource Centre | Country request to HQ | User\_log | □ Yes  |
| # of downloads of x product from Relief Web | Country request to HQ | □ Yes  |
| # of downloads of x product from Country level platforms | Country team | □ Yes  |
| # of page clicks on x product from the REACH Global newsletter | Country request to HQ | □ Yes  |
| # of visits to x webmap/x dashboard  | Country request to HQ | □ Yes  |
|  |
| **IMPACT activities contribute to better program implementation and coordination of the humanitarian response** | Number of humanitarian organisations utilising IMPACT services/products | # references in HPC documents (HNO, SRP, Flash appeals, Cluster/sector strategies)  | Country team  | Reference\_log  |  |
| # references in single agency documents  |  |
| **Humanitarian stakeholders are using IMPACT products** | Humanitarian actors use IMPACT evidence/products as a basis for decision-making, aid planning and deliveryNumber 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 | The results of the survey will contribute to the operational activities of at least 4 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 X Yes X Yes  |
| # of organisations/clusters inputting in research design and joint analysis |
| # of organisations/clusters attending briefings on findings |

1. United Nations in Ukraine Transitional Framework. September 2022-December 2024, https://ukraine.un.org/sites/default/files/2024-04/UNUkraine\_2022\_2024\_TransitionalFramework\_Updated\_EN.pdf [↑](#footnote-ref-2)
2. Resolution of the Cabinet of the Ministers of Ukraine ‘On approval of procedures for the restoration and development of regions and territorial communities’ dated 18 July 2023, N 731, https://zakon.rada.gov.ua/laws/show/731-2023-%D0%BF#Text [↑](#footnote-ref-3)
3. Law of Ukraine 'On the principles of state regional policy’. URL: https://zakon.rada.gov.ua/laws/show/156-19#Text [↑](#footnote-ref-4)
4. https://www.ukrstat.gov.ua/metod\_polog/slovnik/21.doc [↑](#footnote-ref-5)
5. https://www.ukrstat.gov.ua/metod\_polog/slovnik/02.doc [↑](#footnote-ref-6)
6. Law of Ukraine ‘On Ensuring the Rights and Freedoms of Internally Displaced Persons’. URL: [https://zakon.rada.gov.ua/laws/show/1706-18#Text](https://zakon.rada.gov.ua/laws/show/1706-18%23Text) [↑](#footnote-ref-7)
7. Law of Ukraine ‘On civil-military administrations’. URL:<https://zakon.rada.gov.ua/laws/show/141-19#Text> [↑](#footnote-ref-8)
8. Regulations on the State Employment Service. URL: <https://zakon.rada.gov.ua/laws/show/z1305-20#n8> [↑](#footnote-ref-9)