

# Research Terms of Reference

Humanitarian Situation Monitoring

UKR2601

Ukraine

May 2026

Version 1

**REACH** Informing  
more effective  
humanitarian action

## 1. Executive Summary

<b>Country of intervention</b>	Ukraine				
<b>Type of Emergency</b>	<input type="checkbox"/>	Natural hazard	<input checked="" type="checkbox"/>	Conflict	<input type="checkbox"/> Other ( <i>specify</i> )
<b>Type of Crisis</b>	<input checked="" type="checkbox"/>	Sudden onset	<input type="checkbox"/>	Slow onset	<input type="checkbox"/> Protracted
<b>Mandating Body/ Agency</b>	OCHA, HOCGs, ICCG				
<b>IMPACT Project Code</b>	64BAO, 64BJZ, 64BAG-3				
<b>Overall Research Timeframe</b>	01/01/2026 to TBD (every 2 months, pending funding)				
<b>Research Timeframe</b>	1. Pilot/ training: 06/02/2026		6. Preliminary presentation: 16/03/2026		
	2. Start collect data: 09/02/2026		7. Outputs sent for validation: 23/03/2026		
	3. Data collected: 23/02/2026 _		8. Outputs published: 30/03/2026		
	4. Data analysed: 09/03/2026				
	5. Data and analysis sent for validation: 09/03/2026				
<b>Number of assessments</b>	<input type="checkbox"/>	Single assessment (one cycle)			
	<input checked="" type="checkbox"/>	Multi assessment (more than one cycle) <i>Every 2 months</i>			
<b>Humanitarian milestones</b>	<b>Milestone</b>		<b>Deadline (can be tentative)</b>		
	<input type="checkbox"/>	Donor plan/strategy	_ / _ / _ _ _ _		
	<input checked="" type="checkbox"/>	Inter-cluster plan/strategy	Ongoing		
	<input type="checkbox"/>	Cluster plan/strategy	_ / _ / _ _ _ _		
	<input type="checkbox"/>	NGO platform plan/strategy	_ / _ / _ _ _ _		
<input type="checkbox"/>	Other (Specify): HOCG strategic	Ongoing			
<b>Audience Type &amp; Dissemination</b>	<b>Audience type</b>		<b>Dissemination</b>		
	<input checked="" type="checkbox"/>	Strategic	<input checked="" type="checkbox"/> General Product Mailing (e.g. mail to NGO consortium; HCT participants; Donors)		
<input checked="" type="checkbox"/>	Programmatic	<input type="checkbox"/> Cluster Mailing (Education, Shelter and WASH) and presentation of findings at next cluster meeting			
<input type="checkbox"/>	Operational	<input checked="" type="checkbox"/> Presentation of findings (e.g. at HCT meeting; Cluster meeting)			
<input type="checkbox"/>	[Other, Specify]	<input checked="" type="checkbox"/> Website Dissemination (Relief Web & REACH Resource Centre)			
		<input type="checkbox"/> [Other, Specify]			

<b>Stakeholder mapping</b>	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
<b>General Objective</b>	<i>To inform humanitarian actors about the scale, scope and location of humanitarian needs through providing detailed information on humanitarian needs in frontline settlements and/or settlements close to the border with the Russian Federation, as well as how these humanitarian needs change over time, ultimately contributing to a more informed response.</i>			
<b>Specific Objective(s)</b>	<ul style="list-style-type: none"> <li>• <i>To identify immediate needs across the key activated clusters and working groups in Ukraine, namely Cash Working Group (CWG), Education in Emergencies Technical Working Group, Food Security and Livelihoods (FSL), Health, Protection and its Areas of Responsibilities (AoRs) (Child Protection, Gender-based Violence, and Mine Action), Shelter and Non-Food Items (SNFI), and Water, Sanitation and Hygiene (WASH).</i></li> <li>• <i>To monitor key demographic characteristics in settlements, including estimated population size and presence of older persons, women, children, internally displaced persons (IDPs) and returnees.</i></li> <li>• <i>Based off demographic and need information, to inform humanitarian programming.</i></li> <li>• <i>To monitor changes in humanitarian needs over time and flag to relevant actors rapid deteriorations in the humanitarian situation, with February 2026 serving as the baseline reference point for analysis.</i></li> </ul>			
<b>Research Questions</b>	<ul style="list-style-type: none"> <li>• <i>What are the needs of settlements living in frontline areas and areas close to the Ukraine-Russia border?</i></li> <li>• <i>What modalities of humanitarian assistance are needed and feasible for settlements in frontline areas and areas close to the Ukraine-Russia border?</i></li> <li>• <i>What are the key demographic characteristics and changes in settlements in frontline areas and areas close to the Ukraine-Russia border?</i></li> <li>• <i>Has the humanitarian situation changed over time in frontline areas and areas close to the Ukraine-Russia border? If so, how?</i></li> </ul>			
<b>Geographic Coverage</b>	<i>In order to respond to the current narrowed focus of the humanitarian response in Ukraine, which now prioritizes only the most severe needs, particularly vulnerable IDPs and needs located in close proximity to the front line and/or border with the Russian Federation, this assessment focuses on settlements located within 50 kilometres of the front line and/or the border with the Russian Federation. It focuses on those settlements which are administrative centers (i.e., raions [admin-2] centers or hromada [admin-3] centers), as well as all settlements which have an estimated population of over 1,000 residents shortly before the time of data collection.</i>			
<b>Secondary data sources</b>	<ul style="list-style-type: none"> <li>• <a href="#">Live Universal Awareness Map (LIVEUAMAP)</a></li> <li>• <a href="#">OCHA Frontline (Current and Historical) Dataset<sup>1</sup></a></li> <li>• <a href="#">REACH Initiative: Multi-Sector Needs Assessment</a></li> <li>• <a href="#">ACLED – Ukraine crisis analysis</a></li> <li>• <a href="#">IOM Displacement Tracking Matrix (DTM)</a></li> <li>• <a href="#">OCHA: Humanitarian Needs and Response Plan (2025)</a></li> </ul> <p><i>More detailed information can be found under Point 3.3. Secondary Data Review in the Methodology Section.</i></p>			
<b>Population(s)</b>	<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

<sup>1</sup> Access to the dataset is restricted.

	<input type="checkbox"/>	Refugees in host communities	<input type="checkbox"/>	Refugees [Other, Specify]
	<input type="checkbox"/>	Host communities	X	Settlement needs
<b>Stratification</b>	X	Geographical #: ~250 settlements Population size per strata is known? X Yes <input type="checkbox"/> No	<input type="checkbox"/>	Group #: ___ Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/>		<input type="checkbox"/>	[Other Specify] #: ___ Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Data collection tool(s)</b>	X	Structured (Quantitative)	<input type="checkbox"/>	Semi-structured (Qualitative)
		<b>Sampling method</b>		<b>Data collection method</b>
<b>Structured data collection tool # 1</b>	X	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]	X	Key informant interview (Target #): 3 – 5 per settlement depending on size <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 #):_____
<b>Target level of precision if probability sampling</b>		__% level of confidence		__+/- % margin of error
<b>Disaggregation by gender and age</b>		Gender		Age
	X	Yes	X	Yes
	<input type="checkbox"/>	No	<input type="checkbox"/>	No
<b>Data management platform(s)</b>	X	IMPACT	<input type="checkbox"/>	UNHCR
	X	Humanitarian Data Exchange]		
	X	Frontline Situational Monitoring (FSM) Platform		
<b>Expected output type(s)</b>	X	Situation overview #: Trends analysis every other round	<input type="checkbox"/>	Report #: __
	<input type="checkbox"/>	Presentation (Preliminary findings) #:	X	Presentation (Final) #: X
				Profile #: __
	X	Interactive dashboard #: 1 update per round	<input type="checkbox"/>	Webmap #: __
			<input type="checkbox"/>	Map #: __
	<input type="checkbox"/>	[Other, Specify] #: __		
<b>Access</b>	X	Public (available on REACH resource center and other humanitarian platforms)		
	X	Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)		

		<i>Datasets and other products containing settlement-level information will be disseminated on a bilateral basis and/or through restricted access on the Humanitarian Data Exchange (HDX) platform</i>
<b>Visibility</b>	<b>REACH</b>	
	<b>Donor:</b> ECHO, FCDO and Department of State	
	<b>Coordination Framework:</b> OCHA, HOCGs, ICCG	
	<b>Partners:</b> N/A	

## 2. Rationale

### 2.1 Background

Since the full-scale invasion in February 2022, people across Ukraine have faced widespread humanitarian needs. As of the most recently published updates in October 2025, an estimated 3.7 million people were internally displaced across Ukraine, 4.5 million<sup>2</sup> returned to their homes, and 5.9 million<sup>3</sup> refugees from Ukraine were recorded globally. Indeed, nearing four years since the escalation of the war in Ukraine in February 2022, the crisis continues to leave an estimated 10.8 million people in need<sup>4</sup>. While a decrease from the 12.7 million people in need of humanitarian assistance in 2025<sup>5</sup>, the estimates from 2026 nonetheless represent a substantial number and proportion of the population residing in Ukraine.

While the crisis continues, the full-scale invasion, and the humanitarian response to it, has shifted over the years. Active hostilities continue in North, East and South regions of Ukraine. However, recently, there has also been an uptick in attacks and damage, with increasing attacks on infrastructure, particularly related to energy and transportation which occur throughout the country<sup>6</sup>. Nonetheless, the ongoing damage in 2025 disproportionately affected frontline areas, accounting for the majority of all recorded damage.

In response to an original dearth (which has since been rectified) of information on humanitarian needs, namely their scale, scope, and location, as well as service access challenges, REACH has been conducting Humanitarian Situation Monitoring (HSM) since March 2022. Starting with a Rapid Needs Assessment as the first round, REACH has since completed 24 rounds of data collection aiming to cover existing information gaps and inform the response on humanitarian needs, and how they have changed over time, at the settlement level.

Following the reorientation of humanitarian programming toward frontline oblasts (admin-1), the evolving nature of the crisis, and the refocus towards the most vulnerable and most severe needs, HSM has narrowed its focus closer to the front line and/or border with the Russian Federation. Since February 2025, this has translated into a focus on settlements within 50 kilometres of the front line and/or border with the Russian Federation. In light of the evolving humanitarian context, and in preparation for Round 25, the HSM questionnaire has also been revised to reflect such shifting priorities, in terms of geography, but also the severity of needs addressed. Such updates developed in collaboration with existing humanitarian coordination structures in Ukraine. This redesign has been implemented in order to better inform the response and maintain the relevancy of HSM as a critical monitoring assessment in the information management system of Ukraine.

### 2.2 Intended impact

Overall, the HSM aims to improve the understanding of the current humanitarian situation in Ukraine by providing information on the current humanitarian needs, and their evolution, in settlements near the front line and/or border with the Russian Federation. HSM aims to address a critical information gap by providing continuous monitoring of multisectoral needs in frontline settlements. This supports operational actors by identifying areas with relatively higher severity of needs at the time of data collection, while also informing strategic actors through analysis of trends and changes in the humanitarian situation

<sup>2</sup> IOM, [General Population Survey - Round 22 – Internal Displacement](#) (January 2026).

<sup>3</sup> UNHCR, Operational Data Portal Ukraine Refugee Situation, [Situation Ukraine Refugee Situation](#) (February 2026)

<sup>4</sup> OCHA, [Humanitarian Needs and Response Plan](#) (January 2026).

<sup>5</sup> OCHA, [Humanitarian Needs and Response Plan](#) (January 2025).

<sup>6</sup> ["Exhausted Ukraine faces military and diplomatic pressure to cede the Donbas,"](#) ACLED 11 Dec 2025.

over time. In particular, the Settlement Vulnerability Index (SVI) framework aims to give humanitarian partners a comprehensive overview of the existing needs at the settlement level. The SVI scores will serve as a starting point for HSM partners to identify the main drivers of the settlement-level needs and in the areas in which settlements with heightened need are concentrated, facilitating a (re)prioritisation of response activities where relevant.

## 3. Methodology

### 3.1 Methodology overview

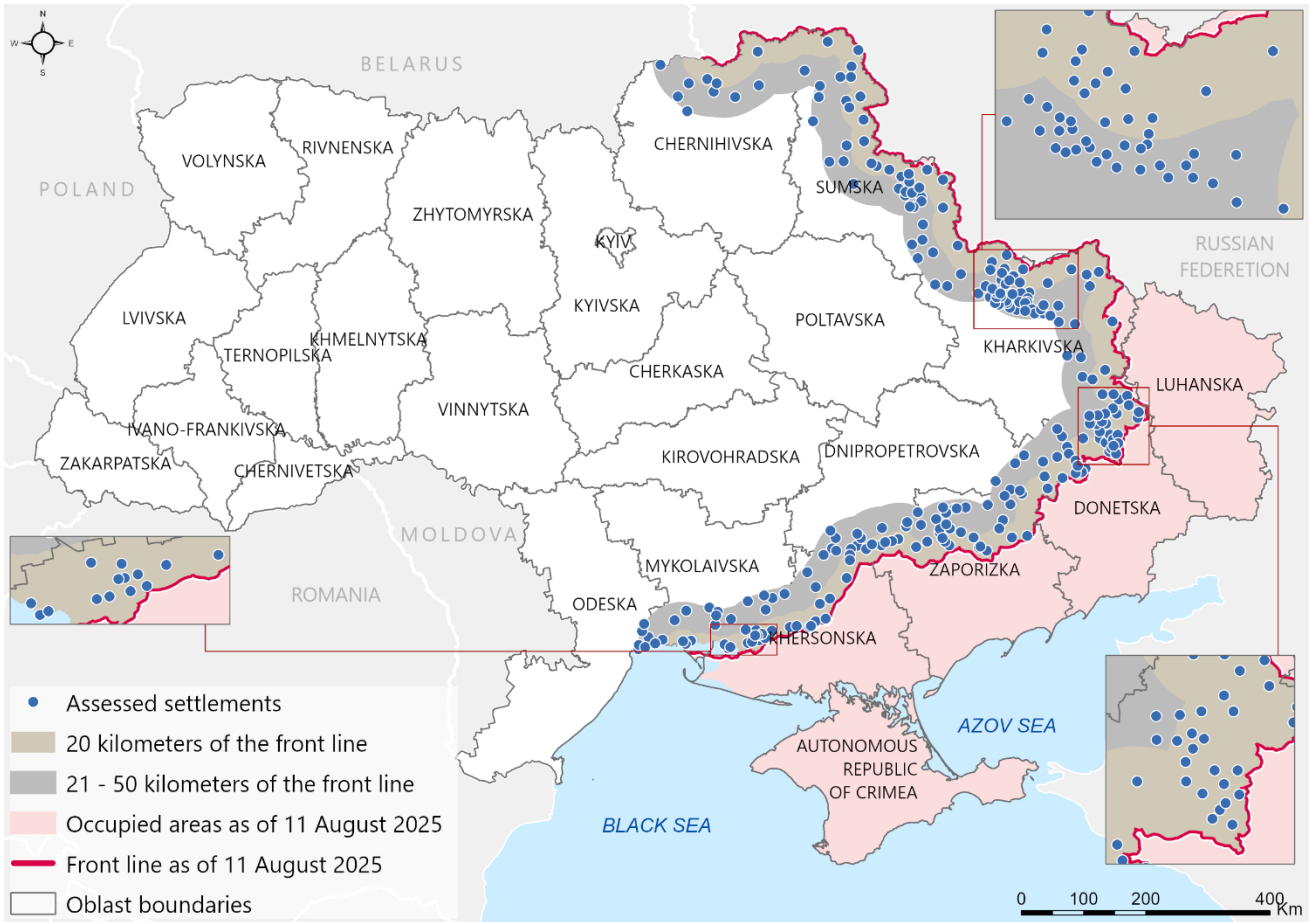
The HSM assesses settlement-level needs for settlements located within 50 kilometres of the front line and/or border with the Russian Federation. The HSM occurs every 2 months. While there are at times specific questions for the needs of IDPs within the HSM questionnaire, and demographic information on specific groups is collected, the questionnaire is designed to understand the overall needs for residents at the settlement level and not sub-population groups' vulnerabilities. Questions are designed to understand the needs of settlements in the past 2 months or currently, depending on the indicator. Additionally, some additional ad-hoc questions may be added at times depending on the relevance to the response and seasonality (e.g., winterization questions, heating needs, etc.). The questionnaire is carried out through telephone interviews and takes around 30 to 40 minutes to complete. HSM is implemented via REACH enumerators.

HSM attempts to assess those settlements which are raion (admin-2) or hromada (admin-3) centers, as well as settlements which have an estimated population of over 1,000 residents. Raion and hromada centres with fewer than 50 residents prior to data collection are excluded from the assessment, as such settlements are unlikely to have a sufficient population base to meaningfully assess settlement-level service access and humanitarian needs, and may not be relevant for response planning. As there has not been a census carried out in Ukraine since 2022, the HSM takes a hybrid approach for estimating settlement-level population, relying on both International Organization for Migration (IOM) estimated and United Nations Population Fund (UNFPA) estimates.

To assess settlement-level needs, HSM interviews two or five key informants, depending on the size of the settlement, which are representatives of local authorities, local non-governmental organizations (NGOs), or other individuals that may have specific knowledge on the situation in the settlement. Key informants have been identified by REACH since November 2025 to support the updated design of HSM. The key informants database will be continuously updated to account for attrition of respondents and the inclusion of new settlements in the sample, particularly as a result of shifts in the front line. Demographic information on key informants, namely age, gender, whether they were interviewed before, and their occupation/role, which enables them to serve as a key informant, is collected to facilitate a more nuanced trends analysis. In each round, to facilitate more effective monitoring, HSM attempts to interview the same key informants. This also allows the HSM to identify challenging key informants, i.e. those consistently overestimating settlement needs compared to other KIs, or providing other types of conflicting information.

During data analysis, HSM then aggregates the key informant answers to one data point per settlement, with select one categorical, select one categorical ordinal, multi-select, and numeric questions following different aggregation rules. Upon successful data cleaning, analysis, and aggregation, HSM then presents the findings to key stakeholders of Ukraine's response, such as the Humanitarian Operations Coordination Groups (HOCGs). Per round, the HSM dashboard is updated, and a factsheet is produced. Every other round, trend analyses are conducted.

Figure 1 - HSM Coverage Map



### 3.2 Unit of interest

HSM assesses administrative centers, namely raion and hromada centers, as well as settlements which have an estimated population of over 1,000 residents located within 50 kilometers of the front line and/or border with the Russian Federation. The identification of settlements with a population of over 1,000 residents is achieved first through identifying those settlements which lie within the 0-to-50 kilometer zone, as identified by LiveUA at the time of sampling. The data is subsequently triangulated with OCHA's Frontline (Current and Historical) Dataset. Then, HSM relies on <sup>7</sup>Flow Monitoring and Frontline Population Baseline Assessment Dataset. IOM has 100% coverage of settlement populations within the 0-to-20-kilometer zone. Thus, HSM uses such estimates for those settlements lying within the 0-to-20 kilometre zone to include or exclude certain settlements. For the 21-to-50.kilometer zone, IOM has substantially less coverage, with about 50% of settlements covered and their sampling skewed towards those they view as most impacted by the conflict. Thus, first HSM relies on IOM data for those settlements for which population statistics are available. When IOM does not have available population statistics within the 21-to-50-kilometre zone, HSM relies on estimates from the UNFPA Common Operational Dataset on Population Statistics (COD-PS)<sup>8</sup> dataset in combination with the 2022 settlement-level statistics published by the Government of Ukraine shortly before the full-scale invasion. The 2022 Government of Ukraine settlement-level statistics is updated through scaling settlement-level changes with raion-level changes recorded by the UNFPA COD-PS to then produce settlement-level estimates for those settlements not covered by IOM. Settlements are included and excluded based on the above criteria shortly before every round commences.

<sup>7</sup> Access is restricted.

<sup>8</sup> The COD-PS is one of the most reliable sources available for general population estimates at the sub-national level (i.e., raion-level) in Ukraine and is updated annually.

HSM is currently reviewing the possibility of expanding the sample beyond those settlements which meet the above criteria. Upon evaluation of the sample, there are some blank geographic areas, particularly rural areas, in which HSM has very limited data. This expanded sample is pending the availability of additional funding, but will take the largest settlements for HSM can find key informants and which are located in such blank areas (i.e., areas lying outside the 10-kilometre radius of already sampled settlements). The population of these settlements will be determined via the same approach outlined above.

Finally, settlements which do not meet the above criteria but which lie within the 0-to-50-kilometer zone and are particularly relevant to the response can be added to the sample in an ad-hoc manner.

Key informants have been recruited since by REACH enumerators November 2025 to be able to report on the settlements which fit the inclusion criteria. These key informants are often representatives of local authorities, NGO staff, or other individuals for whom it can reasonably be assumed have robust knowledge of the settlement and can provide relevant information per the HSM questionnaire. Demographic information on the key informants is collected, specifically the age, gender, whether they have been interviewed before, if they reside/physically work in the settlement, and their occupation/function which enables them to provide information on the settlement. This is done to better understand how certain demographic characteristics may impact reporting, and thus potentially adjust the sample in the future or account for such biases in the limitations more transparently. Further, to facilitate the monitoring aspect of the HSM assessment, HSM aims to interview the same KIs every time. As there are not enough key informants per settlement to randomize the sample, and thus control for biases, the HSM instead aims to interview the same KIs every time to control for the bias. Over the rounds, biases in specific settlements and/or by specific groups of key informants can be analyzed and more transparently reported in the limitations section. Further, certain key informants may be removed if trends analyses per key informant over time reveal they are reporting inaccurately. Given attrition and that the sample of settlements may change over time in accordance with population change and frontline movements, key informants will continue to be recruited on an as needed basis.

Key informants are asked to report on the needs for the identified settlements (admin-4) either currently, or within the past 2 months, depending on the indicator at the settlement-level for residents overall, with only some additional questions reserved for the specific needs of IDPs. Settlement-level was chosen given it has the highest operational relevance for the response and that key informants are likely most able to provide accurate data at this level. The HSM may add limited, additional hromada-level (admin-2) module to lessen the gaps in frontline information where specific key informants may be asked to report on the average hromada-level needs.

### 3.3 Secondary data review

Secondary source	Purpose of source
<a href="#">OCHA   Ukraine 2024 Humanitarian Needs and Response Plan (HNRP)</a>	To provide a baseline for the monitoring and re-targeting of the HNRP.
<a href="#">OCHA   Ukraine Situation Reports</a>	To enhance understanding of the context and key definitions, corroborate primary data, and validate findings through triangulation.
<a href="#">IOM DTM   Internal Displacement Reports</a>	To enhance understanding of the context and key definitions, corroborate primary data, and validate findings through triangulation.
<a href="#">UNICEF   Ukraine Situation Reports</a>	To enhance understanding of the context and key definitions, corroborate primary data, and validate findings through triangulation.

<a href="#">Data Friendly Space   Ukraine Analyses</a>	To enhance understanding of the context and key definitions, corroborate primary data, and validate findings through triangulation.
<a href="#">ACAPS   Ukraine Special Reports</a>	To enhance understanding of the context and key definitions, corroborate primary data, and validate findings through triangulation.
<a href="#">REACH Initiative   Multi-Sectoral Needs Assessment</a>	To enhance understanding of the context and key definitions, corroborate primary data, and validate findings through triangulation.
<a href="#">Institute for the Study of War (understandingwar.org)   Ukraine Conflict Updates</a>	To enhance understanding of the context and key definitions, corroborate primary data, and validate findings through triangulation.
<a href="#">Cluster reports</a>	To enhance understanding of the context and key definitions, corroborate primary data, and validate findings through triangulation.
<a href="#">UNFPA Common Operational Dataset on Population Statistics (COD-PS) 2025</a>	To refer to settlement-level population estimates used to inform the sampling frame.
<a href="#">IOM DTM   the Flow Monitoring and Frontline Population Baseline Assessment Dataset</a>	To refer to settlement-level population estimates used to inform the sampling frame.

### 3.4 Primary Data Collection

Data is collected via key informant interviews deploying a structured quantitative tool implemented by REACH enumerators via phone interviews. Data collection will occur over the course of two weeks. Data collection will be conducted using KOBO, and the access to it will be limited to enumerators and the list of REACH team who will each have their own level of access needed to perform relevant tasks. During data collection, enumerators will use smartphones for data inputs through KOBO.

The quantitative tool was developed in close coordination with humanitarian actors in Ukraine, including the HOCGs, United Nations Office for the Coordination of Humanitarian Affairs (OCHA) and relevant clusters. The HSM underwent a robust in-person consultation with the three HOCGs active in Ukraine during December 2025 to ensure the tool was supported by and relevant for key humanitarian actors in Ukraine. The quantitative tool focuses on the current humanitarian needs in the settlement, or the needs over the past 2 months, depending on the indicator. Some additional indicators may be added, and some indicators may be slightly changed, depending on such factors as seasonality (e.g., heating sources). Data collection is to happen every two months, beginning in the middle of every month. The questionnaire is designed to take 30 to 40 minutes.

Before each round, new enumerators will be trained on HSM. This will take place remotely and occur over the course of one day. The enumerators need to complete two successful pilots and successfully complete the final test before being allowed to participate in the project. Further, ad-hoc trainings may take place over the year to refresh enumerators knowledge on the tool, thus ensuring the data is accurate and reliable. Additionally, ad-hoc lessons learned will be held to ensure that the research design and its implementation is successful and that the data is relevant to the dynamic humanitarian response in Ukraine.

Depending on the size of the settlement, three or five key informants are interviewed. For settlements with an estimated population of 1,000 to 9,999, three key informants will be interviewed. For settlements with 10,000 or more residents, five key informants will be interviewed.

### 3.5 Data Processing & Analysis

Primary data will be collected through KOBO and exported to Excel. During primary data collection, the REACH Data Officer will review the data daily to ensure the data collection methodology is being followed by enumerators and investigate any outliers or other problematic data, including ensuring that the sampling methodology is carried out in accordance with the sampling plan.

The data team will keep a log of any changes, including cleaning of data, aligning to [IMPACT's Minimum Standards Checklist for Data Cleaning and Processing for Structured \(Quantitative\) Data](#) as well as [IMPACT's Data Protection SoPs](#). Cleaning of data will include conducting cross checks during data collection to ensure logical coherence and avoid errors, checking metadata is fully completed, 'other' responses are recoded accordingly, and all personalised data is removed from the dataset.

Data analysis will be conducted by producing both (i) a dataset per key informant response and (ii) an aggregated dataset at the settlement level that will be used by REACH to generate dashboards, frequency tables, factsheets, and/or briefing notes, as well as facilitate presentations of key findings. HSM will also be used to contextualise findings from REACH's Cash and Markets assessments, which inform the design and targeting of cash-based interventions in hromada centres near the front line. By incorporating a strengthened cash and markets module, HSM will complement this assessment and provide additional contextual insights to support its interpretation. The data will be aggregated to the settlement level, while the overall findings may be presented at the oblast or raion level. Hromada level is avoided, as at times HSM only has one data point per hromada. Key disaggregations include proximity to the front line and/or border with the Russian Federation, urbanity, severity of needs, and for trends analyses, the demographic characteristics of the key informants, among other disaggregations as relevant. KI responses from the same settlement will be aggregated to one data point per variable per settlement, the following outlines the aggregation rules.

Table 1. Aggregation rules

# of KIs answering the question	Type of question	Aggregation rule	If no agreement
2	Numeric	100% agreement required	Non-consensus <sup>9</sup>
	Select-one categorical	100% agreement required	Non-consensus
	Select-one ordinal	100% agreement required	Non-consensus
	Select-multiple	100% agreement required	Non-consensus
3 or more	Numeric	Median	
	Select-one categorical <sup>10</sup>	Option reported if selected by $\geq 50\%$ of KIs	Non-consensus if all options selected by $< 50\%$ of KIs
	Select-one ordinal	Converted to numerical severity levels, median calculated, and then relabeled according to the category associated with the median	Converted to numerical severity levels, mean/median calculated, and then relabeled according to the category associated with the median
	Select-multiple <sup>11</sup>	Option reported if selected by $\geq 50\%$ of KIs	Non-consensus if all options selected by $< 50\%$ of KIs.

<sup>9</sup> Non-consensus cases are estimated to be rare, as in most settlements, more than 2 KIs are interviewed. Given the low prevalence of non-consensus options and to streamline the data process, non-consensus cases in the aggregated settlement-level dataset are indicated as blank cells.

<sup>10</sup> For each response option, the number of KIs selecting each value is counted. The value with the highest frequency is retained, provided it is reported by at least half of the KIs who responded to the question. This ensures that the most commonly reported value is selected.

<sup>11</sup> Ibid

Additionally, the data will be used to calculate the SVI. The SVI framework was previously developed based on HSM indicators to determine the severity of need at the settlement level. The SVI scores will be analysed by the HSM team in order to identify assessed settlements with heightened multisectoral needs, as well as to identify the main drivers of these scores. Given the data utilized in the SVI score calculation refers to the situation in the whole settlement, it does not capture specific household inputs and potential nuances within individual household situations, such as is achieved by the Multi-Sectoral Needs Assessment (MSNA). Accounting for the different approaches, indicators used, and objectives, the current framework should not be understood as comparable with other similar frameworks, including by REACH. More detail on the SVI can be found in the annex.

### 3.6 Limitations

There are several limitations within the HSM. Firstly, the HSM is an indicative assessment based on key informant information. Thus, any information the HSM provides carries with it the bias of those specific key informants. The reporting of KIs may be influenced by their personal attitudes toward the conditions prevailing in the settlement where they are located. While HSM attempts to interview the same KIs over time to control bias, it cannot eliminate bias. Further, the HSM occurs every two months. Thus, any fluctuations within those two months are not accounted for in the assessment. The HSM is also unable to provide information on the experiences of sub-population groups. Thus, the needs of the most vulnerable in a settlement may be overlooked. Demographic data, including population estimates and information on specific population groups, should be interpreted with particular caution, as KIs provide indicative estimates based on their knowledge. Such data would typically require representative sampling approaches to ensure accuracy. Given the HSM uses telephone interviews to collect information, electricity outages may pose a challenge to data collection. Similarly, while HSM strives to have low attrition of KIs, and thus ability to control, understand and report on the biases in the sample, may negatively impact the quality of the assessment. Finally, the HSM assessment does not cover settlements with no administrative significance and an estimated population of under 1,000 residents, introducing a potential sampling and coverage bias. As a result, smaller and more rural settlements are systematically underrepresented, which may lead to an underestimation of needs in areas that are often less visible and may already have more limited access to humanitarian assistance.

## 4. Key ethical considerations and related risks

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

<i>The proposed research design...</i>	<i>Yes/ No</i>	<i>Details if no (including mitigation)</i>
... Has been coordinated with relevant stakeholders to <b>avoid unnecessary duplication</b> of data collection efforts?	Yes	
... <b>Respects respondents, their rights and dignity</b> ( <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 <b>expose data collectors to any risks as a direct result</b> of participation in data collection?	Yes	
... Does not <b>expose respondents / their communities to any risks as a direct result</b> of participation in data collection?	Yes	
... Does not involve <b>collecting information on specific topics which may be stressful and/ or re-traumatising</b> for research participants (both respondents and data collectors)?	Yes	

... Does not involve <b>data collection with minors</b> i.e. anyone less than 18 years old?	Yes	
... Does not involve <b>data collection with other vulnerable groups</b> e.g. persons with disabilities, victims/ survivors of protection incidents, etc.?	Yes	Some key informants themselves may be victims or survivors of protection incidents. To mitigate potential risks, questions related to respondents personally are limited to basic demographic information, while all other questions focus on the overall situation in the settlement.
... Follows IMPACT SOPs for management of <b>personally identifiable information</b> ?	Yes	

## 5. Roles and responsibilities

<b>Task Description</b>	<b>Responsible</b>	<b>Accountable</b>	<b>Consulted</b>	<b>Informed</b>
Research design	Senior Assessment Officer (AO)	Research Manager (RM)	Research Quality Assurance (RQA) Unit Deputy Country Coordinator (DCC), Humanitarian Actors	Country Director (CD)
Supervising data collection	Field team, AO	SAO	Field Manager, RM	
Data processing (checking, cleaning)	Data Officer (DO)	SAO	RM, IMPACT HQ Research Department	
Data analysis	DO	SAO	RM, IMPACT HQ Research Department	
Output production	AO, SAO	RM	IMPACT HQ Research Department	DCC
Dissemination	SAO,	RM	DCC	IMPACT country PD team
Monitoring & Evaluation	AO	SAO	RM, DCC	IMPACT country PD team
Lessons learned	AO, FO	SAO	RM	DCC

**Responsible:** the person(s) who executes the task

**Accountable:** the person who validates the completion of the task and is accountable of the final output or milestone

**Consulted:** the person(s) who must be consulted when the task is implemented

**Informed:** the person(s) who need to be informed when the task is completed

## 6. Data Analysis Plan

The Data Analysis Plan is available at IMPACT Resource Centre at the following [link](#).

## 7. Monitoring & Evaluation Plan

IMPACT Objective	External M&E Indicator	Internal M&E Indicator	Focal point	Tool	Will indicator be tracked?
<b>Humanitarian stakeholders are accessing IMPACT products</b>	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	<input checked="" type="checkbox"/> Yes
		# of downloads of x product from Relief Web	Senior PD, PDO		<input checked="" type="checkbox"/> 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		<input type="checkbox"/> Yes
		# of page clicks on x product from country newsletter, sendingBlue, bit.ly	Translation and Communications Officer		<input type="checkbox"/> Yes
		# of visits to x webmap/x dashboard	Country request to HQ		<input type="checkbox"/> Yes
<b>IMPACT activities contribute to better program implementation and coordination of the humanitarian response</b>	Number of humanitarian organisations utilizing IMPACT services/products	# references in HPC documents (HNO, SRP, Flash appeals, Cluster/sector strategies)	Country team	Reference_log	<input checked="" type="checkbox"/> Yes
		# references in single agency documents			
<b>Humanitarian stakeholders are using IMPACT products</b>	Humanitarian actors use IMPACT evidence/products as a basis for decision making, aid planning and delivery	Perceived relevance of IMPACT country-programs	Country team	Usage_Feedback and Usage_Survey template	<input type="checkbox"/> Yes
		Perceived usefulness and influence of IMPACT outputs			<input checked="" type="checkbox"/> Yes
		Recommendations to strengthen IMPACT programs			<input type="checkbox"/> Yes
		Perceived capacity of IMPACT staff			<input type="checkbox"/> Yes
		Perceived quality of outputs/programs			<input type="checkbox"/> Yes

	Number of humanitarian documents (HNO, HRP, cluster/agency strategic plans, etc.) directly informed by IMPACT products	Recommendations to strengthen IMPACT programs			<input type="checkbox"/> Yes
<b>Humanitarian stakeholders are engaged in IMPACT programs throughout the research cycle</b>	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	X Yes
		# of organisations/clusters inputting in research design and joint analysis			X Yes
		# of organisations/clusters attending briefings on findings;			X Yes

# Annex 1. Settlement Vulnerability Index (SVI) Framework

The Settlement Vulnerability Index Framework is available at IMPACT Resource Centre at the following [link](#).