|  |  |
| --- | --- |
| **Research Terms of Reference**  **Multi Sector Needs Assessment in NGCA – 1 Year Update (2016-2017)**  **Provision of multisector assistance in Eastern Ukraine, Ukraine** | |
| **22 August 2017**  **V.1.2** | **C:\Users\Megan\AppData\Local\Microsoft\Windows\INetCache\Content.Word\REACH logo white (for a coloured background).jpg** |

# Summary

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Country of intervention** | *Ukraine* | | | | | | |
| **Type of Emergency** |  | Natural disaster | **X** | **Conflict** | |  | Emergency |
| **Type of Crisis** |  | Sudden onset |  | Slow onset | | **X** | **Protracted** |
| **Mandating Body/ Agency** | *Humanitarian Country Team* | | | | | | |
| **Project Code** | *64AES* | | | | | | |
| **REACH Pillar** | **X** | **Planning in Emergencies** |  | Displacement | |  | Building Community Resilience |
| **Research Timeframe** | July 2017 to September 2017 | | | | | | |
| **General Objective** | To understand changes in humanitarian needs of conflict affected areas in non-government controlled areas of Ukraine to inform the humanitarian programming cycle for 2018[[1]](#footnote-1) | | | | | | |
| **Specific Objective(s)** | * To measure changes in needs in terms of i) housing and access to NFI, ii) water, sanitation and hygiene, iii) food security, iv) education, v) livelihood, vi) protection needs, and vii) healthcare * To measure changes in humanitarian assistance delivery | | | | | | |
| **Research Questions** | * What type of demographic changes have taken place since 2016 in surveyed areas? * How has household access to assets and resources (shelter and NFI) changed since August 2016? * How has household access to assets and resources (water, sanitation, and hygiene) changed since August 2016? * How has the food security status (immediate and medium-term) of households changed since August 2016? * How has access to education changed since August 2016? * How has the livelihoods status of households changed since August 2016? * How have protection concerns changed since August 2016? * How have health concerns and access to healthcare changed since August 2016? | | | | | | |
| **Research Type** |  | Quantitative |  | Qualitative | | **X** | **Mixed methods** |
| **Geographic Coverage** | Donetsk and Luhansk Non-Government Controlled Areas (NGCA) | | | | | | |
| **Target Population(s)** | Residents of Non-Government Controlled areas close to the contact line | | | | | | |
| **Data Sources** | **Secondary Data:**   * Secondary data collection from news sources, partner post distribution monitoring data, IOM, R2P, OSCE and The State Border Guard Service of Ukraine. * REACH Ukraine Multi-Sector Needs Assessment 2016   **Primary Data:** | | | | | | |
| * Household-level telephone survey of all major urban centres and settlements with populations of 20,000 or more. Collected through a major call centre, which regularly collects professional surveys of households in Ukraine. * FGDs and KIIs. Focus group participants identified to collect deeper qualitative information from specific groups of the population. | | | | | | |
| **Expected Outputs** | * 1 assessment report * 4 datasets * 1 presentation | | | | | | |
| **Key Resources** | * Partner capacities * REACH Country Focal Point * REACH Assessment Officer * REACH GIS/DB Officer | | | | | | |
| **Humanitarian milestones** |  | | | | | | |
| **Milestone** | | | | **Timeframe** | | |
|  | Cluster plan/strategy | | |  | | |
| **X** | **Inter-cluster plan/strategy** | | | HNO/HRP 2018 | | |
| **X** | **Donor plan/strategy** | | | HIP 2018 | | |
|  | NGO plan/strategy | | |  | | |
|  | Other | | |  | | |
| **Audience** |  | | | | | | |
| **Audience type** | | | | **Specific actors** | | |
|  | Operational | | |  | | |
|  | Programmatic | | |  | | |
| **X** | **Strategic** | | | *Humanitarian Country Team, operational partners in NGCA* | | |
|  | Other | | |  | | |
| **Access** |  | Public (available on REACH research center and other humanitarian platforms) | | | | | |
| **X** | **Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)** | | | | | |
|  | Other | | | | | |
| **Visibility** | *REACH, HCT, Contributing Partners* | | | | | | |
| **Dissemination** | * Continual ad-hoc presentations at the cluster meetings and appropriate humanitaritain forums. * REACH Resource Centre (internal) | | | | | | |

# 2. Background & Rationale

Despite repeated ceasefire arrangements, the security situation in eastern Ukraine remains volatile, with daily hostilities and ceasefire violations continuing in multiple locations along the ‘contact line’. In late January, heavy fighting intensified in Avdiivka and Yasynuvata in the Donetsk area and has continued into February. The sudden spike of hostilities triggered not only loss of lives, but also concerns around protection of civilians and the concurrent, sustained damage of critical civilian infrastructure. According to OHCHR, some 182 civilian casualties were reported over the first quarter of 2017, compared to 88 during the same period last year, representing an increase of 52 per cent[[2]](#footnote-2). Since February 2017, more than 6,000 security incidents have been documented in Donetsk and Luhansk highlighting the volatile situation of the active conflict.

Since February 2017, more than 170 attacks have led to collateral damage to residential properties. At the same time, during the coldest months of the year when the temperature dropped as low as -17C, access to water and heating for some 2.9 million people has been at risk. Repair teams continue to put their lives at risk, as fragile ceasefires were often broken while restored power lines were repeatedly damaged, nullifying the efforts to ensure the operation of critical infrastructure.

In addition, the political separation of NGCA and GCA continues to isolate populations in NGCA hindering the movement of supplies and basic service delivery significantly reducing access to basic services such as health care and education, employment, support networks (families/friends), social support from GoU and access to humanitarian assistance delivery. Within this context it has been discusssed by the humanitarian country team that they will develop a humanitarian response plan (HRP) based on the humanitarian needs overview (HNO).

To support this exercise, REACH will facilitate a follow up assessment covering the same areas assessed in 2016 (in the NGCA of Donetsk and Luhansk) in order to evaluate changes in humanitarian needs in these conflict affected regions. Capitalizing on efforts from the 2016 exercise, REACH will use the same indicators and questions used in 2016 to compare and analyse trends in humanitarian needs.

# Research Objectives

|  |  |
| --- | --- |
| **General Objective** | * To understand changes in humanitarian needs of conflict affected areas in Non-Government Controlled areas of Ukraine to inform the humanitarian programming cycle for 2018 |
| **Specific Objective(s)** | * To measure changes in needs in terms of i) housing and access to NFI, ii) water, sanitation and hygiene, iii) food security, iv) education, v) livelihood, vi) protection needs, and vii) healthcare * To measure changes in humanitarian assistance delivery |

# 4. Research Questions

|  |  |
| --- | --- |
| **Research Questions** | * How has household access to assets and resources (shelter and NFI) changed since August 2016? * How has household access to assets and resources (water, sanitation, and hygiene) changed since August 2016? * How has the food security status (immediate and medium-term) of households changed since August 2016? * How has access to education changed since August 2016? * How has the livelihoods status of households changed since August 2016? * How have protection concerns changed since August 2016? * How have health concerns and access to healthcare changed since August 2016? |

# 5. Methodology

##### 5.1. Methodology overview

Due to physical access restrictions in the NGCA, security issues and unreliable population data, the study will draw on multiple primary and secondary data sources to gather thorough and far-reaching information on the humanitarian needs in the NGCA. Primary data collection will adopt a mixed methods approach through a quantitative household-level survey by telephone and qualitative interviews of key informants (KI) and focus group discussions (FGD) to inform on a more comprehensive understanding of humanitarian needs. The major data sources that will be used are:

1. Secondary data review of REACH’s previous 2016 MSNA alongside publicly available information, including reports, assessments and information published on the main humanitarian information portal such as ReliefWeb, Humanitarianresponse.info and the Humanitarian Data Exchange (see Table 1).
2. Household-level telephone survey of all major urban centres and settlements with populations of 20,000 or more. Data was collected through a major call centre, which regularly conducts professional surveys of households in Ukraine.
3. FGDs and KI interviews. As detailed below, focus group participants were identified to collect deeper qualitative information from specific groups of the population. KI and FGD participants were selected to reflect specific population groups and to explore the vulnerabilities of these groups.

The primary data collection will take place in September and October 2017. The HH survey and key informant interviews will begin on the 15th of September for an estimated one month period. Focus group discussions will begin on the 20th of September to gather more detailed narrative on how the situation has changed according to the local population. Preliminary data analysis will begin when 50% of the sample has been reached to draft key findings in time for the humanitarian planning cycle.

##### 5.2. Population of interest

##### 5.3. Secondary data review

REACH will carry out an analysis of secondary data sources that include updated indicators about the humanitarian situation in the NGCA. Due to a reduction in organisations that are given permission to operate in the NGCA, this secondary data has become increasingly limited since the conflict began. The following secondary data will be analysed comparatively to better understand, compare, contrast and triangulate the populations with increased humanitarian need:

|  |  |
| --- | --- |
| Source | Assessment |
| World Food Programme and Food Security Cluster | Food Security Assessment in GCA and NGCA |
| OSCE Special Monitoring Mission to Ukraine | Daily and spot reports from the Special Monitoring Mission to Ukraine |
| International NGO Safety Organisation | Security Incident Reports |
| REACH | Multi-Sector Needs Assessment in Donetsk and Luhansk Non-Government Controlled Areas (2016) |
| International Organisation for Migration (IOM) | National Monitoring System Report on the Situation of Internally Displaced Persons (Ukraine 2017) |
| Right to Protection (R2P) | Crossing the Line of Contact. Monitoring Report (Ukraine 2017). |

##### 5.4. Primary Data Collection

Table 1. Data Collection Methods

|  |  |
| --- | --- |
| Data Collection Method | Sample size and stratification |
| Household Survey by mobile phones | >1,650 HH surveys stratified by capital and urban centres with a population size of 20,000+ implemented by partners |
| Focus Group discussions | 32 focus group discussions targeting urban and rural areas implemented by partners (four FGDs per settlement, one each for women, employed, unemployed and elderly) |
| Focus Group discussions (area of origin) | Focus group discussions with operational partners in NGCA facilitated by REACH |
| Key Informant Interviews | 48 key informant interviews targeting urban and rural areas implemented by partners (four KIIs per settlement – one for each service: health, education, local councils and markets) |
| Online Focus Group discussions (pilot) | Four online focus group discussions targeting residents in Luhansk and Donetsk NGCA |

##### Quantitative: Household Survey by landline and mobile phones

Due to recent restrictions and changes in landlines in the NGCA, the HH responses will be taken from a database of 25,000 mobile phone numbers collected by REACH implementing partners registered in NGCA KIIS, before the conflict started and based on their extensive data collection experience in the NGCA. To ensure comparability with the 2016 dataset the sampling will be designed in the following manner:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Area** | **Samples** | **Oblast** | **Samples** | **Type of Urban Areas** | **Samples** |
| NGCA | 1,632 **(1,650 target)** | Donetsk | 816 | Donetsk City | 402 |
| Other urban areas in Donetsk NGCA with more than 20,000 inhabitants based on pre-conflict data | 414 |
| Luhansk | 816 | Luhansk city | 249 |
| Other urban areas in Luhansk NGCA with more than 20,000 inhabitants based on pre-conflict data | 567 |

The sample of 1,650 households will be generalisable to the overall population in urban areas in both oblasts of the NGCA with a 95% confidence and a 5% margin of error.

The most recent population data available to facilitate the calculation of target sample sizes is the population data for voting precincts dating from 2014. It should be noted that this does not account for displacements since 2014 and accurate estimates for population in NGCA are not available.

The questionnaire will be simplified based on lessons learnt from the 2016 assessment. Such simplifications include, reducing the number of questions, especially in the areas of humanitarian assistance that required a level of detail that was sensitive, and as a result most respondents were not able to respond. Additionally, given the recent food security assessment conducted by the food security and livelihood cluster this section will also not be included.

##### Qualitative: Focus Group Discussions Component

Traditional in-person FGDs

FGDs will be conducted by REACH implementing partners, planned to include a diverse set of residents from the NGCA, covering areas targeted in the HH survey but also rural areas not available through telephone data collection methods. Depending on available locations (some areas are heavily restricted in terms of access) the assessment will compare areas close to the contact line and urban/rural settlements discussing with women and mixed groups of employed, elderly and unemployed people.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Oblast | Area | Urban | Women | Employed | Elderly | Unemployed | Total |
| Donetsk | Contact Line | Urban Settlement (Horlivka) | 1 | 1 | 1 | 1 | 4 |
|  |  | Rural Settlement  (Lebiazhe) | 1 | 1 | 1 | 1 | 4 |
|  | Non-Contact Line | Urban Settlement (Boikivske) | 1 | 1 | 1 | 1 | 4 |
|  |  | Rural Settlements  (Kumachove) | 1 | 1 | 1 | 1 | 4 |
| Luhansk | Contact Line | Urban Settlement  (Pervomaisk) | 1 | 1 | 1 | 1 | 4 |
|  |  | Rural Settlement  (Petrovenky) | 1 | 1 | 1 | 1 | 4 |
|  | Non-Contact line | Urban Settlement  (Antrasyt) | 1 | 1 | 1 | 1 | 4 |
|  |  | Rural Settlements  (Vyshneve) | 1 | 1 | 1 | 1 | 4 |
| **Total** | | | | | | | 32 |

##### Online Focus Group Discussions

REACH will pilot online focus group discussions online using via <http://chatovod.com/> set up by REACH partners KIIS to gather information from residents on their humanitarian needs and barriers to accessing services with a focus on education aspirations and perceptions of employability.[[3]](#footnote-3) These will also be carried out by REACH implementing partners who are registered in NGCA settlements and will be monitored by a REACH Assessment Officer. In total, four online FGDs will be conducted with populations disaggregated by gender and oblast.

##### Focus Group Discussions with Operational Partners

REACH will conduct four FGDs in four cities across Luhansk oblast with NGO partners who provide services in the NGCA. These structured FGDs will collect observational data from participants’ experiences working and traveling to communities on a regular basis. In total, FGD participants will provide observational data on six communities.

##### Community Key Informant Interviews

REACH will implement 48 individual interviews with community key informants[[4]](#footnote-4) to gather information around service delivery challenges in four areas: education, health, local councils and markets. As such four community members will be identified in 12 areas yielding 48 interviews:

|  |  |  |  |
| --- | --- | --- | --- |
| Area | Number of KII | Area | Number of KII |
| Yasynuvata | 4 | Pervomaisk | 4 |
| Dokuchaievsk | 4 | Luhansk | 4 |
| Donetsk | 4 | Kirovsk | 4 |
| Yenakiieve | 4 | Stakhanov | 4 |
| Makiivka | 4 | Amrosviska | 4 |
| Horlivka | 4 | Telmanove | 4 |
| Total | | | 48 |

##### 5.5. Data Analysis Plan

Secondary data will be analysed by REACH staff prior to conducting primary data collection to identify gaps and needs for the primary assessment. This gap analysis will include analysis of the comparability of data collected by the various humanitarian actors, including REACH data.

Primary HH telephone data will be entered into Excel instantaneously from KoBo. During primary data collection. A REACH assessment officer will monitor the FGD component by using a tracker to monitor results updated by partners and remotely sit in on online FGDs.

# 6. Product Typology

Table 1 : Type and number of products required

|  |  |  |
| --- | --- | --- |
| **Type of Product** | **Number of Product(s)** | **Additional information** |
| Report | 1 | One assessment report |
| Presentation | 3 | For main milestones (before data collection, preliminary findings, and final findings) |
| Map | 5 | For the report especially products around displacement and population |

# 7. Management arrangements and work plan

##### 7.1. Roles and Responsibilities, Organogram

Table 2: Description of roles and responsibilities

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task Description** | **Responsible** | **Accountable** | **Consulted** | **Informed** |
| Adjust Indicators | AO | CFP | Partners  Assessment Coordinator |  |
| Develop Questionnaire | AO | CFP | Partners |  |
| Test Questionnaire | AO | CFP |  |  |
| Adjust Questionnaire | AO | CFP |  |  |
| Code Questionnaire | KIIS | AO |  |  |
| Develop Data Analysis Plan | Data Analyst | AO | Senior Data Analyst |  |
| Data collection (HH, FGD and KII) | AO | CFP |  |  |
| Clean Data | GIS Officer | CFP | Senior Data Analyst |  |
| Data analysis | Data Analyst | CFP |  |  |
| Draft Report | AO | CFP |  |  |
| Present Draft Findings | CFP | CFP | Global Coordinator | Global Coordinator |
| Validate Draft Report | CFP | CFP | Global Coordinator | Global Coordinator |
| Review Draft Report | Report Officer | Report Officer | Global Coordinator | Global Coordinator |
| Finalize Report | CFP | CFP | Executive Director | Global Coordinator |

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

***Accountable:*** *the person who validate 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*

##### 7.2. Resources: HR, Logistic and Financial

##### 7.3. Work plan

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | July 17 | | August 17 | | | September 17 | | | | October 17 | | | November 17 | |
| Research Design |  |  | |  |  | |  |  |  | |  |  | |  |
| Questionnaire Adjusting |  |  | |  |  | |  |  |  | |  |  | |  |
| Questionnaire Validation |  |  | |  |  | |  |  |  | |  |  | |  |
| Data Collection |  |  | |  |  | |  |  |  | |  |  | |  |
| Data Cleaning |  |  | |  |  | |  |  |  | |  |  | |  |
| Data Analysis |  |  | |  |  | |  |  |  | |  |  | |  |
| Report Drafting |  |  | |  |  | |  |  |  | |  |  | |  |
| Review |  |  | |  |  | |  |  |  | |  |  | |  |
| Final Release |  |  | |  |  | |  |  |  | |  |  | |  |

# 8. Risks & Assumptions

Table 3 : List of risks and mitigating action

|  |  |
| --- | --- |
| **Risk** | **Mitigation Measure** |
| Changes in decision making bodies in NGCA does not enable data collection face to face through partner | Explore alternative data collection methods such as internet surveys |
| Deterioration of the security situation does not enable primary data collection | Delay data collection until security situation allows implementation of the activity |
| Government does not block work in target areas. | Ensure adequate communication with relevant ministries on purpose of the study |
| Target areas are adequately accessible to allow for data to be collected in a timely fashion. | Work with partners with previous access to the survey area |
| Communities in the study area consent to take part in the research. | Work with partners which have previously secured consented to take part in research |
| Security situation across study areas remains similar and permissive to telephone data collection | Identify alternative data collection options (mobile phones or internet survey) |
| Adverse weather conditions do not substantially disrupt research activities. | Conduct data collection during the summer/autumn period |
| Intended research audience remain engaged during the research process | Provide regular updated to main partners |

# 9. Monitoring and Evaluation

Table 4 : Monitoring and evaluation targets

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Impact Objective** | **External M&E Indicator** | **Internal M&E Indicator** | **Methodology** | **Focal Point** | **Tool** | **Research Specific Information** |
| **Humanitarian stakeholders are accessing IMPACT products** | Number of humanitarian organisations accessing IMPACT services/products  Number of individuals accessing IMPACT services/products | # of downloads of x product from Resource Center | User monitoring | Country request to HQ | User log | Y |
| # of downloads of x product from Relief Web | Country request to HQ | N |
| # of downloads of x product from Country level platforms | Country team | N |
| # of page clicks on x product from REACH global newsletter | Country request to HQ | N |
| # of page clicks on x product from country newsletter, sendingBlue, bit.ly | Country team | Y |
| # of visits to x webmap/x dashboard | Country request to HQ | N |
| **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) | Reference monitoring | Country team | Reference log | HNO/HRP |
| # references in single agency documents | OCHA, Cluster system |
| **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 IMPACTcountry-programs | Usage M&E | Country team | Usage feedback and Usage Survey template | Partner usage survey to be completed in December, 2018 |
| 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 |  |  |  | 1 |
| # of organisations/clusters inputting in research design and joint analysis | 5 |
| # of organisations/clusters attending briefings on findings; | 10 |

# 10. Documentation Plan

|  |  |  |  |
| --- | --- | --- | --- |
| **Document** | **Name** | **Type** | **Storage** |
| Research Terms of Reference | REACH\_UKR\_TOR\_MSNA2\_Final | .docx | Ukraine online storage (Z:) + REACH resource centre (not public) |
| Data Analysis Plan | REACH\_UKR\_Data\_MSNA2\_Final | .xlsx | Ukraine online storage (Z:) + REACH resource centre (not public) |
| HH Dataset | REACH\_UKR\_HHDataset\_Final | .xlsx | Ukraine online storage (Z:) + REACH resource centre (not public) |
| KII Dataset | REACH\_UKR\_KIIDataset\_Final | .xlsx | Ukraine online storage (Z:) + REACH resource centre (not public) |
| FGD Dataset | REACH\_UKR\_FGDDataset\_Final | .xlsx | Ukraine online storage (Z:) + REACH resource centre (not public) |
| MSNA Report | REACH\_UKR\_Report\_MSNA\_Final | .docx | Ukraine online storage (Z:) + REACH resource centre (not public) |

# 11. Annexes

1. Data Management Plan
2. Questionnaire(s) / Tool(s)
3. Dissemination Matrix

# Annex 1 : Data Management Plan

|  |  |
| --- | --- |
|  |  |
| **Administrative Data** | |
| Project Name | Provision of multisector assistance in Eastern Ukraine, Ukraine |
| Project Code | TBC |
| Donor | ECHO |
| Project partners |  |
| Project Description | Assesss changes in humanitarian needs since 2016 in the non-government controlled areas of Ukraine |
| Project Data Contacts | [urkaine@reach-initiative.org](mailto:urkaine@reach-initiative.org) |
| DMP Version | V.0 |
| Related Policies |  |
| **Data Collection** | |
| What data will you collect or create? | The project will collect household, key informant and focus group discussion data to inform humanitarian planning in eastern ukraine. This will include both quantitative and qualitative data collected through telephone and in-person surveys. |
| How will the data be collected or created? | The telephone surveys will be collected using Computer-assisted telephone interviewing (CATI) in which the interviewer follows a script provided by a software application. The data will be stored in an .xlsx format and stored on REACH servers in county and globally.  The key informant and focus group discussions data will be collected through written transcriptions and recordings for validation purposes.  The data will be compared to the data collected in the last year survey conducted by REACH.  Versioning will be controlled through daily storage of data collection progress and checking by the REACH GIS officer. |
| **Documentation and Metadata** | |
| What documentation and metadata will accompany the data? | The data will be accompanied by a data cleaning log to document changes to the data and track changes or edits based on logical checks. This information will be collected and stored in the dataset documents.  The metadata will follow the basic level of details required from HDX including: organization, locations, tags, formats and licenses |
| **Ethics and Legal Compliance** | |
| How will you manage any ethical issues? | Consent will be requested before starting the interview. If the consent is not provided the interview will end. This will be documented in the questionnaire response and checked through spot verification conducted by REACH.  Identities of survey respondents will be preserved through anonymization of data by removing personally identifiable information prior to sharing externally. |
| How will you manage copyright and Intellectual Property Rights (IPR) issues? | Data will be owned by REACH and its commissioning agency (ECHO). The data will be available to humanitarian partners in Ukraine who have ongoing operations in the non-government controlled areas of Ukraine. The data will be restricted to internal use and not be shared to a third party without written consent from REACH. Data sharing will be restricted. |
| **Storage and Backup** | |
| How will the data be stored and backed up during the research? | All data will be stored on the REACH server in Ukraine and backed up on the REACH resource center on the CERN servers. Once a month the data from the server will be saved to a REACH external hard disk drive. The access to the server is password protected. |
| How will you manage access and security? | Access to the server is limited to REACH staff in Ukraine and the hard disk driver is only accessible to the logistics officer. |
| **Selection and Preservation** | |
| Which data should be retained, shared, and/or preserved? | All primary data collected will be retained and preserved for contractual and legal purposes.  The data will be preserved for a minimum of seven years according to contractual obligations under the grant agreement with ECHO. |
| What is the long-term preservation plan for the dataset? | Due to the sensitive nature of data collection in the survey area no specific actions are foreseen to overcome or minimize restrictions. In case of improvement in the political situation of the survey area data will be made available in a less restricted manner through public sharing on the REACH resource center. |
| **Data Sharing** | |
| How will you share the data? | Data will be shared via limited access Microsoft 365 solutions |
| Are any restrictions on  data sharing required? | Access will only be granted for the required period of analysis and will be individual (login required) |
| **Responsibilities** | |
| Who will be responsible for data management? | Overall responsibility for data management will be the responsibility of the REACH country focal point in Ukraine |

Adapted from:

DCC. (2013). Checklist for a Data Management Plan. v.4.0. Edinburgh: Digital Curation

Centre. Available online: http://www.dcc.ac.uk/resources/data-management-plans

# Annex 2 : Questionnaire(s) / Tool(s)

## HH Survey

|  |
| --- |
| *Current Oblast* |
| *Current Settlement* |
| *What is your name?* |
| *What is the settlement you currently live in?* |
| *А2. What is your sex?* |
| *А3. What is your age?* |
| *А4. Are you a head of the HH?* |
| *А5. Gender of the head of the HH?* |
| *А6. Age of the head of the HH? (years)* |
| *А7. What is the marital status of the head of household?* |
| *А7.1. What is the level of completed education of the head of household?* |
| *А8. Are you hosting IDPs who were not living with your household prior to the conflict, for more than 3 months?* |
| *А9. Are you sharing income with the IDPs that you are currently hosting?* |
| *А10. How many hosted IDPs are a part of this household?* |
| *А11. Including yourself, what is the number of persons in the household?* |
| *А12.1. Write number of total individuals per group.* |
| *В1. Was any member of your household previously displaced for more than 3 months?* |
| *В2. Why did your household choose to return?* |
| *В3. How many of these members are still registered as an IDP?* |
| *В4. Is any member of your household still displaced (not returned back)?* |
| *В5. What are the main reasons for them being displaced?* |
| *B6.1. When was your household or its members displaced from your home for the first time? month?* |
| *В6.2. Year?* |
| *В7.1 Where was your household or household member last living before moving back to your home/ still are living? In which oblast?* |
| *В7.2. Rayon?* |
| *В7.3. Settlement (city/town or village)?* |
| *В8.1. When did your household or household member return to this current accommodation? Month?* |
| *В8.2. Year?* |
| *В9. Have any children from your household been separated and currently in care of others?* |
| *С1. What type of accommodation does the household currently reside in?* |
| *С2. Do you have any documents recognized by government, proving your rights for property where you currently live?* |
| *С3. Please specify which currencies used your HH for paying any goods and services during last 3 months?* |
| *C4.1. How much do you pay in rent on a monthly basis? In RUB* |
| *C4.2. How much do you pay in rent on a monthly basis? In UAH* |
| *С5.1. How much do you pay for utilities on a monthly basis? In RUB* |
| *С5.2. How much do you pay for utilities on a monthly basis? In UAH* |
| *С6.1. How much in average do you pay for heating in month in the winter time in RUB?* |
| *С6.2. How much in average do you pay for heating in month in the winter time in UAH?* |
| *С7. Does your household have access to the electricity network?* |
| *С8. Why does not your household receive the electricity from the central line?* |
| *С9. Is your shelter which you currently are living in damaged ?* |
| *С10. How many rooms (living rooms or bedrooms) are there in your accommodation?* |
| *С11. Do you experience water leakage in your current shelter when it rains?* |
| *С12. Is your shelter fully fitted with all doors?* |
| *С13. Is your shelter fully fitted with all windows?* |
| *С14. Is your shelter fully fitted with all flooring?* |
| *C15. Are there cracks in the walls of your current shelter?* |
| *С16. Are there cracks in the floors of your current shelter?* |
| *С17.1. Does your household have at least one per person of the following items? Mattress* |
| *С17.2. Blanket* |
| *С17.3. Warm jacket* |
| *С17.4. Pair of socks* |
| *С17.5. Bed sheets* |
| *С17.6. Towel* |
| *С17.7. Warm underwear* |
| *С17.8. Pair of winter shoes* |
| *С18.1. Do your household have at least one (set) of the following items in your household? Air cooler?* |
| *С18.2. Refrigerator* |
| *С18.3. Cleaning equipment* |
| *С18.4. Movable heater* |
| *С18.5. Stove* |
| *С18.6. Soap (detergent)* |
| *С18.7. Household fuel (gas, coal, kerosene, etc.)* |
| *С18.8. Kitchen utensils* |
| *С18.9. Shampoo* |
| *С18.10. Baby diapers* |
| *С18.11. Sanitary pads* |
| *С18.12. Adult diapers* |
| *D1. Currently, what is the main source of drinking water for your household?* |
| *D2. Currently, what is the location of the main source of drinking water?* |
| *D3. Before the conflict, what was the main source of drinking water for your household?* |
| *D4. Currently, what is the main source of water for non-drinking purposes?* |
| *D5. Currently, what is the location of the main source of water for other purposes?* |
| *D6. Before the conflict, what was the main source of water for non-drinking purposes?* |
| *D7. Do you treat water prior to consumption? If yes, which method do you use?* |
| *D8. Does your household experience water shortages? If yes, how often?* |
| *D9. What coping strategies, if any, have you adopted in response to limited access to water?* |
| *D10. Do you have sufficient water storage capacity to bridge any piped supply cuts or shortages?* |
| *D11. Do you grow food that requires irrigation / watering?* |
| *D12. What type of toilet does your household have access to?* |
| *D13. Are these toilets accessible for older people and people with disabilities?* |
| *D14. Is there a door with lock in this toilet?* |
| *D15. Please specify if this toilet is used only by your HH, you share this with other HH or this is a public toilet?* |
| *Е1. Do you face problems in accessing the market? If yes, what type of problems?* |
| *Е2. How far is the nearest market (like grocery store, vegetable shop, open market etc.) from your accommodation?* |
| *Е3.1. How much, if any, did your household spend the following items the past 30 days? (Currency specified in C3)* |
| *Е4.1. How many members of your household worked during the last 30 days?* |
| *Е5. In the past 30 days, what has been the primary occupation of the main breadwinner of your household?* |
| *Е6. Did the main breadwinner of your household have a different primary job before the start of the conflict from what they have now?* |
| *Е7. If yes, what was their job before the conflict?* |
| *Е8. If yes, what was the reason for the changed job?* |
| *Е9. Have you or anyone else in your household faced difficulties in finding employment?* |
| *Е10. If yes, what is the main problem you face?* |
| *E11.1. In the past 30 days, what was the 1st the most important source of income for your household?* |
| *Е11.2. In the past 30 days, what was the 2nd the most important source of income for your household?* |
| *Е11.3 In the past 30 days, what was the 3rd the most important source of income for your household?* |
| *Е12. Please specify which currencies your HH received income during last 30 days?* |
| *Е12.1. What was the total combined household income (not including social benefits, pension and humanitarian assistance) in the past 30 days in RUB?* |
| *Е12.2. What was the total combined household income (not including social benefits, pension and humanitarian assistance) in the past 30 days in UAH?* |
| *Е12.3. What was the total combined household income (not including social benefits, pension and humanitarian assistance) in the past 30 days in Other currencies?* |
| *Е13. Does anyone in your HH receive pensions/social payments (from Ukraine, DPR/LPR)? If yes, in which way?* |
| *Е14.1. Which from mentioned below payments or social benefits receive the members of your HH?* |
| *Е14.2 Which of them members of your household have received during the last 30 days?* |
| *Е15.1 What was the total combined income received from pension in the past 30 days? In RUB?* |
| *Е15.2 What was the total combined income received from pension in the past 30 days? In UAH?* |
| *Е16.1 What was the total combined income received from social benefits (not including pension) in the past 30 days? In RUB* |
| *Е16.2 What was the total combined income received from social benefits (not including pension) in the past 30 days? In UAH* |
| *Е17. Please, tell us, have you received all required social payments?* |
| *Е18. Why have not you received any of payments?* |
| *Е19.1. How many months in total have you missed pension? From LPR/DPR?* |
| *Е19.2. How many months in total have you missed pension? From Ukrainian Government?* |
| *Е20. Please, tell us, have you received all required pensions?* |
| *Е21. Why you have not receive pensions?* |
| *Е22.1. How many months in total have you missed pension? From LPR/DPR?* |
| *Е22.2. How many months in total have you missed pension? From Ukrainian Government?* |
| *Е23.1 Can you please tell us approximately how much savings does your household have presently? IF YES Please, tell us an approximate size of yours HHs savings in RUB for present moment.* |
| *Е23.2 Please, tell us an approximate size of yours HHs savings in UAH for present moment.* |
| *Е23.3 Please, tell us an approximate size of yours HHs savings in Other currencies for present moment.* |
| *Е24.1 In the past 30 days, did anyone in your household have to engage in any coping strategies (see following list)? Sold assets/goods (radio/furniture/TV...)?* |
| *Е24.2. Spent savings?* |
| *Е24.3. Purchased food on credit or borrowed food?* |
| *Е24.4. Sent HHs members to eat/live with another family?* |
| *Е24.5. Sold any productive assets / means of transport (sewing machine/carЕ)?* |
| *Е24.6. Reduced essential health and education expenses?* |
| *Е24.7. Sold house or land?* |
| *Е24.8. All family moved or has been displaced?* |
| *Е24.9. Anyone in your household moved elsewhere in search of work?* |
| *Е24.10. Did anyone in your household resort to an illegal or high risk or degrading job?* |
| *H1.1. How many days during the past 7 days did members of your household eat the following food items, prepared and/or consumed at home? Cereals, grains (rice, pasta, bread, buckwheat)?* |
| *Н1.2. Please, indicate sources of these food items: cereals, grains (rice, pasta, bread, buckwheat)?* |
| *Н2.1 Quantity of days from 7: roots & tubers (potato, onions)* |
| *H2.2. Please, indicate sources of these food items: roots & tubers (potato, onions)* |
| *H3.1. Quantity of days from 7: vegetables & leaves (tomato, cucumber, carrots, preserved/pickled/salted vegetables)* |
| *H3.2. Please, indicate sources of these food items: vegetables & leaves (tomato, cucumber, carrots, preserved/pickled/salted vegetables)* |
| *H4.1. Quantity of days from 7: fruits (apple, banana, citrus, apricot, peach etc.)* |
| *H4.2. Please, indicate sources of these food items: fruits (apple, banana, citrus, apricot, peach etc.)* |
| *H5.1. Quantity of days from 7: Meat, fish (beef, lamb, pork, chicken, fish)* |
| *H5.2. Please, indicate sources of these food items: Meat, fish (beef, lamb, pork, chicken, fish)* |
| *H6.1. Quantity of days from 7: eggs* |
| *H6.2. Please, indicate sources of these food items: eggs* |
| *H7.1. Quantity of days from 7: pulses, nuts & seeds (beans, chickpeas, lentils, other)* |
| *H7.2. Please, indicate sources of these food items: pulses, nuts & seeds (beans, chickpeas, lentils, other)* |
| *H8.1. Quantity of days from 7: milk and dairy products (milk, yoghurt, cheese)* |
| *H8.2. Please, indicate sources of these food items: milk and dairy products (milk, yoghurt, cheese)* |
| *H9.1. Quantity of days from 7: oil / fat (vegetable oil, butter, fat (salo), margarine)* |
| *H9.2. Please, indicate sources of these food items: oil / fat (vegetable oil, butter, fat (salo), margarine)* |
| *Н10.1. Quantity of days from 7: sugar / sweets (honey, cakes and sweets, sugary drinks)* |
| *Н10.2. Please, indicate sources of these food items: sugar / sweets (honey, cakes and sweets, sugary drinks)* |
| *Н11.1. Quantity of days from 7: condiments / spices (tea, coffee, garlic, spices)* |
| *Н11.2. Please, indicate sources of these food items: condiments / spices (tea, coffee, garlic, spices)* |
| *Н12.1. In the past 7 days, if there have been times when you did not have enough food or money to buy food, how often has your household had to: Rely on less preferred, less expensive food? (how often)* |
| *Н12.2. Borrow food or rely on help from friends or relatives?* |
| *H12.3. Reduce number of meals eaten per day?* |
| *Н12.4. Reduce portion size of meals?* |
| *Н12.5. Reduced food intake for adults to economy some food for children?* |
| *F1. Did any child (2 - 17 years old) in your household receive formal education in the previous academic year?* |
| *F2.1. How many children in your household were attending education facility in the previous year?* |
| *F3. Were all children aged from 2 to 17 enrolled to educational facilities last year? If a child was not attending, why was this?* |
| *F4. Will you enroll/have you enrolled all your children for the coming academic year (2017-2018)?* |
| *F5.1. How many children in your household are not enrolled in an academic institution for the upcoming year (2017-2018)?* |
| *F6. Why are they not enrolled? In 2017-2018?* |
| *F7. Did those children who were enrolled the educational process last year experienced any gap in the educational process since the beginning of the conflict?* |
| *F8.1.1. What was the total number of months combined that every child missed during the conflict? Please tell us an age, gender and gap of every child. Child 1* |
| *F8.2.1. Child 2* |
| *F8.3.1. Child 3* |
| *F8.4.1. Child 4* |
| *F8.5.1. Child 5* |
| *F9. Why did they experience a gap?* |
| *G1. Is your household caring for unrelated minors under the age of 16?* |
| *G2. Do you have pregnant and/or lactating women in the household? If yes, how many?* |
| *G2.2. Do pregnant women of your HH pass regular medical research during the pregnant period?* |
| *G3. Are there people with disability in your HH? If so, how many?* |
| *G4. What type of disabilities do your household members have?* |
| *G5. Do disabled members of your HH receive a career assistance?* |
| *G6. Do you have individuals missing documentation in your household?* |
| *G7. How many individuals in your household are missing documentation?* |
| *G8. Which documents are they missing specifically due to the displacement or the conflict?* |
| *G9. Why are the documents missing or unavailable?* |
| *I1. Does your household have access to a land plot?* |
| *I2. How is your land plot used?* |
| *J1. How far is the nearest health facility from your accommodation? (Hospital, medical point, policlinic)* |
| *J2. Is the nearest health facility still functional?* |
| *J3. Why is the nearest health facility not functional?* |
| *J4. Does anyone in your household have problems in accessing health care?* |
| *J5. If so, why?* |
| *J6. Are there members in your HH who suffer from a chronic illness?* |
| *J7.1. How many members of the HH suffer from such chronical diseases? cardio-vascular (hypertension)?* |
| *J7.2. Tuberculosis.* |
| *J7.3. Cancer* |
| *J7.4. Diabetes* |
| *J7.5. Other chronic respiratory infection like Asthma* |
| *J7.6. Other chronical diseases (specify)* |
| *J8. Are there members of you HH who suffer from a communicable illness?* |
| *J9.1. How many members of your HH currently suffer from communicable illnesses? Suspected meningitis?* |
| *J9.2. Acute Flaccid Paralysis (suspected Polio))* |
| *J9.3. Acute Jaundice Syndrome (suspected Hepatitis A)* |
| *J9.4. Suspected Measles* |
| *J9.5. Respiratory Infections* |
| *J9.6. Diarrhea* |
| *J9.7. Other communicable illnesses (specify)* |
| *М1. What assistance has been received by the HH since the beginning of the crisis?* |
| *М2.0 Which organization(s) have you received money support from?* |
| *М2.1 How many times did you receive cash assistance?* |
| *М2.2 When was the last time you received support?* |
| *М2.3.1 What was an amount in RUB you received last time as a humanitarian assistance?* |
| *М2.3.2 What was an amount in UAH you received last time as a humanitarian assistance?* |
| *М3.0 Which organization(s) have you received food support from?* |
| *М3.1 How many times have you received support for food needs?* |
| *М3.2 When was the last time you received such support?* |
| *М3.3. In what form has the assistance been delivered?* |
| *М4.0 Which organization(s) have you received water related support from?* |
| *М4.1 How many times have you received support for water related needs?* |
| *М4.2 When was the last time you received such support?* |
| *М4.3. In what form has the assistance been delivered?* |
| *М5.0 Which organization(s) have you received fuel related support from?* |
| *М5.1 How many times have you received support for fuel related needs?* |
| *М5.2 When was the last time you received such support?* |
| *М5.3. In what form has the assistance been delivered?* |
| *М6.0 Which organization(s) have you received shelter related support from?* |
| *М6.1 How many times have you received support for shelter related needs?* |
| *М6.2 When was the last time you received such support?* |
| *М6.3. In what form has the assistance been delivered?* |
| *М7.0 Which organization(s) have you received winterization related support from?* |
| *М7.1. How many times have you received support for winter preparing related needs?* |
| *М7.2. When was the last time you received such support?* |
| *М7.3. In what form has the assistance been delivered?* |
| *М8.0 Which organization(s) have you received any other NFI support from?* |
| *М8.1. How many times have you received NFI support or support related to NFI needs?* |
| *М8.2. When was the last time you received such support?* |
| *М8.3. In what form has the assistance been delivered?* |
| *М9.0 Which organization(s) have you received education related assistance from?* |
| *М9.1. How many times have you received support for education related needs?* |
| *М9.2. When was the last time you received such support?* |
| *М9.3. In what form has the assistance been delivered?* |
| *М10.0 Which organization(s) have you received agriculture related assistance from?* |
| *М10.1. How many times have you received support for agriculture related needs?* |
| *М10.2. When was the last time you received such support?* |
| *М10.3. In what form has the assistance been delivered?* |
| *М11.0 Which organization(s) have you received healthcare related assistance from?* |
| *М11.1. How many times have you received support for healthcare related needs?* |
| *М11.2. When was the last time you received such support?* |
| *М11.3. In what form has the assistance been delivered?* |
| *М12.0 Which organization(s) have you received legal assistance from?* |
| *М12.1. How many times have you received legal support?* |
| *М12.2. When was the last time you received such support?* |
| *М12.3. In what form has the assistance been delivered?* |
| *М13.0. Which organization(s) have you received psychological assistance from?* |
| *М13.1. How many times have you received psychological support?* |
| *М13.2. When was the last time you received such support?* |
| *М13.3. In what form has the assistance been delivered?* |
| *М14.1. Please evaluate the approximate total size of all humanitarian assistance received by your HH during last 30 days, including all types of assistance from any organizations? Which ammount have you received in RUB (except for you received in UAH)?* |
| *М14.2. Which amount did you receive in UAH?* |
| *М15. Does your HH feel a need in humanitarian assistance?* |
| *M15.1. If so, what kind of humanitarian assistance does your HH need in future?* |
| *Ph1. If we will have any extra questions, could we contact your HH by phone to find out?* |
| *Ph2.1.a a. Phone number of head of HH* |
| *Ph2.1.b. a. Name of head of HH* |

# Annex 3 : Dissemination Matrix

|  |  |
| --- | --- |
| **Dissemination Channel** | **Comments** |
| Resource Centre (Internal use only) | Upload all data to the resource centre |
| Sendin Blue | Share data with partners through Sendin Blue |

1. Comparing data collected to the REACH Ukraine MSNA carried out in 2016 [↑](#footnote-ref-1)
2. According to the UN Human Rights Monitoring Mission in Ukraine, Office of the High Commissioner for Human Rights (OHCHR) [↑](#footnote-ref-2)
3. For the online chat FGDs each participant fills out an online screening questionnaire and if they fit the criteria of stratification. He/she will then be invited to join the FGD with a link. All participants join the chat and the moderator asks questions to everyone at the same time. [↑](#footnote-ref-3)
4. Community leaders were selected as community key informants [↑](#footnote-ref-4)