

# Research Terms of Reference

Area-based assessment in Mykolaiv city

UKR2305

Ukraine

February 2023

V1

**REACH** Informing  
more effective  
humanitarian action

## 1. Executive Summary

<b>Country of intervention</b>	Ukraine				
<b>Type of Emergency</b>	<input type="checkbox"/>	Natural disaster	<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>	Global Affairs Canada (GAC)				
<b>IMPACT Project Code</b>	64FBO				
<b>Overall Research Timeframe</b> ( <i>from research design to final outputs / M&amp;E</i> )	06/02/2023 to 31/03/2023				
<b>Research Timeframe</b> <i>Add planned deadlines (for first cycle if more than 1)</i>	1. Pilot/ training: 09/03/2023		6. Preliminary presentation: 31/04/2023		
	2. Start collect data: 09/03/2023		7. Outputs sent for validation: 07/04/2023		
	3. Data collected: 22/03/2023		8. Outputs published: 14/04/2023		
	4. Data analysed: 28/03/2023		9. Final presentation: 17/04/2023		
	5. Data sent for validation: 28/03/2023				
<b>Number of assessments</b>	<input checked="" type="checkbox"/>	Single assessment (one cycle)			
	<input type="checkbox"/>	Multi-assessment (more than one cycle) <i>[Describe here the frequency of the cycle]</i>			
<b>Humanitarian milestones</b> <i>Specify what will the assessment inform and when</i> <i>e.g. The shelter cluster will use this data to draft its Revised Flash Appeal;</i>	<b>Milestone</b>		<b>Deadline</b>		
	<input type="checkbox"/>	Donor plan/strategy			
	<input type="checkbox"/>	Inter-cluster plan/strategy	__/__/__		
	<input checked="" type="checkbox"/>	Cluster plan/strategy (Education, Health)	ongoing		
	<input type="checkbox"/>	NGO platform plan/strategy	__/__/__		
	<input type="checkbox"/>	Other (Specify): partner NGO (ACTED) plan/ strategy	__/__/__		
	<b>Audience type</b>		<b>Dissemination</b>		

<b>Audience Type &amp; Dissemination</b> Specify <i>who</i> will the assessment inform and <i>how</i> you will disseminate to inform the audience	X Strategic X Programmatic <input type="checkbox"/> Operational <input type="checkbox"/> [Other, Specify]		X General Product Mailing (e.g. mail to NGO consortium; HCT participants; Donors) X Cluster Mailing (Protection, Education, Shelter and WASH) and presentation of findings at next cluster meeting X Presentation of findings (e.g. at HCT meeting; Cluster meetings) X Website Dissemination (Relief Web & REACH Resource Centre, Humanitarian Response) X Distribution to local actors (local authorities, civil society, NGOs).	
<b>Detailed dissemination plan required</b>	<input type="checkbox"/>	Yes	X	No
<b>General Objective</b>	To inform an area-based response of local and international humanitarian and development actors on priority needs and capacity gaps of public services provision, in particular those used by women and children, in the city of Mykolaiv.			
<b>Specific Objective(s)</b>	<ol style="list-style-type: none"> <li>1. To inform local and international aid actors about the scale and level of disruption of public services facilities (social service centers; health facilities hospitals, maternity hospitals, children hospitals; education: schools, kindergartens; protection services: MHPSS, services for children with disabilities) in Mykolaiv city.</li> <li>2. To inform local and international aid actors about the priority needs of women and children in terms of access to public services in the city.</li> <li>3. To inform local and international aid actors about the functionality disruption (including current needs and priorities) and capacity gaps in the public services provision and humanitarian response.</li> <li>4. To inform city response planning by identifying actors and actions required for filling the capacity gap and improving public service delivery in the city.</li> <li>5. To inform response planning in terms of response limitations, such as access issues, and environmental or security risks.</li> </ol>			
<b>Research Questions</b>	<ol style="list-style-type: none"> <li>1. What has been the impact of war on public services provision for women and children since 24 February 2022 in the assessed area?           <ol style="list-style-type: none"> <li>a. At the time of data collection, what is the level of disruption of public services delivery for women and children in the city?</li> <li>b. How does damage to infrastructure impact the service delivery?</li> <li>c. What other factors enable or constrict service provision capabilities (e.g., damage to service network infrastructure, human resources, financial constraints)?</li> </ol> </li> <li>2. What are the priority needs of women and children in terms of access to basic public services?           <ol style="list-style-type: none"> <li>a. What are the barriers that women and children are facing to access public service?</li> <li>b. How do needs vary within the community? (local residents/IDPs/returnees). Which groups are particularly vulnerable and require specific service provision?</li> </ol> </li> </ol>			

	<ol style="list-style-type: none"> <li>3. At the time of data collection, what is the capacity of local and national actors (local authorities, CSOs, NGOs and volunteers) to provide public services to women and children in Mykolaiv? <ol style="list-style-type: none"> <li>a. What is the capacity of service providers to fulfil the needs of the target population?</li> <li>b. To what degree are the needs of the woman and children addressed by available public services?</li> <li>c. What risks (environmental, security, etc) currently or have the potential to obstruct access to basic public services for women and children?</li> </ol> </li> <li>4. To what degree do local and national authorities feel a need for support from humanitarian and development actors to address the needs of women and children? <ol style="list-style-type: none"> <li>a. What is the existing support mechanism? Who is involved in it?</li> <li>b. What additional actors and type of support are needed?</li> </ol> </li> </ol>
<b>Geographic Coverage</b>	<p>One settlement: the city of Mykolaiv (second level of the administrative division of Ukraine).</p> <p>Damage assessment for all raions of Mykolaiv city: Zavodskiy, Inhulskiy, Tsentralniy, Korabelniy</p>
<b>Secondary data sources</b>	<p>REACH, <a href="#">Humanitarian Situation Monitoring, Ukraine</a>, August 2022</p> <p>REACH, Arrival and Transit Monitoring, Round 6, February 2023</p> <p>REACH, <a href="#">Residential building damage assessment Mykolaiv</a>, July-September 2022</p> <p>REACH, Infrastructure and facilities damage analysis, Mykolaiv city, September 2022</p> <p>REACH, <a href="#">Collective Site Monitoring</a>, December 2022</p> <p>OCHA, <a href="#">Situation Report</a>, February 2023</p> <p>Nonviolent Peaceforce, <a href="#">Mykolaiv Snapshot on Civilian Protection Needs &amp; Concerns in Ukraine</a>, May 2022</p> <p>ACAPS, UKRAINE Bridging humanitarian response</p> <p>International Organization for Migration (IOM), <a href="#">Ukraine — Internal Displacement Report — General Population Survey Round 12 (16 - 23 January 2023)</a></p> <p>International Organization for Migration (IOM), <a href="#">Ukraine Returns Report - (16 - 23 January 2023)</a>, 23 January 2023</p> <p>International Organization for Migration (IOM), <a href="#">Ukraine — Area Baseline Assessment (Raion Level) — Round 20</a>, January 2023</p> <p><b>Local authorities (city and oblast level):</b></p> <ul style="list-style-type: none"> <li>• Population and demographic data</li> <li>• Registration of IDPs</li> <li>• Lists of local organisations</li> <li>• Local development plans</li> </ul> <p><b>Statistics services:</b></p> <p><a href="#">Department of Statistics in Mykolaivska oblast</a></p> <ul style="list-style-type: none"> <li>• Socioeconomic data (education, health, social services, transport, construction)</li> </ul> <p><a href="#">Department for Civil Protection:</a></p> <ul style="list-style-type: none"> <li>• Registration of IDPs/ those seeking social support</li> </ul>

	Daily news briefs and articles in local and international media. Reports by independent journalists (reporting from the ground) or residents in social networks.			
<b>Population(s)</b> <i>Select all that apply</i>	<input type="checkbox"/>	IDPs in camp	<input type="checkbox"/>	IDPs in informal sites
	X	IDPs in host communities	<input type="checkbox"/>	IDPs [Other, Specify]
	<input type="checkbox"/>	Refugees in camp	<input type="checkbox"/>	Refugees in informal sites
	<input type="checkbox"/>	Refugees in host communities	<input type="checkbox"/>	Refugees [Other, Specify]
	X	Host communities	X	Returnees
<b>Stratification</b> <i>Select type(s) and enter number of strata</i>	<input type="checkbox"/>	Geographical #: _ _ _ Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input 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>	<input type="checkbox"/>	Structured (Quantitative)		X Semi-structured (Qualitative)
	<b>Sampling method</b>		<b>Data collection method</b>	
<b>Semi-structured data collection tool (s) # 1</b> Key Informant interviews	X Purposive X Snowballing <input type="checkbox"/> [Other, Specify]		X Key informant interview: 4 KII with representatives of local authorities. <input type="checkbox"/> Individual interview (Target #): _ _ _ _ _ <input type="checkbox"/> Focus group discussion (Target #): _ _ _ <input type="checkbox"/> [Other, Specify] (Target #): _ _ _ _ _	
<b>Semi-structured data collection tool (s) # 2</b> Key informant interviews	X Purposive X Snowballing <input type="checkbox"/> [Other, Specify]		X Key informant: 9 KII with service providers (3 in each sector: education, healthcare, social). <input type="checkbox"/> Individual interview (Target #): _ _ _ _ _ <input type="checkbox"/> Focus group discussion (Target #): _ _ _ <input type="checkbox"/> [Other, Specify] (Target #): _ _ _ _ _	
<b>Semi-structured data collection tool (s) # 3</b> Key informant interviews	X Purposive X Snowballing <input type="checkbox"/> [Other, Specify]		X Key informant interview: 5 KII with representatives of civil society organizations (CSOs). <input type="checkbox"/> Individual interview (Target #): _ _ _ _ _ <input type="checkbox"/> Focus group discussion (Target #): _ _ _ <input type="checkbox"/> [Other, Specify] (Target #): _ _ _ _ _	
<b>Semi-structured data collection tool (s) # 4</b> Focus group discussion with non-IDPs	X Purposive X Snowballing <input type="checkbox"/> [Other, Specify]		<input type="checkbox"/> Key informant interview (Target #): _ _ _ _ _ <input type="checkbox"/> Individual interview (Target #): _ _ _ _ _ X Focus group discussion (Target 2 for the whole city: with female local residents (non-IDPs)) <input type="checkbox"/> [Other, Specify] (Target #): _ _ _ _ _	
<b>Semi-structured data collection tool (s) # 5</b> Focus group discussions with IDPs	X Purposive X Snowballing <input type="checkbox"/> [Other, Specify]		<input type="checkbox"/> Key informant interview (Target #): _ _ _ _ _ <input type="checkbox"/> Individual interview (Target #): _ _ _ _ _	

		X Focus group discussion (Target 2 for the whole city: with displaced women (IDPs) <input type="checkbox"/> [Other, Specify] (Target #): _ _ _ _ _			
<b>Semi-structured data collection tool (s) # 6</b> Focus group discussions with returnees	X Purposive X Snowballing <input type="checkbox"/> [Other, Specify]		<input type="checkbox"/> Key informant interview (Target #): _ _ _ _ _ <input type="checkbox"/> Individual interview (Target #): _ _ _ _ _ X Focus group discussion (Target 2 for the whole city: with female returnees. <sup>1</sup> <input type="checkbox"/> [Other, Specify] (Target #): _ _ _ _ _		
<b>Data management platform(s)</b>	X	IMPACT	<input type="checkbox"/>	UNHCR	
	<input type="checkbox"/>	[Other, Specify]			
<b>Expected output type(s)</b>	<input type="checkbox"/>	Situation overview #: _ _ _	<input type="checkbox"/>	Report #: _ _	<input type="checkbox"/> Profile #: _ _
	<input type="checkbox"/>	Presentation (Preliminary findings) #: _ _	<input type="checkbox"/>	Presentation (Final) #: 1	X Briefing note #: 1
	<input type="checkbox"/>	Interactive dashboard #: _	<input type="checkbox"/>	Webmap #: _ _	X Map #: 1 (of public infrastructure damages)
	<input type="checkbox"/>	[Other, Specify] #: _ _			
<b>Access</b>	<input type="checkbox"/>	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)			
<b>Visibility</b> Specify which logos should be on outputs	<b>REACH</b> <b>Donor:</b> GAC <b>Coordination Framework:</b> tbc <b>Partners:</b> ACTED				

## 2. Rationale

### 2.1 Background

Since the beginning of the Russian military invasion on 24 February 2022, Ukraine is rapidly emerging as one of the world's most complex emergencies with millions displaced across and within its borders and with steadily growing humanitarian needs. In Ukraine, services are decimated by conflict and the destruction of infrastructure, while 6.5 million people, including 1.2 million children, are currently displaced within Ukraine. Millions have fled the country: 8 million refugees, 90 percent women and children, have fled to Europe.<sup>2</sup>

Mykolaiv has been a keystone location for Ukrainian territorial defence on the southern front since February 24<sup>th</sup>, 2022. Sitting at the confluence of the Southern Buh and Ingul rivers, the city's geographic and strategic importance has been a focus of Russian bombardment in efforts to try and secure the city's ports, which is critical for resupply to overstretched

<sup>1</sup> In the absence of a clear legal definition of a "returnee" in Ukrainian legislation, for the purpose of the assessment, REACH will identify "returnees" as those who are currently in their place of habitual residence, who indicate they had earlier returned following a minimum of 2 weeks in displacement due to the war (since February 2022), as defined by [International Organization of Migration](#).

<sup>2</sup> Office of the United Nations High Commissioner for Refugees (UNHCR), [Operational Data Portal, Ukraine Refugee Situation](#), as of February 2023

forces.<sup>3</sup> The withdrawal of Russian forces from Ukraine's Kherson at the beginning of November 2022 has prompted relief in Mykolaiv. However, the situation in Mykolaiv remains "critical" due to the problem of damage to the city's water infrastructure, the destruction of residential buildings and the increased demand for services from IDPs and people returning home. Before the escalation of hostilities, 470,011 people lived in the city (as of 1<sup>st</sup> of January 2022)<sup>4</sup>. According to the mayor of Mykolaiv city, Oleksandr Senkevich, 230,000 people remained in the city as of November 2022.<sup>5</sup> However, the currently main displacement trend in Mykolaiv is the return of people to the city due to the withdrawal of Russian forces. According to the Head of the Mykolaiv Regional Military Administration, Vitaly Kim, about 100,000 people returned to the Mykolaiv region, of which 50,000-70,000 returned directly to the city of Mykolaiv.<sup>6</sup> The city also has a significant share of IDPs who come from settlements that are close to the front line, as well as people from the newly liberated Kherson city (left bank of the city), Nova Kakhovka and other.<sup>7</sup> As of January 26, 2023, 31,300 internally displaced persons were officially registered in Mykolaiv city.<sup>8</sup>

According to the Secretary of the National Security and Defense Council of Ukraine, Oleksiy Danilov, Mykolaiv is one of the most shelled cities by the Russians after Mariupol and Izyum. According to the mayor of Mykolaiv city, in total, 149 civilians have been killed (including 2 children), and 698 people were seriously injured, including 10 children, during hundreds of attacks by Russian forces in the Mykolaiv city since 24 February, 2022.<sup>9</sup> As a result of hostilities, Mykolaiv suffered significant damage to residential buildings and infrastructure. All the city's districts and surrounding settlements were affected to various degrees.<sup>10</sup> Due to the constant rocket fire and destruction, over one and a half thousand residential buildings were damaged; more than 40% of critical infrastructure, half of social facilities are damaged or destroyed.<sup>11</sup> Local authorities reported that the total damage was estimated at 852 million euros, of which damage to housing accounts for 400 million euros.<sup>12</sup>

Access to public services was severely restricted, particularly in areas close to the front line or in regions that shifted control during the year. Facilities such as schools, hospitals, administrative and protection services and other essential infrastructure have been damaged or destroyed due to heavy fighting and shelling. People's lives (local residents and IDPs) continuously face different types of risk and many lack access to life-saving services. Women and children, who are among the most vulnerable population groups in humanitarian settings, require special service provision and protection measures, the access to which might be limited or absent due to the active conflict settings. UNICEF highlights major gaps in service provision, including the lack of childcare and education for children, which causes disruptions for adults and children alike.<sup>13</sup>

This ABA aims to fill in the information gap about the public services disruption in Mykolaiv due to the conflict and capacity gaps of public service providers and humanitarian actors to fulfil the needs of women and children residing in the city. This will be used to inform the programming of national and international humanitarian actors as well as local public service providers to respond to the current needs more effectively and cohesively.

## **2.2. Intended impact**

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<sup>3</sup> Nonviolent Peaceforce, [Mykolaiv Snapshot on Civilian Protection Needs & Concerns in Ukraine](#), May 2022

<sup>4</sup> Main Department of Statistics in Mykolaivska Oblast. [Demographic characteristics of the population](#). January 2022

<sup>5</sup> Mayor of Mykolaiv Oleksandr Senkevich at a briefing on Friday, November 4

<sup>6</sup> Mykolaiv Regional Military Administration, Vitaly Kim. [A briefing in the Ukraine Media Center](#). 11 January 2023

<sup>7</sup> REACH. Arrival and Transit Monitoring (Round 6). Interview with a volunteer from the humanitarian hub in the Varvarivka micro-district of the city of Mykolaiv.

<sup>8</sup> Mykolaiv City Council, [Official web portal. More than 31,000 IDPs are registered in Mykolaiv](#). January 2023

<sup>9</sup> Ibid.

<sup>10</sup> Radio Free Europe/Radio Liberty, ["The situation is very bad. Every day something flies in, someone dies."](#) The mayor of Mykolaiv about life in the city under shelling, 24 June 2022.

<sup>11</sup> Yevgen Polyakov, Deputy Director of the Department of Architecture and Urban Planning of Mykolaiv City Council

<sup>12</sup> Mykolaiv City Council, Mykolaiv assesses damage caused by the Russian aggressor: the preliminary figure is 852 million euros, 16 December 2022.

<sup>13</sup> UNICEF. [War in Ukraine: Support for children and families](#). February 2023

Area-based assessment intends to facilitate a crisis response at the city level which is tailored to the needs and resources in the assessed area. For local actors (local authorities, local businesses, religious groups, local NGOs, volunteer network initiatives) the research product will serve as a tool for coordination of the crisis response on a local level, as well as a tool for advocacy to bring in additional assistance for relevant actors. For local service providers, this product will help to understand the priority needs and barriers to access to public services for women and children and serve as a tool to arrange their priority measures to fulfil these needs. For the external actors (INGOs, UN agencies) the research products will serve as an in-depth situational overview and introduction to the public services priorities of the assessed area, as well as a tool for engagement with local actors.

## 3. Methodology

### 3.1. Methodology overview

The Area-based assessment will take a mixed-methods approach: secondary data review will be conducted using local actors and media sources (see Secondary Data Review below). Primary data (qualitative) will be collected from members of the displaced and non-displaced communities: focus group discussions with female community representatives and key informants interviews (KIs) with the representatives of local authorities, civil society organisations and service providers. The qualitative assessment has indicative nature only.

The assessment will have a **strong participative component**: local authorities (mayor of city, representatives of departments of city council) will be consulted in the research design process, to ensure that the final product is usable at the local level. They will first be consulted prior to the beginning of data collection for their professional overview of the local situation, information which will be used in designing the tools used for the KIs and the FGDs.

#### Key steps in the assessment:

**1. Secondary data review:** secondary data will form a large part of the information used for the ABA. In particular, the state statistics on population, displacement, damage analysis and public services provision will be utilised to understand the current situation in Mykolaiv. Likewise, data already collected by different non-state agencies, including REACH will be used for this ABA.

Infrastructure and key service providers (facilities) damage assessment will be conducted using remote sensing tool. All four districts of Mykolaiv will be mapped based on remote sensing available data as of September 2022. The ongoing IMPACT “Infrastructural damage assessment using remote sensing” will provide damage assessment data and a map. IMPACT will assess the visually detected damage using high-resolution optical satellite images in close cooperation with UNOSAT.

### 2. Key informant interviews with the key crisis responders:

*Method:* semi-structured discussions will be conducted with key informants

- local authority representatives, responsible for public service provision for women and children (health, education, social services, child protection department)
- public services providers (health care, education, social services)
- local CSOs to understand the impact of the crisis on each of these services, their functionality and opportunity for better collaboration among actors to deliver public services timely and effectively.

*Sampling:* The KI sampling is purposive. Key informants will be identified via snowballing technique. Preliminary search of the local stakeholders involved in the public service provision and humanitarian response will be conducted and participants based on their perceived relevance and availability will be selected through snowballing technique.

KI representatives from local authorities will be invited via an official letter from ACTED.

*Tool:* Qualitative tools. Discussions will be recorded, and notes will be taken by enumerators during the discussion.

### 3. Focus group discussion

**Method:** semi-structured discussions will be conducted with community female representatives living currently in Mykolaiv (local residents, returnees and IDPs), using public services and having children. The discussion will be concerning the priority needs and barriers for women and children in Mykolaiv in terms of access to public services. This will help to add a community participatory perspective and gender component into the assessment.

**Sampling:** 6 FGDs with female community representatives who use public services and/or have children and/or are pregnant. The group will include 6-8 participants.

**Tool:** Qualitative tools. Discussions will be recorded, and notes will be taken by enumerators during the discussion.

Data collection will take place from 9<sup>th</sup> March to 22<sup>nd</sup> March 2023 in person for KIIs with local authorities, remotely via phone for KIIs with public service providers and CSOs and online via Zoom or Teams for FGDs. Prior to data collection, enumerators will be trained on the tools to ensure a clear understanding of all questions and how to administer these questions.

**Table 1. Collection methods and samples**

Nature of data	Collection method	Respondents	Sample size	Geographical scope	Distinction
Qualitative	Key informant interviews	Local authorities	4	All across the city	Urban
Qualitative	Key informant interviews	Public service providers	9	All across the city	Urban
Qualitative	Key informant interviews	Civil society organizations	5	All across the city	Urban
Qualitative	Focus group discussions	Displaced female representatives of the community	2	All across the city	Urban
Qualitative	Focus group discussions	Non-displaced female representatives of the community	2	All across the city	Urban
Qualitative	Focus group discussions	Female returnees representatives of the community	2	All across the city	Urban

#### Key definitions:

- *IDP/IDPs:* persons currently residing within Ukraine and have left the place of their habitual residence since the start of the war on 24 February 2022.
- *Local residents:* those who have not left their place of habitual residence (for a period of longer than 2 weeks) or those who have left their place of habitual residence to temporarily reside within or outside of Ukraine since the start of the war on 24<sup>th</sup> of February 2022 for a period of a minimum of 2 weeks and have made the free and informed decision to return to their place of habitual residence with no current intention of leaving.
- *Returnees:* those who are currently in their place of habitual residence, who indicate they had earlier returned following a minimum of 2 weeks in displacement due to the war (since February 2022).
- *Local actor:* an organisation, group or institution, with a permanent presence in the Oblast, which aims to respond to the crisis-related needs of the population of the Oblast (or a group therewithin).
- *External actor:* an organisation, group or institution, which does not have a permanent presence in the Oblast, which aims to respond to the crisis-related needs of the population of the Oblast (or a group therewithin).

### 3.1 Population of interest

**Geographical area:** this assessment will focus on the urban center – city of Mykolaiv, which consists of 4 administrative districts.<sup>14</sup> Qualitative data collection will be conducted at the city level among the local authorities, public service providers and CSOs.

**Population assessed:** in line with the area-based approach, the assessment will concern the needs and barriers to access to services of women and children of Mykolaiv city. The participants of the FGDs will be stratified by displacement status to provide a representation of the different needs of the displaced population, local residents and people returning to Mykolaiv.

The second population of interest for this research are service providers of the three-target sector including education, health, social. For this population will be used the approach of surveying three service providers in each sector within the city of Mykolaiv. This will provide sector-level details on the main challenges with regards to service delivery.

#### Unit of measurement:

- Key informant interview: Sector/Department
- Focus group discussion: Displacement group.

### 3.2 Secondary data review

For research design, the following data will be utilised:

REACH, [Humanitarian Situation Monitoring, Ukraine](#), August 2022

REACH, Arrival and Transit Monitoring, Round 6, February 2023

REACH, [Residential building damage assessment Mykolaiv](#), July-September 2022

REACH, Infrastructure and facilities damage analysis, Mykolaiv city, September 2022

REACH, [Collective Site Monitoring](#), December 2022

OCHA, [Situation Report](#), February 2023

Nonviolent Peaceforce, [Mykolaiv Snapshot on Civilian Protection Needs & Concerns in Ukraine](#), May 2022

ACAPS, UKRAINE Bridging humanitarian response

International Organization for Migration (IOM), [Ukraine — Internal Displacement Report — General Population Survey Round 12 \(16 - 23 January 2023\)](#)

International Organization for Migration (IOM), [Ukraine – Returns Report \(October 2022\)](#), 15 November 2022

#### Local authorities (city and oblast level):

- Population and demographic data
- Registration of IDPs
- Lists of local organisations
- Local development plans

#### Statistics services:

[Department of Statistics in Mykolaivska oblast](#)

- Socioeconomic data (education, health, social services, transport, construction)

[Department for Civil Protection:](#)

- Registration of IDPs/ those seeking social support

Daily news briefs and articles in local and international media.

Reports by independent journalists (reporting from the ground) or residents in social networks.

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<sup>14</sup> Zavodskiy, Inhulskiy, Tsentralniy, Korabelniy districts

### 3.3 Primary Data Collection

#### Qualitative data collection:

##### Method:

Semi-structured interviews will be conducted, concerning the impact of the crisis on functionality of basic services used by woman and children in the city of Mykolaiv. Three groups of respondents will be consulted:

1. **Local authorities (4 in total):** individual interviews with representatives of key departments from the Mykolaiv city council (Department of Social Policy, Department of Health, Department of Education, Department of Children's Services) about the needs, priorities and challenges municipality faces in terms of public services provision for woman and children in the city.
2. **Service providers (9 in total):** individual interviews with key informants in the public service sector to gather data on the types of changes local government face in providing public services to displaced and locally residing women and children. Key informant interviews will be conducted with three representatives each sector (education, healthcare, social/admin): e.g. a maternity hospital, a medical institution and children's medical institution; an educational institution (school and kindergarten), and social/admin services (receiving a child birth certificate, receiving social payments for children, etc.). KI must hold a managerial position and work in this field for at least 1 year.
3. **Civil Society Organizations and INGOs (5 in total):** individual interviews with representatives of key local and international NGOs and volunteering organizations about their role in the response and collaboration mechanism with local administration to support the crisis response.
4. **Female population using public services (6 FGDs in total):** FGDs about the level of functioning of public services for women and children in Mykolaiv (with IDPs, local residents, returnees), and barriers to access public services. FGD participants will be representatives of female population. Groups will be constructed to maximise the variety of perspectives represented while limiting the number of participants per group to 8.

##### Sampling:

Key informants and discussion group members will be purposively (via snowballing technique) selected via two parallel strategies:

1. Local authorities will provide contacts of *key informants in the three categories*.
2. A contact list of key informants in the three categories will be established based on existing REACH networks.

The purpose of the FGD is to assess the specific needs of the population and identify the population's difficulties in accessing public services, including services for women and children. The groups will include no more than 8 female participants and cover different age categories from 18 to 80 years. In order to create more favourable conditions for responses and to capture different views among women in the target area, the FGDs will be conducted without the presence of men and moderated by a female interviewer. In addition, given the sensitivity of the topic raised, it is likely that the results of some questions will be overstated or understated.

FGDs will be conducted remotely, via Zoom or Teams due to security considerations. Participants of the focus groups will be warned about the need to have a constant and high-quality Internet connection during the focus groups. Also, the non-verbal elements (facial expressions, gestures, voice etc.) will be taken into consideration during the conduction of FGDs.

The personally identifiable information (FGD participants' phone numbers) will be collected to follow up for data cleaning, and where need to verify / request additional information. All PII will be deleted directly after verification/cleaning. In each FGD, 1 enumerator will be dedicated to moderate the discussion. FGD notes will be consolidated and transcribed by enumerators, as soon as possible after the FGD. These key informant responses will be analysed directly from the transcriptions. Qualitative transcripts and notes will not be published, due to the sensitivity of the topic.

**Tools:** Semi-structured questionnaires. Discussions will be recorded, and notes will be taken by enumerators during the discussion. After every KI interview and FGD, debriefs will be held with enumerators. In these debriefs, enumerators will be asked to share their thoughts and experience on the data collection activity, as neutrally as possible. Summaries of these debriefs will be recorded and shared with HQ.

**Triangulation:** The responses of these two groups will be compared to give an indication of the basic service access and quality from provider and user perspectives. Responses will be compared with the responses of service providers to indicate the difference in needs and accessing basic services.

**Limitations** of face-to-face data collection include conducting KIs with local authorities in face of such challenges as power outages and lack of mobile network, as well as repetitive air alarms that interrupted the field team's operations and delayed the completion of data collection. Also, limitations of the online FGDs include misleading information, distracting of participants, low response rate, problems with Internet connection and air alerts.

### 3.4 Data Processing & Analysis

Qualitative KIs and FGDs will be recorded (when consent is given), and interviewers will take notes. Enumerators will transcribe these notes, using recordings to consolidate, as soon as possible after the discussions. In each FGD, at least one enumerator will be dedicated to taking notes while another moderates the discussion. All data cleaning and analysis will be reviewed by the IMPACT HQ Research Design and Data (RDD) Unit before the output production.

Qualitative data will be analysed and coded using a data saturation grid (DSAG) according to [the IMPACT Qualitative Data Analysis Guidelines](#). As data is collected, the grid will be completed on a daily basis, monitoring all new discussion topics and adding in new rows using an inductive and iterative method.

## 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	
... Follows IMPACT SOPs for management of <b>personally identifiable information</b> ?	No	All personally identifiable information (key informant phone numbers) will be deleted directly after verification/cleaning

## 5. Roles and responsibilities

Table 3: Description of roles and responsibilities

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

				working groups, INGOs, UN actors
Monitoring & Evaluation	Assessment officer, Field officer	Assessment Officer	IMPACT HQ ABA specialist	IMPACT country coordinator IMPACT HQ RDD department
Lessons learned	Assessment officer, Field office	Assessment Officer	IMPACT HQ ABA specialist	IMPACT country coordinator IMPACT HQ RDD department

## 5. Data Analysis Plan

All tools can be found in the following link:

<https://www.impact-repository.org/resources/view-resource/?id=55314>

## 6. Monitoring & Evaluation Plan

IMPACT Objective	External M&E Indicator	Internal M&E Indicator	Focal point	Tool	Will indicator be tracked?
Humanitarian stakeholders are accessing IMPACT products	Number of humanitarian organisations accessing IMPACT services/products  Number of individuals accessing IMPACT services/products	# of downloads of x product from Resource Center	Country request to HQ	User_log	<input checked="" type="checkbox"/> Yes
		# of downloads of x product from Relief Web	Country request to HQ		<input checked="" type="checkbox"/> Yes
		# of downloads of x product from Country level platforms	Country team		<input checked="" type="checkbox"/> Yes
		# of page clicks on x product from REACH global newsletter	Country request to HQ		<input checked="" type="checkbox"/> Yes
		# of page clicks on x product from country newsletter, sendingBlue, bit.ly	Country team		<input type="checkbox"/> Yes
		# of visits to x webmap/x dashboard	Country request to HQ		<input type="checkbox"/> Yes
IMPACT activities contribute to better program implementation and coordination of the humanitarian response	Number of humanitarian organisations utilizing IMPACT services/products	# references in HPC documents (HNO, SRP, Flash appeals, Cluster/sector strategies)	Country team	Reference_log	Cluster strategies: Assessment working group, Shelter, CCCM, Education, Health.  strategies of NGOs and INGOs working in assessed area
		# 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 delivery	Perceived relevance of IMPACT country-programs	Country team	Usage_Feed back and Usage_Survey template	Usage survey to be distributed to local authorities, local actors, international actors 6 months after publication
		Perceived usefulness and influence of IMPACT outputs			
	Number of humanitarian documents (HNO, HRP,	Recommendations to strengthen IMPACT programs			
		Perceived capacity of IMPACT staff			

	cluster/agency strategic plans, etc.) directly informed by IMPACT products	Perceived quality of outputs/programs			
		Recommendations to strengthen IMPACT programs			
<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

