

Research Terms of Reference

REACH | Protection Cluster – IDP Collective Sites Monitoring

UKR2207

Ukraine

March 2026

Version 1

REACH Informing more effective humanitarian action

1. Executive Summary

Country of intervention	Ukraine				
Type of Emergency	<input type="checkbox"/>	Natural disaster	<input checked="" type="checkbox"/>	Conflict	<input type="checkbox"/> Other (<i>specify</i>)
Type of Crisis	<input type="checkbox"/>	Sudden onset	<input type="checkbox"/>	Slow onset	<input checked="" type="checkbox"/> Protracted
Mandating Body/ Agency	UNHCR / Protection Cluster				
IMPACT Project Code	64 FJZ				
Overall Research Timeframe (<i>from research design to final outputs / M&E</i>)	01/01/2026 to 31/12/2026				
Research Timeframe <i>Add planned deadlines (for first cycle if more than</i>	1. Pilot/ training: 26-27 / 03 / 2026		6. Preliminary product draft: 29 / 05 / 2026		
	2. Start collect data: 30/ 03 / 2026		7. Products sent for validation: 01 /06/ 2026		
	3. Data collected: 17/ 04/ 2026		8. Products published: 15/ 06 / 2026		
	4. Data analysed: 06/ 05 / 2026				
	5. Data sent for validation: 07/ 05 / 2026				
Number of assessments	<input type="checkbox"/>	Single assessment (one cycle)			
	<input checked="" type="checkbox"/>	Multi assessment (more than one cycle)			
Humanitarian milestones <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>	<input checked="" type="checkbox"/>	Milestone	Deadline		
		Donor plan/strategy: UNHCR	Biannual presentations on the situation overview in Collective sites (CSs) and presentations on compliance of Collective Sites (CSs) with Minimum standards to inform the larger UNHCR regional coordination.		
	<input type="checkbox"/>	Inter-cluster plan/strategy	_ _ / _ _ / _ _ _ _		
	<input checked="" type="checkbox"/>	Cluster plan/strategy: Protection cluster (Ukraine) IDP response	Ongoing data collection submitted frequently to Protection cluster for its dashboard and the master site list		
	<input type="checkbox"/>	NGO platform plan/strategy	_ _ / _ _ / _ _ _ _		
<input type="checkbox"/>	Other (Specify):	_ _ / _ _ / _ _ _ _			
	Audience type		Dissemination		

<p>Audience Type & Dissemination Specify <i>who</i> will the assessment inform and <i>how</i> you will disseminate to inform the audience</p>	<p>X Strategic X Programmatic X Operational <input type="checkbox"/> [Other, Specify]</p>		<p><input type="checkbox"/> General Product Mailing (e.g. mail to NGO consortium; HCT participants; Donors) X Cluster Mailing (Protection) X Presentation of findings (UNHCR / Protection cluster meeting) X Website Dissemination (Relief Web & REACH Resource Centre) <input type="checkbox"/> [Other, Specify]</p>	
<p>Detailed dissemination plan required</p>	<p><input type="checkbox"/></p>	<p>Yes</p>	<p>X</p>	<p>No</p>
<p>General Objective</p>	<p>To understand the humanitarian needs, access to services, movement intentions of IDPs in collective sites and the capacity of collective sites in Ukraine in order to inform UNHCR, the Protection cluster and other partners to formulate a better targeted and coordinated response.</p>			
<p>Specific Objective(s)</p>	<ol style="list-style-type: none"> 1. To understand the needs IDPs in collective sites in accessible areas in Ukraine. 2. To understand to what extent IDPs in collective sites have access to services 3. To monitor the number and profiles of IDPs staying collective sites 4. To understand the types and capacity of collective sites 5. To identify specific barriers to access to services (legal, psychological, and social) for vulnerable groups, including single caregivers and persons with disabilities staying in collective sites. 6. To examine how recently evacuated residents adapt to life in Collective Sites, and how this adaptation differs depending on the geographic location of the site, including proximity to essential urban infrastructure and services, and how these factors influence their daily life, well-being, and socio-economic integration. 			
<p>Research Questions</p>	<ol style="list-style-type: none"> 1. Where are IDP collective sites in Ukraine located? 2. What are the key characteristics of collective sites? <ul style="list-style-type: none"> - What are the types of sites? - What are the capacities of the sites? - What are the needs of the sites related to capacities? - How are the sites managed? - What basic services are available to residents of the collective sites (inside, and in close proximity to collective site) 3. What are the key characteristics of residents of collective sites? <ul style="list-style-type: none"> - Demographic profile - Movement intentions 4. What are the immediate, multi-sectoral needs / concerns (shelter and NFI, food, security, WASH, healthcare, and protection) of IDPs living in the sites? 5. How do recently evacuated residents adapt to life in Collective Sites (CSs) under different site conditions? <ul style="list-style-type: none"> - How does the CSs location and access to essential infrastructure/services shape daily life of IDPs in CSs ? - How does access to education and childcare currently look for children living in these CSs? 			

	- How do employment and income opportunities currently look for residents of these CS? How does everyday interaction and social cohesion currently look between CS residents and the host community?						
Geographic Coverage	This project will aim to cover information on IDP collective sites in accessible oblasts ¹ in Ukraine.						
Secondary data sources	<ul style="list-style-type: none"> • IOM, Displacement Tracking Matrix, January 2023 • Governmental sources: Ministry of Social Policy • National IDP capacity and presence mapping (office of the President) • REACH, Secondary data review of displacement flows in Ukraine 						
Population(s) <i>Select all that apply</i>	<input type="checkbox"/>	IDPs in camp		<input type="checkbox"/>	IDPs in informal sites		
	<input type="checkbox"/>	IDPs in host communities		<input checked="" type="checkbox"/>	IDPs in collective sites		
	<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]		
	<input type="checkbox"/>	Host communities		<input type="checkbox"/>	[Other, Specify]		
Stratification <i>Select type(s) and enter number of strata</i>	<input checked="" type="checkbox"/>	Geographical #: _____ Collective sites in accessible areas in Ukraine Population size per strata is known? <input checked="" 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"/>	[Other, Specify] #: _____ Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/>	[Other, Specify] #: _____ Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Data collection tool(s)	<input checked="" type="checkbox"/>	Structured (Quantitative)			<input checked="" type="checkbox"/>	Semi-structured (Qualitative)	
	Sampling method			Data collection method			
Structured data collection tool # 1² <i>Select sampling and data collection method and specify target # interviews</i>	<input checked="" type="checkbox"/> Purposive <input type="checkbox"/> Probability / Simple random <input type="checkbox"/> Probability / Stratified simple random <input type="checkbox"/> Probability / Cluster sampling <input type="checkbox"/> Probability / Stratified cluster sampling <input type="checkbox"/> [Other, Specify]			<input checked="" type="checkbox"/> Key informant interview by (Target #): 1200 <input checked="" type="checkbox"/> Focus Group discussion (Target #): 10 <input type="checkbox"/> Household interview (Target #): _____ <input type="checkbox"/> Individual interview (Target #): _____ <input type="checkbox"/> Direct observations (Target #): _____ <input type="checkbox"/> [Other, Specify] (Target #): _____			
Target level of precision if probability sampling	NA			NA			
Data management platform(s)	<input checked="" type="checkbox"/>	IMPACT			<input checked="" type="checkbox"/>	UNHCR	
	<input type="checkbox"/>	[Other, Specify]					
Expected output type(s)	<input type="checkbox"/>	Situation overview #: __		<input type="checkbox"/>	Report #: __		
	<input type="checkbox"/>	Presentation (Preliminary findings) #: __		<input checked="" type="checkbox"/>	2 Presentations (Final) #: __ Biannual on the 1. Overview of the situation in CSs		
	<input type="checkbox"/>	Profile #: __		<input type="checkbox"/>	DSAG 1 #: Biannual Analytical note on the FGD results		

¹ 'Accessible oblasts' refers to all oblasts that REACH / sister organization ACTED have access to, as well as oblasts where existing partners are established.

² Sampling and data collection methods applicable to ongoing / regular assessments using a KI methodology

			2. Overview of compliance with Minimum Standards	
X	Interactive dashboard #: 1	<input type="checkbox"/>	Webmap #: _ _	X
	Other: - Master list of collective sites: Regular data shared with UNHCR by Protection cluster partners visiting sites.			
Access	X	Public (available on REACH resource center and other humanitarian platforms) Data aggregated on higher level (national, oblast level)		
	<input type="checkbox"/>	Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)		
Visibility Specify which logos should be on outputs	REACH			
	Donor: UNHCR			
	Coordination Framework: Protection Cluster			
	Partners: [List logos here if outside coordination framework]			

2. Rationale

2.1 Background

More than four years since the escalation of the full-scale war in Ukraine in February 2022, millions of people remain displaced within the country and across its borders, and humanitarian needs among conflict-affected populations remain significant. Ongoing hostilities, particularly in eastern and southern regions, as well as periodic escalations in other parts of the country, continue to trigger new waves of displacement. As a result, needs in collective sites (CSs) remain dynamic and may change over time depending on security developments, population movements, and the availability of services and infrastructure.

In this complex and evolving context, gaps remain in the capacity of government authorities, humanitarian actors, and civil society organisations to maintain a comprehensive and up-to-date picture of IDP needs, movements, and locations. While many IDPs have now been displaced for extended periods, secondary displacement and relocation within Ukraine continue to occur.³ The fluidity of population movements presents an ongoing challenge for collecting timely and accurate information on the number, location, and needs of IDPs across the country, which in turn affects the planning and targeting of humanitarian assistance.

Intended impact

REACH, through the Protection cluster and in partnership with UNHCR, is providing humanitarian actors with the required information to meet the basic needs of IDPs in Ukraine in a timely and effective manner. Through its IDP collective site (CS) monitoring project, REACH will inform the Protection cluster of ongoing displacement through regular updates, specifically on the situation in the collective sites regarding: the number and profiles of IDPs staying in collective sites, the type and

³ [Ukraine — Internal Displacement Report — General Population Survey Round 12 \(16 - 23 January 2023\) | Displacement Tracking Matrix \(iom.int\)](#)

capacity of these collective sites, the movement intentions and priority needs of IDPs, as well as their access to services and the compliance of collective sites (CSs) with minimum standards according to a resolution #930.

Further, REACH will support the harmonization of data collection methodologies for displacement monitoring to collective sites in Ukraine to improve the overall data quality, timeliness, and transparency. REACH will promote practices such as the application of streamlined data collection tools and the use of trained and accountable enumerators. Data collection will be a joint exercise, under the coordination of the Protection cluster, with information collected contributing to the wider Protection cluster displacement tracking efforts.

3. Methodology

3.1 Methodology overview

Site monitoring consists of one biannual recurring data collection cycle to provide a comprehensive overview on IDP collective sites in accessible areas in Ukraine. Key informant interviews with site administration officials will be conducted through REACH enumerators, with the support of ACTED, NRC, IOM, UNHCR and other Protection cluster partners. Both remote and face-to-face data collection methods will be applied depending on the type of the site and the context.

Questionnaire for site monitoring was developed in partnership with UNHCR, IOM, ACTED, NRC and Clusters. A wide number of sectoral indicators in the questionnaire will allow partners to target any future assessments to very specific programmatic questions. Partners will be able to select sites for monitoring from the Master List, while REACH will monitor sites/ oblasts without partners presence.

Qualitative component will be introduced to complement KII reported data on CSs conditions with residents' perspectives. 10 Focus group discussions with the IDPs residing in CSs will be conducted through REACH enumerators, with the support of the Protection cluster partners.

3.2 Population of interest

The population of interest are IDPs in locations where multiple households congregate (collective sites) in accessible areas of Ukraine. In line with the UN Guiding Principles on Internal Displacement,⁴ IDPs are persons or groups of persons who have been forced or obliged to flee or to leave their homes or places of habitual residence, in particular as a result of or in order to avoid the effects of armed conflict, situations of generalized violence, violations of human rights or natural or human-made disasters, and who have not crossed an internationally recognized State border.

In line with the Protection Cluster Ukraine guidance note,⁵ collective sites mean all types of collective settlements, such as the coordination centres, reception centres, collective centres, transit centers, as well as other facilities used as temporary shelter for IDPs and other persons affected by the conflict. This includes persons that have been displaced for the first time and persons who have been displaced multiple times. Accessibility is determined according to whether REACH or enumerators from partner organisations (Protection Cluster partners or UNHCR partners) are able to conduct the tasks

⁴ UN OCHA (224), Guiding Principles on Internal Displacement, p. 1. Accessed at [43ce1cff2.pdf \(unhcr.org\)](#)

⁵ [CCCM Cluster Ukraine – Guidance note on site terminology and definitions \(March 2022\) \[EN/UK\] - Ukraine | ReliefWeb](#)

necessary for the methodologies outlined below and may be limited by factors such as permissions from relevant actors in the area, security considerations, and time constraints.

For the Round 20 focus group discussions, the population of interest consists of recently evacuated residents of Collective Sites. For the purposes of this study, “recently evacuated residents” refers to individuals who evacuated at least once starting from January 2025 before arriving at a Collective Site.

3.3 Secondary data review

Governmental sources: Ministry of Social Policy of Ukraine

IOM: Displacement Tracking Matrix, Ukraine

IMPACT/REACH: Humanitarian Situation Monitoring, Area-Based Assessments

3.4 Primary Data Collection

Primary data collection conducted by REACH and partner enumerators employs a Key Informant (KI) methodology, with key informant interviews (KIIs) conducted at the collective site level. Two data collection approaches will be considered: in-person interviews will be carried out where possible; while telephone interviews will be reserved for situations or areas where the security situation does not, according to the security review, allow in-person visits (e.g., sites too close to the frontline). Data is collected with KIs, individuals who have sector-specific knowledge of the needs and services in the collective sites, with the aim of providing all required questions in the tool. KIs are identified using the existing networks of the Protection cluster, REACH, and other partners. KIs are purposively selected. KIs must be over the age of 18 and consent to being contacted and interviewed. Generally, KIs are collective sites managers or focal points who can provide information at the collective site level.

The target number of interviews (1 KII per collective centre) is 1200 – 1500, depending on CSs availability. Protection Cluster partners and UNHCR partners seek to interview around 325 collective centres (with a capacity of 10+ people) that they manage or provide with humanitarian aid. REACH seeks to interview at least 875 collective centres drawn from the Master List. Partners will be trained by REACH staff following standard guidelines and training of enumerators. Routine field debriefs will take place between the REACH Assessment Team, Field Managers and partners overseeing each area. These provide a regular feedback channel to express challenges faced at field level, including enumerator concerns about KI understanding of questions, KI ability to answer questions accurately, collective site access constraints, changes in KIs, etc. Refresher training will be conducted whenever the tools are updated or new partners are joining, and changes will be piloted such that enumerators can provide feedback.

In addition, REACH will conduct a qualitative assessment through focus group discussions (FGDs) with residents of selected collective sites. A total of 10 FGDs will be organised (one FGD per collective site), focusing on the geographic location of CSs (5 FGDs in in-town/close to major infrastructure locations and 5 FGDs in remote locations). The qualitative component will explore how, for recently evacuated residents in particular, the location of collective sites (e.g., proximity to essential services and infrastructure, transport connectivity, and integration within or outside the host community) shapes their day-to-day life and early adaptation after evacuation. Discussions will cover the implications of location for access to education

and childcare, livelihoods and employment opportunities, healthcare and administrative services, as well as everyday interaction and social cohesion with the host community.

The classification of collective sites as in-town/close to major infrastructure or remote will be determined during the site selection and data collection preparation process, in coordination between field teams, the assessment team, and partner organisations.

3.5 Data Processing & Analysis

Form will be deployed on UNHCR KOBO server. Data cleaning will be performed daily and include checking for duplicates, time-checks, review of outliers, and all unstructured responses including enumerator comments and content of “Other, Specify” variables. Data checking and cleaning procedures will adhere to the IMPACT Global Guidance on data checking and processing (hyperlink repository). Logical checks will be performed in accordance with the Data Analysis Plan (DAP). The cleaning process will be conducted in a semi-automated manner where flags raised by the R-script will be reviewed by the responsible Database Officer and if needed sent for clarification with the field team or respective partner focal point. After this review, all the changes will be written into the Value Change Log and applied to the raw dataset.

Once the data is collected, data cleaning will be finalised and the frequency tables for both numerical and categorical indicators are prepared. On their basis, the descriptive analysis will be done to determine relevant sectoral information. The analysis will be presented in presentations accompanied by charts and maps and an interactive dashboard.

4. Key ethical considerations and related risks

For detailed guidance on how to complete this section, see also Step 5 of the IMPACT Research Design Guidelines

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

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

... Does not involve data collection with minors i.e. anyone less than 18 years old?	Yes	
... Does not involve data collection with other vulnerable groups e.g. persons with disabilities, victims/ survivors of protection incidents, etc.?	No	We collect data on the presence of vulnerable and marginalized groups such as LGBTQI+ and Romas in collective sites. This was included on the explicit request of the Protection Cluster. This data will only be shared with the Protection Cluster and not made public via the dashboard and factsheets. Data will be stored on UNHCR's server with access limitations.
... Follows IMPACT SOPs for management of personally identifiable information ?	Yes	

5. Roles and responsibilities

Table 3: Description of roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed
<i>Research design</i>	Senior Assessment Officer	Research Manager	Field Manager	Protection cluster
<i>Supervising data collection</i>	Field Manager	Team Lead	Field Officers	Assessment Officer
<i>Data processing (checking, cleaning)</i>	Data Officer	HQ Data Unit	Assessment Officer	Protection cluster
<i>Data analysis</i>	Data Officer	HQ Data Unit	Assessment Officer	Protection cluster
<i>Output production</i>	Assessment Officer	HQ Research Unit	Team Lead	Protection cluster
<i>Dissemination</i>	Assessment Officer	Team Lead	Ukraine Country Coordinator, Ukraine Deputy Country Coordinator	Protection cluster
<i>Monitoring & Evaluation</i>	Assessment Officer	Team Lead	NA	HQ PD unit
<i>Lessons learned</i>	Assessment Officer	Team Lead	Field Manager, Field Officer	Protection cluster

5. Data Analysis Plan

Available upon request.