

Research Terms of Reference

Local Responder Area Profile (LRAP): Child Protection

UKR2407

Ukraine

July 2024

REACH Informing
more effective
humanitarian action

1. Executive Summary

Country of intervention	Ukraine				
Type of Emergency	<input type="checkbox"/>	Natural disaster	x	Conflict	<input type="checkbox"/> Other (specify)
Type of Crisis	x	Sudden onset	<input type="checkbox"/>	Slow onset	<input type="checkbox"/> Protracted
Mandating Body/ Agency	Child Protection Area of Responsibility (AoR) (Protection Cluster)				
IMPACT Project Code	64FVW				
Overall Research Timeframe (from research design to final outputs / M&E)	16/07/2023 to 31/10/2023				
Research Timeframe Add planned deadlines (for first cycle if more than 1)	1. Pilot/ training: 16/07/2024		6. Preliminary presentation: N/A		
	2. Start collecting data: quant: 17/07/2024 Qual: 19/08/2024		7. Outputs sent for validation: 18/09/2024		
	3. Data collected: quant: 26/07/2024 Qual: 26/08/2024		8. Outputs published: 02/10/2024		
	4. Data analysed: quant: 09/08/2024 Qual: 09/09/2024		9. Final presentation: 19/10/2024 (pending CP AoR date confirmation)		
	5. Data sent for validation: quant: 09/08/2024 Qual: 09/09/2024				
Number of assessments	x	Single assessment (one cycle)			
	<input type="checkbox"/>	Multi assessment (more than one cycle)			
Humanitarian milestones Specify what will the assessment inform and when	Milestone		Deadline (can be tentative)		
	<input type="checkbox"/>	Donor plan/strategy	__/__/__		
	<input type="checkbox"/>	Inter-cluster plan/strategy			
	x	Cluster plan/strategy (CP AoR)	19/10/2024		
	<input type="checkbox"/>	NGO platform plan/strategy	__/__/__		
	<input type="checkbox"/>	Other (Specify):	__/__/__		
	Audience type		Dissemination		

Audience Type & Dissemination <i>Specify who will the assessment inform and how you will disseminate to inform the audience</i>	<input type="checkbox"/> Strategic <input type="checkbox"/> Programmatic <input checked="" type="checkbox"/> Operational <input type="checkbox"/> [Other, Specify]		<input type="checkbox"/> General Product Mailing (e.g. mail to NGO consortium; HCT participants; Donors) <input type="checkbox"/> Cluster Mailing (CP AoR, Education, Shelter and WASH) and presentation of findings at next cluster meeting <input checked="" type="checkbox"/> Presentation of findings (e.g. at HCT meeting; Cluster meeting) <input checked="" type="checkbox"/> Website Dissemination (Relief Web CP AoR page & REACH Resource Centre) <input checked="" type="checkbox"/> Targeted mailing list (Local CSOs constituting respondents; local authorities)
Stakeholder mapping <i>Has a detailed stakeholder mapping been conducted during research design to identify all actors that could contribute to and/or benefit from the research?</i>	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> No – CP AoR is included in the research design, which is well-encompassing; other stakeholders have not been mapped yet but will be partially mapped by the assessment itself; additional stakeholders such as local government can be added with CP AoR assistance prior to the workshop following the assessment, so all will be included in the final dissemination approach.
General Objective	This assessment aims to identify local (non-governmental and local authorities) actors currently operating in the field of child protection in Zaporizhzhia, Kharkiv, and Mykolaiv raions, as well as identifying the barriers, capacities and needs they may have, including in the field of cooperation with international organisations. This aims at informing international actors in their cooperation planning with local actors, thus improving the overall integration within local systems.		
Specific Objective(s)	<ul style="list-style-type: none"> - To identify local actors operating in the field of child protection in Zaporizhzhia, Kharkiv, and Mykolaiv raions - To identify what capacity local actors have to provide CP-related services and how they are matching the perceived needs in that area - To identify what barriers and risks local actors currently face in providing CP services and how these could evolve over the long run - Understand the cooperation dynamics of local and international actors to the humanitarian response, in the field of CP, including potential challenges and successful cooperating experiences in the targeted geographical area 		
Research Questions	<ul style="list-style-type: none"> - What child protection key activities are local actors currently conducting, and in which regions do they implement their activities? - To what extent does the capacity of individual CP-related local actors match the perceived CP needs in the area? - What operational needs do CP-related local actors have to meet the perceived needs in the area and why? - Beyond operational needs, what challenges, barriers, and risks do CP-related local actors face in providing services and which do they anticipate in a worst-case scenario/in a longer timeline? - Is cooperation between international and local actors working effectively to support needs in child protection so far? What are the challenges? How would CP-related local actors prefer this cooperation to work? 		

	- If the local partners don't have capacity what are the potential risks and impact to children?			
Geographic Coverage	Mykolaiv, Kharkiv, Zaporizhzhia raions ¹			
Secondary data sources	1) Refugees International, Efforts to Localize Aid in Ukraine One Year On: Stuck in Neutral, Losing Time , February 2023 2) OCHA, Humanitarian Needs and Response Plan, Ukraine , December 2023 3) UNICEF, Child Protection Strategy , 2021-2030 4) Child Protection AoR Ukraine, Localization baseline tool , 2024 5) REACH Local Responder Area Profile: Mykolaiv September, 2023 6) REACH Local Responder Area Profile: Zaporizhzhia , March-April 2024			
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 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]
	<input type="checkbox"/>	Host communities	X	Local actors (CSOs, NGOs, volunteer groups, local authorities)
Stratification <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	X	Group #: _ _ _ Population size per strata is known? <input type="checkbox"/> Yes <input checked="" 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
Data collection tool(s)	X	Structured (Quantitative)	X	Semi-structured (Qualitative)
	Sampling method		Data collection method	
Structured data collection tool # 1	X Purposive <input type="checkbox"/> Probability / Simple random <input type="checkbox"/> Probability / Stratified simple random <input type="checkbox"/> Probability / Cluster sampling <input type="checkbox"/> Probability / Stratified cluster sampling <input type="checkbox"/> [Other, Specify]		X Key informant interview: Local organisations/groups of volunteers/NGOs 20-30 total (6-8 per location) <input type="checkbox"/> Group discussion (Target #): _ _ _ _ _ <input type="checkbox"/> Household interview (Target #): _ _ _ _ _ <input type="checkbox"/> Individual interview (Target #): _ _ _ _ _ <input type="checkbox"/> Direct observations (Target #): _ _ _ _ _ <input type="checkbox"/> [Other, Specify] (Target #): _ _ _ _ _	
Semi-structured data collection tool (s) # 1	X Purposive X Snowballing <input type="checkbox"/> [Other, Specify]		X Key informant interview (Target #): Local organisations/volunteer groups/NGOs 8-10 Local authorities 3 Total 13 per location, 30-35 across all locations <input type="checkbox"/> Individual interview (Target #): _ _ _ _ _ <input type="checkbox"/> Focus group discussion (Target #): _ _ _ _ _ <input type="checkbox"/> [Other, Specify] (Target #): _ _ _ _ _	
	Gender		Age	

¹ Raion - often translated as district, is the second-level administrative division in Ukraine

Disaggregation by gender and age <i>Are you planning to conduct sex/age disaggregated analysis?</i>	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	Yes		
	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	No		
Data management platform(s)	<input checked="" type="checkbox"/>	IMPACT	<input type="checkbox"/>	CP AoR		
	<input type="checkbox"/>	[Other, Specify]				
Expected output type(s)	<input type="checkbox"/>	Situation overview #: __	<input type="checkbox"/>	Report #: __	<input type="checkbox"/>	Profile #: __
	<input type="checkbox"/>	Presentation (Preliminary findings) #: __	<input checked="" type="checkbox"/>	Presentation (Final) #: 1	<input checked="" type="checkbox"/>	Factsheet #: 1
	<input type="checkbox"/>	Interactive dashboard #: __	<input type="checkbox"/>	Webmap #: __	<input type="checkbox"/>	Map #: __
	<input checked="" type="checkbox"/>	#Workshop: 1				
Access	<input checked="" type="checkbox"/>	Public (available on REACH resource center and other humanitarian platforms) and CP AOR relief web page				
	<input type="checkbox"/>	Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)				
Visibility <i>Specify which logos should be on outputs</i>	REACH					
	Donor: Ukraine Humanitarian Fund (UHF)					
	Coordination Framework: CP AoR					
	Partners: N/A					

2. Rationale

2.1 Background

An analysis of the funding landscape in Ukraine for humanitarian needs has revealed an imbalance in the distribution of resources among international and local actors. While international organisations receive the most funding, with over \$3.9 billion tracked through the UN in 2022, only less than 1% was directed to local actors². According to the Financial Tracking Service (FTS), the total reported humanitarian funding for child protection (CP) in Ukraine amounted to \$29,659,005, representing 3.3% of the overall funding³. In addition, when local actors are present and accountable, they may be able to respond to humanitarian challenges more quickly and with better contextual understanding⁴. Moreover, international actors may not be fully aware of local capacities and needs, as they might face challenges getting real-time data remotely in areas with high humanitarian needs. International humanitarian actors agreed to better cooperation with local groups under the "localisation" goal in the 2021 Grand Bargain 2.0⁵. To facilitate this, we need to know more about what local groups can do and where they need support, especially at the area-based level where localisation efforts are most effective.

In addition, based on the 2024 Humanitarian Needs and Response Plan (HNRP) based on 2023 figures, 3.17 million of children in Ukraine need assistance⁶ and face a range of protection risks, some of which have been exacerbated by the escalation of the conflict. These risks are higher for children in Kharkivska, Zaporizka, Mykolaivska oblasts, where the severity of needs was assessed to be the highest in 2022⁷. Local actors, including local non-governmental actors (LNGAs) have been particularly involved in supporting children in response to the escalation in conflict and needs⁸. These actors are

² Refugees International, [Efforts to Localize Aid in Ukraine One Year On: Stuck in Neutral, Losing Time](#), February 2023

³ <https://fts.unocha.org/countries/234/summary/2024>

⁴ Humanitarian Action, [The participation of local and national actors in humanitarian coordination structures](#), November 2022

⁵ The Grand Bargain 2.0 <https://interagencystandingcommittee.org/content/grand-bargain-hosted-iasc>

⁶ OCHA, ["Humanitarian Needs and Response Plan, Ukraine"](#), December 2023

⁷ OCHA, ["Humanitarian Needs Overview Ukraine 2023"](#), December 2022

⁸ UN Ukraine, ["Humanitarians' resilience amid Ukraine's ongoing war"](#), May 2024

often well-positioned to receive information about CP needs from the community, making this component a key focus for stronger localisation efforts. Meanwhile, the CP Area of Responsibility (CP AoR) has set an aim of improving the capacity of CP-related local actors and conducted a baseline assessment of their localisation efforts and progress. They confirmed the need for more information about CP-related LNGAs' capacity to provide services at the area-based level, and the barriers, challenges, and risks they face in service provision, including in the longer-term scenario in which funding and priorities may shift. The current assessment aims to facilitate CP-related local actors' capabilities to distribute services in the mentioned locations by better informing international humanitarian actors such as the national and sub-national CP AoRs.

2.2 Intended impact

In this context, IMPACT will conduct an assessment across 3 locations to create profiles of selected areas in terms of identifying the capabilities of CP-related LNGAs to provide services and barriers to service provision, with an emphasis on gathering data that are operational and actionable for rapid implementation and followed by a workshop bringing together CP-related stakeholders to discuss findings and brainstorm solutions to service provision. For this profile, Kharkiv, Mykolaiv and Zaporizhzhia raions were chosen based on prioritisation by the HNRP for having high CP needs, and with input from the CP AoR on which locations had higher feasibility for acting on findings.

In this regard, the results of this assessment will be valuable for the CP AoR action plan, also the expected impact will be avoiding duplication of assistance and increasing the awareness of CP-related international and local organisations' context and how they can best support pre-existing local efforts.

3. Methodology

3.1 Methodology overview

According to UNICEF "CP is the prevention of, and response to, exploitation, abuse, neglect, harmful practices and violence against children"⁹. This assessment will be focused on local actors in CP to better understand local context, needs and provide valuable information for cooperation to international humanitarian actors in Ukraine.

Following practices established by previous Local Responder Area Profiles (LRAPs), a mixed-methods approach will be used:

- A quantitative key informants survey will be carried out with representatives of local (Ukrainian) CSOs/volunteer groups/NGOs in CP. This questionnaire will map activities and coverage, assess detailed needs that local actors experience, evaluate their capacity to provide all services, identify barriers and risks to service provision, and determine what CP-related LNGAs need to address these barriers or risks in Kharkiv, Mykolaiv and Zaporizhzhia raions. Thus, at this quantitative stage, the close-ended research questions asked to the respondents will be related mainly to CP activities and the needs and capabilities of local actors.

- Qualitative key informant interviews will take place with representatives of either local CP-related organisations, groups of volunteers, or local NGOs, drawn from the sample who took part in a quantitative survey prior to this stage. If the quantitative surveys identify fewer than 10 CP-related CSOs/LNGAs per location, REACH may interview each of these surveyed LNGAs during the qualitative stage, provided they agree to participate. Thus, some local actors will be interviewed twice as an organisation, but the representatives may be different at different stages of the assessment. The qualitative tool will be performed after preliminary analysis of the quantitative results. Also, a few additional KIIs will be conducted with representatives of local authorities as this stage will mainly cover research questions related to cooperation and a deeper discussion of the current needs of local actors, capacity gaps, barriers and long-term risks to service provision. Interviews will be carried out by REACH field teams with the support of the assessment staff. The data collection will take place in July

⁹ UNICEF, "[Child Protection Strategy](#)", 2021-2030

and August 2024. The findings will be shared with the CP AoR as well as other related international organisations and relevant stakeholders (including local authorities) and posted publicly on REACH's website. It will be followed by a workshop bringing together international CP actors, CP-related LNGAs, and local authorities to discuss findings and brainstorm solutions to service provision barriers, with support from the CP AoR.

3.2 Population of interest

The population of interest for this assessment is local (i.e. Ukrainian) CP response actors operating within Zaporizhzhia, Kharkiv, Mykolaiv raions. In June a meeting with the CP AoR was held and helped to identify preferable locations, general priorities, and risks for this assessment. Later more consultation was done on research questions to ensure complementarity and avoid duplication.

The following populations will be interviewed:

- Staff of local organisations/groups of volunteers/NGOs will be surveyed. As in previous LRAPs, LNGAs will be defined as an organisation (NGO or CSO) or local group of volunteers that operates independently from any government and that does not make any profit from the services it provides. The group should not work outside of Ukraine or be an initiative of any international organisation or the UN, though organisations receiving funding from such organisations will still be considered as eligible respondents for this research project. While volunteer groups are highly informal, REACH will aim to assess whichever groups can be identified that have some level of organised activity (i.e. regular, sustained activities with coverage beyond a single neighbourhood) and have at least 3-4 members, including a clear focal point who can answer a survey/interview. Volunteer groups could be found using a snowball approach.
- Local authority officials will be interviewed during the qualitative portion only, to provide knowledge of local needs vs. capacity and their perspective on the cooperation process.

3.3 Secondary data review

A secondary review of grey literature related to localisation issues in the target areas in Ukraine and preliminary consultations with CP AoR was conducted prior to research design, to identify the operational environment for CP efforts in Ukraine CP-related risks, coordination and challenges regarding local and international actors. In addition, other REACH LRAPs in Mykolaiv, and Zaporizhzhia raions were reviewed to understand information on local response actors and their activities. Government statistics and/or baselines for the level of CSO activity before the war may further be referenced during the output phase, to triangulate findings if necessary.

Sources

Secondary source	Purpose of source
Local Responder Area Profile: Mykolaiv , Local Responder Area Profile: Zaporizhzhia findings	<ul style="list-style-type: none"> - Contextual understanding - CP-related local actors' activities
Refugees International, Efforts to Localize Aid in Ukraine One Year On: Stuck in Neutral, Losing Time , February 2023 Consultation with CP AoR on current work - notes Localization baseline tool	<ul style="list-style-type: none"> - Inform appropriateness of methodology - Key definitions

3.4 Primary Data Collection

Data will be collected in July-August 2024, beginning with a quantitative component aimed at clear mapping of LNGAs along with gathering information on their pre-existing capacity and operational needs, followed by qualitative key informant

interviews gathering more information related to cooperation and a deeper discussion of the current needs of local actors, capacity gaps, barriers and risks to service provision.

Table 1. Data collection methods and samples

TYPE OF DATA	METHOD	LOCAL ACTORS	SAMPLE SIZE
Quantitative	Structured interviews	CSOs representatives	20-30 (4-10 per location)
Qualitative	Key informant interviews	Local authorities	3
		CSOs representatives	8-10 per location
		Total (qualitative)	30-35

If the quantitative surveys identify fewer than 10 CP-related CSOs/LNGAs per location, REACH may interview each of these surveyed LNGAs during the qualitative stage, provided they agree to participate.

Quantitative structured interviews

A minimum of 20 surveys will be conducted with representatives of a list of identified local CSOs/NGOs/volunteer groups (i.e. LNGAs) operating in Zaporizhzhia, Kharkiv, Mykolaiv raions, with an expectation that there may be about 4-10 CP-related LNGAs in each location. The “sample” for the quantitative portion is intended to capture as many CP-related LNGAs as can be identified by assessment and field teams, with an ideal goal of achieving a census of all operating in the area. The final total number of surveys to be conducted will be dependent on the number of organisations or groups with a clear focal point and meeting the criteria defined in the earlier section “Population of interest”. Quantitative surveys will be carried out by REACH using the ODK collect phone app using a Kobo form. Respondents will be selected purposively within and out of Zaporizhzhia, Kharkiv, Mykolaiv raions.

Surveys will also include a snowball question to capture any additional organisations/contact information previously unidentified.

Qualitative Key informant interviews with Local Organisations/Groups of Volunteers and local authority representatives

A separate qualitative tool will be developed by REACH for local NGO and local authority interviews, focused on a more in-depth understanding of the long-term risks or barriers, so we could discuss more about the details of these barriers, and what solutions could come from international actors and local authorities to prevent or mitigate those challenges, how KIs would prefer to cooperate in terms of humanitarian response within Zaporizhzhia, Kharkiv, Mykolaiv raions.

Candidates for the local authority interviews will be found using the capacity of the REACH field team aiming to use key informants effectively without relying too heavily on local authority contacts. Local NGOs/CSOs chosen for qualitative follow-up from quantitative findings will be drawn from the original quantitative sample list, as the goal is to use quantitative findings to prioritise interviewing CSOs who would have the most pressing needs (though if there are fewer than 10 CP-related LNGAs in a given location, all may end up being interviewed). As such, local NGOs will be interviewed twice as an organisation, but the representatives may be different individuals compared to the quantitative stage of the assessment. All qualitative interviews aim to be conducted by REACH in person, ideally using two-person teams of moderators and notetakers. Recording (with consent) will be considered to complement notetaking (using a review of the recording to fill in notes after interviews are completed) pending discussions with other REACH teams that have previously conducted qualitative assessments; recording technology is viable in Ukraine but some teams have reportedly faced frequent refusals to consent to a recording.

Phone or video calls may be considered as alternatives if it is the only way to meet sampling goals.

3.5 Data Processing & Analysis

During quantitative data collection, data cleaning will be performed daily and include checking for duplicates, time-checks, and all unstructured responses including enumerator comments and content of “Other, Specify” variables. Enumerator misunderstandings of questions will also be monitored daily and communicated to field teams by assessment staff. The assessment team staff will maintain a cleaning log for each tool in Excel that will record all changes made to the raw data. They will send a cleaning log to the Field Coordinator, responsible for the enumerator team – every 1-2 days for clarifications and corrections. The Field Coordinator will return an updated cleaning log to the DBO with the relevant corrections to be made or clarifying notes on why no correction is required. If translations of “others” are required, they will be routed to the national assessment staff with the translation team available for backup in case of a large volume of “other” responses.

Given the low number of surveys and lack of weighting, all quantitative data can be analysed through Microsoft Excel using pivot tables; though the Data Officer may attempt to automate the analysis process using R. The analysis will be limited to descriptive statistics. Due to the small number of surveys, the analysis is likely to use absolute numbers for most indicators and to use responses from specific CSOs. For the CSOs who were chosen for qualitative follow-up, the analysis will aim at bringing together quantitative and qualitative findings for these individual CSOs. If trends in either the quantitative or qualitative findings appear to be evident for the specific raions, such findings will be united. But if not, findings may be only indicative in target locations. At least one map visualising CP-related LNGAs activity coverage will likely be included in the final output.

Qualitative interviews may be recorded pending discussions with teams with previous qualitative experience in Ukraine (consent will be required and recording will take place only if consent is given), and interviewers will take notes—if a recording is not used, note-takers will aim for verbatim notetaking in the source language. Enumerators will digitally transcribe these notes, using recordings to consolidate if recordings are available, as soon as possible after the discussions. Data will be analysed by the assessment team using saturation grids or MaxQDA and considering debrief forms completed by enumerators.

3.6 Limitations

The research is indicative, providing only an indication of what the situation was like at the time of data collection. It might need further investigation and conclusions should be made with caution. It is not possible to guarantee the exact number of CP-related local non-governmental actors operating in target locations, especially when informal, often with unregistered volunteer groups, this assessment cannot be taken to be representative even if we achieve a census of all known and contactable local groups. KI fatigue is also a consideration that could influence data collection; the small number of CP-related local actors does not allow us to replace them with other participants in our assessment and so this risk is unavoidable. Efforts will be made to keep the quantitative tool slightly shorter than past LRAPs in order to prevent KI fatigue, also considering that respondents may be asked twice to partake in the assessment – both for the quantitative and the qualitative components. One other limitation is respondent bias, as the participants may be inclined to present themselves in a worst situation because they think that this would change the amount of aid they receive. These limitations may partially complicate the data collection, but will not lead to a significant distortion of the current trends analysis, because a combined approach (quantitative and qualitative) makes it possible to mitigate these effects.

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>
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... 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.?	Yes	
... Follows IMPACT SOPs for management of personally identifiable information ?	No	To note, because contact information for specific focal points within the local response is crucial operational information for any international actors that hope to be able to coordinate with local response efforts and avoid duplication, this survey will collect and store personally identifiable information such as names, phone numbers, and e-mails. Consent, including consent to share information with other interested international actors, will be obtained in-survey before collecting any such information (respondents also have the clear ability to refuse to share such information with no impact on the remainder of the survey). PII will be stored in compliance with data protection policies and shared only with partners bilaterally.

5. Roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed
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Research design	Assessment Officer	Team Lead	IMPACT HQ Africa and Europe unit	Local authorities in the assessed area
Supervising data collection	Field officer	Field Coordinator	IMPACT country representative	Operational partners (ACTED)
Data processing (checking, cleaning)	Assessment Officer/Data Officer	Team Lead	IMPACT HQ Africa and Europe unit	Research manager
Data analysis	Assessment Officer /Data Officer	Team Lead	IMPACT HQ Africa and Europe unit	Team Lead
Output production	Assessment Officer	Team Lead	IMPACT HQ Africa and Europe unit	IMPACT HQ Africa and Europe unit
Dissemination	Assessment Officer	IMPACT country coordinator	IMPACT HQ Africa and Europe unit	National: Protection Cluster, CP working groups and local/oblast authorities International: global clusters/ working groups
Monitoring & Evaluation	Assessment Officer, Field officer	Team Lead	Team Lead	IMPACT country coordinator; IMPACT HQ Africa and Europe unit; IMPACT HQ M&E Unit
Lessons learned	Assessment officer, Field officer	Team Lead	IMPACT HQ Africa and Europe unit; Team Lead	IMPACT country coordinator; IMPACT HQ M&E Unit

6. Data Analysis Plan

Presented in a separate file.

https://repository.impact-initiatives.org/document/impact/33b8d299/UKR2407_DAP_CP_LRAP_QUANT_QUAL_HQ-1.xlsx

7. 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	# of downloads of x product from Resource Center	Country request to HQ	User_log	x Yes
		# of downloads of x product from Relief Web	Country request to HQ		x Yes
		# of downloads of x product from Country level platforms	Country team		<input type="checkbox"/> Yes
	Number of individuals accessing IMPACT services/products	# of page clicks on x product from REACH global newsletter	Country request to HQ		x Yes
		# of page clicks on x product from country newsletter, sendingBlue, bit.ly	Country team		x 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	CP WG Action Plan
		# 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_Feedback and Usage_Survey template	X Yes
		Perceived usefulness and influence of IMPACT outputs			
		Recommendations to strengthen IMPACT programs			
		Perceived capacity of IMPACT staff			
		Perceived quality of outputs/programs			
	Number of humanitarian documents (HNO, HRP, cluster/agency strategic plans, etc.) directly informed by IMPACT products	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	Country team	Engagement_log	<input type="checkbox"/> Yes
		# of organisations/clusters inputting in research design and joint analysis			x Yes
		# of organisations/clusters attending briefings on findings;			X Yes