

Research Methodology Note

Population Profiling in Collective Sites

UKR2207b

Ukraine

March 2025

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 (specify)
Type of Crisis	<input type="checkbox"/>	Sudden onset	<input type="checkbox"/>	Slow onset	<input checked="" type="checkbox"/> Protracted
Mandating Body/ Agency	UNHCR				
IMPACT Project Code	IMPACT Project Code - 64GCW, ACTED project code - 64BIT.				
Overall Research Timeframe	01/03/2025 to 29/08/2025				
Research Timeframe	1. Pilot/ training: 25/04/2025		6. Outputs sent for validation: 11/07/2025		
	2. Start collecting data: 28/04/2025				
	3. Data collected: 23/05/2025		8. Outputs published: 31/07/2025		
	4. Data analysed: 13/06/2025				
	5. Data sent for validation: 13/06/2025				
Number of assessments	<input checked="" type="checkbox"/>	Single assessment (one cycle)			
	<input type="checkbox"/>	Multi assessment (more than one cycle)			
Humanitarian milestones	Milestone		Deadline (can be tentative)		
	<input checked="" type="checkbox"/>	Donor plan/strategy (UNHCR)	31/07/2025		
	<input checked="" type="checkbox"/>	Inter-cluster plan/strategy (CCCM and Protection clusters' HNRP process and their strategies)	31/07/2025		
	<input checked="" type="checkbox"/>	Cluster plan/strategy (Age and Disability Technical Working Group)	31/07/2025		
	<input type="checkbox"/>	NGO platform plan/strategy	__/__/____		
	<input type="checkbox"/>	Other (Specify):	__/__/____		
Audience Type & Dissemination	Audience type		Dissemination		
	<input checked="" type="checkbox"/> Strategic		<input checked="" type="checkbox"/> General Product Mailing (e.g. mail to NGO consortium; HCT participants; Donors)		
	<input checked="" type="checkbox"/> Programmatic		<input checked="" type="checkbox"/> Cluster Mailing		
	<input type="checkbox"/> Operational		<input checked="" type="checkbox"/> Presentation of findings (e.g. at ICCG meeting; CCCM Cluster, Protection Cluster, Livelihoods Working Group, Age		
	<input type="checkbox"/> [Other, Specify]				

			and Disability Technical Working Group meetings) X Website Dissemination (UNHCR, Relief Web & REACH Resource Centre) <input type="checkbox"/> [Other, Specify]	
Stakeholder mapping	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
General Objective	The aim of the study is to map out the vulnerabilities of internally displaced persons (IDPs) who live in collective sites and how those vulnerabilities impact their access to employment and basic services. The study will provide detailed information for strategic and programmatic decision-making processes required to ensure access to employment and livelihoods of vulnerable IDPs living in collective sites.			
Specific Objective(s)	<ol style="list-style-type: none"> 1. Identify the core demographic data of IDPs living in collective sites. 2. Map out the vulnerabilities of IDPs living in collective sites (e.g., physical limitations and disability, mental state, etc.). 3. Identify the level of access to basic services (healthcare, administrative and social services) among IDPs living in collective sites and determine the extent to which their access to basic services is affected by specific vulnerabilities. 4. Determine the socio-economic conditions experienced by IDPs in collective sites in relation to employment and livelihood opportunities, and the effect of specific vulnerabilities on their prospects of achieving economic self-reliance. 			
Research Questions	<ol style="list-style-type: none"> 1. What is the overall demographic profile (i.e., age, gender) and self-reported vulnerabilities (physical / health condition, disability) of IDPs living in collective sites? 2. What is the current socioeconomic status of IDPs in collective sites? What is the level of participation in the labour force? 3. What is the level of access to basic services (healthcare, administrative and social services) among IDPs living in collective sites? 4. What support could humanitarian and national institutions provide to vulnerable groups of IDPs to enhance their access to employment opportunities and income sources? 			
Geographic Coverage	<ul style="list-style-type: none"> • Eastern macro-region: 10 oblasts (excluding Luhanska oblast and the Autonomous Republic of Crimea). • Central/Western macro-region: combination of all oblasts. 			
Population(s)	<input checked="" type="checkbox"/>	IDPs in collective sites	<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	<input type="checkbox"/>	[Other, Specify]
Stratification #1	<input checked="" type="checkbox"/>	Geographical # 2: macro-region (Eastern + combined Central/Western) Population size per strata is known? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/>	Geographical # 10: oblast (within the Eastern macro-region) 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

			strata is known? X Yes <input type="checkbox"/> No	
Data collection tool(s)	X	Structured (Quantitative)	<input type="checkbox"/> Semi-structured (Qualitative)	
	Sampling method		Data collection method	
Structured data collection tool	<input type="checkbox"/> Purposive <input type="checkbox"/> Probability / Simple random X Probability / Stratified simple random sampling (Khersonska, Mykolaivska, Sumska oblasts in the Eastern macro-region) X Probability / Stratified cluster sampling (Dnipropetrovska, Kharkivska, Kirovohradska, Odeska, Poltavska, Zaporizka oblasts in the Eastern macro-region) X Census (Donetska oblast in the Eastern macro-region) X Probability / Cluster sampling (Central/Western macro-region)		<input type="checkbox"/> Key informant interview (Target #):_____ <input type="checkbox"/> Group discussion (Target #):_____ <input type="checkbox"/> Household interview (Target #):_____ X Individual interview (Target # 2,468) 1,999 (Eastern macro-region) 468 (Central/Western macro-region) <input type="checkbox"/> Direct observations (Target #):_____ <input type="checkbox"/> [Other, Specify] (Target #):_____ 	
Target level of precision if probability sampling	95% level of confidence		7% margin of error (Eastern macro-region) 5% margin of error (Central/Western macro-region)	
Data management platform(s)	<input type="checkbox"/>	IMPACT	X	UNHCR
	<input type="checkbox"/>	[Other, Specify]		
Expected output type(s)	<input type="checkbox"/>	Situation overview #: __	X	Report #: 1
	<input type="checkbox"/>	Presentation (Preliminary findings) #: __	X	Presentation (Final) #: 1
	<input type="checkbox"/>	Interactive dashboard #: __	<input type="checkbox"/>	Webmap #: __
	<input type="checkbox"/>	[Other, Specify] #: __		
Access	X	Public (available on REACH resource centre and other humanitarian platforms)		
	<input type="checkbox"/>	Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)		
Visibility	REACH			
	Donor: UNHCR			
	Coordination Framework: CCCM Cluster			
	Partners: CCCM Cluster partners / UNHCR			

2. Rationale

2.1 Background

According to the IOM General Population Survey, an estimated 3.7 million people were internally displaced in Ukraine as of January 2025.¹ According to the CCCM Cluster Master List (ML) of collective sites, approximately 77,000 individuals were accommodated in collective sites as of March 2025.² As of December 2024, 86% of IDPs living in collective sites stated that they planned to remain in their current collective sites for the forthcoming year, according to REACH's Vulnerability Assessment in Collective Sites,³ indicating that collective sites serve as rather long-term housing than temporary shelter.

Findings from REACH's Vulnerability Assessment carried out in 2024 further highlight that in collective sites, there is a higher proportion of vulnerable people compared to both the non-displaced population and IDPs living outside collective sites (e.g. older people, people with disabilities). Moreover, the collective sites' population is less employed and has lower incomes compared to the general IDP population and the non-displaced population in Ukraine.⁴

Given that collective sites should be a last resort, it is important to understand what prevents vulnerable groups from moving out of the collective sites, what barriers the vulnerable groups face in accessing economic self-reliance, what adaptation strategies are already being used to mitigate existing vulnerabilities, and what kind of support vulnerable groups need from government and humanitarian actors to achieve durable solutions.

2.2 Intended Impact

Through this assessment, REACH aims to map out the vulnerabilities of people living in collective sites, so that stakeholders can better understand the specific needs and barriers related to access to employment opportunities and basic services (including healthcare, administrative and social services) that IDPs living in collective sites face. In addition, this assessment will inform the humanitarian and early recovery response on how the vulnerability of the collective sites' residents affects their ability to achieve economic self-reliance.

The assessment will inform the CCCM and Protection Clusters' Humanitarian Needs Response Plan (HNRP) 2026 processes, and more broadly, CCCM Cluster's and other relevant government and non-government stakeholders' strategic planning for 2026 (i.e. national strategy on displacement and site consolidation processes, the strategy of the Disability and Age Technical Working Group, the Livelihood strategy).

3. Methodology

3.1 Methodology overview

The assessment will apply a quantitative methodology, which will be carried out through structured face-to-face interviews at the individual level. The survey will be conducted with adult IDPs aged 18 and above residing in collective sites that host at least 10 adult IDPs, a criterion pre-approved in consultation with Ukraine's CCCM Cluster. A total of 2,467 face-to-face interviews will be conducted across 381 collective sites, covering the whole Government Controlled Area (GCA) of Ukraine. In the Eastern macro-region, interviews will be conducted in 10 priority frontline oblasts (admin-1), achieving oblast-level representativeness with a 95% confidence level and a 7% margin of error. In the combined Central/Western macro-region, situated further from the frontline, interviews will be conducted to achieve macro-regional representativeness at a 95% confidence level and a 5% margin of error.

For the Eastern macro-region, on top of providing oblast-level results, all (weighted) oblast-level data will be aggregated at the macro-regional level, and findings for both macro-regions (Eastern and combined Central/Western) will be aggregated at the national level to obtain overall country-level results. Furthermore, the analysis results will be disaggregated by demographic characteristics, which often correspond to specific vulnerabilities (people with disabilities, single caregivers, the elderly, etc.).

¹ IOM, [General Population Survey Round 19](#), January 2025.

² According to the Ukraine CCCM National Cluster Master List estimates.

³ REACH, [Vulnerability Assessment in Collective Sites](#), Ukraine, December 2024.

⁴ Ibid.

Key definitions

Internally displaced person (IDP) – a citizen of Ukraine, a foreigner or a stateless person staying on the territory of Ukraine on legal grounds and being entitled to permanent residence in the territory of Ukraine, who was forced to leave or abandon his/her residence place as a result of or in order to avoid the negative impact of armed conflict, temporary occupation, situations of generalized violence, mass violations of human rights and disasters of natural or human-made origin.⁵

Vulnerability – an individual characteristic (e.g. physical, mental, socio-economic, etc.) that makes a person susceptible to harm, disadvantage, or emotional and physical distress.

Humanitarian Needs Response Plan (HNRP) – a document developed by the United Nations Office for the Coordination of Humanitarian Affairs (OCHA) Ukraine that provides a comprehensive overview of the effects of the full-scale war on Ukraine's population, its most urgent humanitarian needs and the estimated number of people in need, to inform the countrywide humanitarian response.

Adult – an individual aged 18 years or older who has reached the age of majority as recognised by Ukrainian regulations,⁶ and who is capable of providing informed consent to participate in the survey.

Oblast – the first-order administrative-territorial division in Ukraine (admin level 1). The administrative structure of Ukraine includes a total of 24 oblasts, the Autonomous Republic of Crimea, and the cities of Kyiv and Sevastopol with special status, which together form the country's primary territorial divisions.

3.2 Population of interest

Primary population of interest: adult IDPs living in collective sites with a minimum of 10 adult residents.

Secondary population of interest: IDP minors under 18 years of age living in collective sites with a minimum of 10 adult residents.

Geographical scope: Government Controlled Areas (GCAs) of Ukraine: 10 oblasts (admin level 1) within the Eastern macro-region of Ukraine (excluding Luhanska oblast and the Autonomous Republic of Crimea), and the combined Central/Western macro-region.

Unit of measurement: individual level (IDPs living in collective sites).

3.3 Primary Data Collection

Method

REACH plans to collect data through 2,467 individual face-to-face interviews with IDPs residing in a total of 381 collective sites in governmentally controlled oblasts within the Eastern macro-region and the combined Central/Western macro-region. The scope of the study will be limited to collective sites where at least 10 adult IDPs currently reside. The survey is closely aligned with the 2024 REACH's Vulnerability Assessment in Collective Sites questionnaire and the HNRP methodological framework, which was developed to measure the vulnerability of IDP populations residing in collective sites.

Data collection will be carried out by the REACH field team. The data collection is planned from 28 April 2025 to 23 May 2025, for a period of four weeks.

Sampling frame

The CCCM Cluster Master List (ML), updated as of March 2025, will be used as a source of data on the number and location of collection sites with a minimum of 10 adult IDP residents, as well as the number of adults living in the collective sites,

⁵ Law of Ukraine "On Ensuring the Rights and Freedoms of Internally Displaced Persons".

⁶ Civil Code of Ukraine, [Art. 34](#).

excluding children. As of March 2025, the total adult population residing in collective sites included in the ML is 53,849. The total number of collective sites actively hosting at least 10 adult IDPs is 1,115, according to March's ML. A detailed overview of the sampling frame is provided in Table 1, 'Overview of the Sampling Frame.'

Table 1: Overview of the Sampling Frame

Macro-region	Oblast	Strata	# adult IDP population	# collective sites with a minimum of 10 adult IDPs
Eastern	Dnipropetrovska	oblast	10,547	173
	Donetska	oblast	20	1
	Kharkivska	oblast	6,713	66
	Khersonska	oblast	194	2
	Kirovohradska	oblast	1,763	59
	Mykolaivska	oblast	335	8
	Odeska	oblast	821	27
	Poltavska	oblast	3,559	72
	Sumska	oblast	395	12
	Zaporizka	oblast	3,251	52
Combined Central/Western	Combination of all oblasts	macro-region	26,251	643
Total			53,849	1,115

Sampling approach

In the Eastern macro-region, the sampling approach will involve stratification at the oblast level, aiming for representativeness at a 95% confidence level with a 7% margin of error in each oblast. This strategy allows for a more detailed analysis of the priority frontlines oblasts, which is crucial for informing the 2026 HNRP. Due to the variation in the number of eligible collective sites and the size of IDP populations across oblasts, three distinct sampling strategies will be applied in the Eastern macro-region (see Table 2, 'Overview of Sampling Approaches,' presenting the selected sampling strategy per oblast).

- **Stratified cluster sampling:** in 5 oblasts, a 2-stage cluster sampling approach will be implemented. Collective sites will serve as the primary sampling units (clusters) and will be selected as the first step, using probability proportional to size (PPS) based on the adult IDP population of each collective site. In the second stage, a random sample of adult IDPs will be surveyed face-to-face within each sampled collective site with cluster sizes ranging from 3 to 36 (number of interviews to be conducted per cluster). For this, enumerators will use a systematic sampling approach, interviewing every 3rd or 6th adult IDP encountered in the communal areas, with the interval adjusted based on the collective site's population number and the cluster size. This approach ensures that a representative sample, proportional to the population size of each collective site, is maintained, as well as enhances procedural efficiency of data collection while adhering to security protocols in the frontline areas (such as conducting data collection within a limited timeframe of up to 3 hours to minimize risks to the safety of enumerators in the event of shelling). A minimum of 3 interviews per collective site will be conducted to gather sufficient data at each collective site. An additional 5% buffer will be added to the target number of interviews required in each oblast to account for any interviews that may need to be excluded during the data cleaning process and to ensure that the minimum required number of interviews per oblast is achieved.
- **Stratified simple random sampling:** for 4 oblasts, due to their limited number of eligible collective sites as potential clusters to select in a first stage of cluster sampling, the cluster sampling approach had to be substituted with simple random sampling (as the cluster size became 1). An additional 15% buffer will be added to the target

number of interviews required in each oblast to account for any interviews that may need to be excluded during the data cleaning process and to ensure that the minimum required number of interviews per oblast is achieved.

- **Census:** as of March 2025, the CCCM Cluster Master List (ML) indicates that there is only one collective site in Donetsk oblast, which functions as a transit site with a continuous influx of new evacuees. All 20 adult IDPs currently residing at this collective site are planned to be included in the survey. Therefore, a census of the collective site's IDP population will be carried out in this oblast.

In the Central/Western macro-region, sampling is designed to ensure macro-regional representativeness at a 95% confidence level and a 5% margin of error, to provide broader regional insights for areas further from the frontline. For this, a 2-stage (non-stratified) cluster sampling approach will be used. First, a random sample of eligible collective sites (clusters) will be generated using PPS. In the second stage, a random sample of adult IDPs will be surveyed face-to-face within each sampled collective site with cluster sizes ranging from 3 to 9. For this, enumerators will use a systematic sampling approach, interviewing every 3rd or 6th adult IDP encountered in the communal areas, as in the Eastern macro-region. An additional 5% buffer will be added to the target number of interviews required in the combined Central/Western macro-region to account for any interviews that may need to be excluded during the data cleaning process.

The allocation of interviews per collective site will be managed using the Shiny App sampling calculator, which will select the collective sites within Eastern oblasts and the combined Central/Western macro-region randomly and determine the interview distribution. As sites are activated and deactivated on a month-to-month basis, and population data is subject to change, the Field team will be equipped with a map showing alternative sites in case they encounter a site that is no longer hosting IDPs.

Table 2: Overview of Sampling Approaches

Macro-region	Oblast	Strata	# sampled clusters (# collective sites)	Individual sample size (# adult IDPs)	Sampling type	CL / MoE	Cluster size ranges	A buffer % of interviews
Eastern	Dnipropetrovska	oblast	57	243	Stratified cluster sampling	95/7	3-36	5%
	Donetska	oblast	1	22 ⁷	N/A (census)	N/A		15%
	Kharkivska	oblast	37	282	Stratified cluster sampling	95/7		5%
	Khersonska	oblast	2	113	Stratified simple random sampling	97/7		15%
	Kirovohradska	oblast	40	243	Stratified cluster sampling	95/7		5%
	Mykolaivska	oblast	8	143	Stratified simple random sampling	95/7		15%
	Odeska	oblast	24	270	Stratified cluster sampling	95/7		5%
	Poltavska	oblast	42	255	Stratified cluster sampling	95/7		5%
	Sumska	oblast	12	152	Stratified simple random sampling	95/7		15%
	Zaporizka	oblast	35	276	Stratified cluster sampling	95/7		5%

⁷ Due to a continuous influx of new evacuees to the transit collective site in Donetsk oblast, the sample size for this oblast will be set at 22 interviews, slightly exceeding the current adult IDP population of 20. This approach accommodates the dynamic context and potential new arrivals and ensures sufficient data collection to capture the evolving population characteristics.

Combined Central/Western	Combination of all oblasts	Macro-region	123	468	(Non-stratified) cluster sampling	95/5	3-9	5%
Total			381	2,467				

All quantitative data collection will be carried out by REACH enumerators, who will use the structured Kobo questionnaire. Field Officers (FOs) and Assessment Officers (AOs) will hold joint training sessions for enumerators, and the tools for quantitative data collection will be tested and piloted as part of the training process.

3.4 Data Processing & Analysis

Data will be collected using the Kobo Platform deployed on the UNHCR server.

Data processing and analysis of structured interviews will be performed according to the IMPACT Data Cleaning Minimum Standards Checklist.

Data processing: The Collective Sites Monitoring Assessment Officers (AOs) and Database Officer (DBO) will review the data daily to ensure that the enumerators are following the data collection methodology and to investigate any outliers or other problematic data, including ensuring that sampling is carried out in accordance with the sampling plan.

Data cleaning: Data cleaning will be performed daily and include checking for duplicates, time checks, review of outliers, and all unstructured responses, including enumerator comments and the content of “Other, Specify” variables. If necessary, data will be sent for clarification to the field teams. During cleaning, the DBO will record all changes and deletions in a cleaning log and deletion log, respectively. An R script will then be used to record value changes by comparing the raw dataset with the clean dataset, and the resulting value cleaning log will be compared with the logs completed by the DBO to ensure consistency.

Data analysis: The results will be aggregated at the macro-regional and national levels during the analysis stage. To generate aggregated results at the Eastern macro-regional level, weights will be applied to the oblasts’ data (during analysis through R). An analysis will also be conducted using R, and the output will be developed based on that analysis.

Limitations

Security and access challenges in high-risk areas and frontline oblasts may limit the ability to reach all intended collective sites or populations, as well as restrict movement, which can reduce the geographic coverage of the survey and disrupt data collection schedules. If a selected collective site is inaccessible for face-to-face interviews due to security concerns, interviews with IDPs will be conducted remotely via phone. The contact phone numbers of IDPs will be collected by the collective site managers and shared with the REACH Field team for further outreach. One key limitation of this approach is the challenge of ensuring random selection of respondents, as the pool of participants will be limited to those who provided consent to be interviewed to the site manager, who then shared their contact details with the REACH Field team. Additionally, phone interviews may be susceptible to biases related to respondent sincerity and self-reporting, as well as the potential compromise of confidentiality, as sharing contact information with the Field team may increase the risk of privacy breaches. Individuals may feel less comfortable sharing sensitive or detailed information over the phone, potentially leading to underreporting or incomplete data, particularly on personal or sensitive topics, such as health or gender-related vulnerabilities, income levels, income sources, etc.

Further, non-response or refusal to participate in the survey may introduce bias, particularly if certain demographic groups (e.g., specific age groups, genders, or people with certain vulnerabilities) are underrepresented among respondents. Additionally, the interval-based systematic sampling approach and limited data collection timeframe may exclude IDPs who are absent from the site at the time of the survey, which could lead to selection bias. To mitigate this, enumerators will make

an effort to conduct interviews at different times of day and days of the week where possible, increasing the likelihood of capturing a more representative sample within the available timeframe.

Due to the inability to survey minors in a randomized manner, data on children at collective sites will be reported by their caregivers through proxy indicators. To prevent double sampling of children when interviewing IDPs from the same household, the children module (which contains individual questions about all children of the respondents) will only be administered to adults identified as mothers within the randomly chosen sample of all individuals. Consequently, children of minor mothers, children without a mother (due to reasons such as the mother's absence or death, or care by single fathers) will be excluded from the sample. However, this limitation is mitigated by the fact that nearly all single-adult households with children in collective sites are headed by women,⁸ which increases the likelihood that the majority of children will still be represented in the sample.

Lastly, the survey conducted by representatives of a humanitarian organisation poses a risk that respondents may adjust their answers to align with expectations for receiving aid. To mitigate these risks, respondents will be informed that participation in the survey will not increase their chances of receiving aid and that their answers will remain confidential and be used solely for information purposes.

4. Key ethical considerations and related risks

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

The proposed research design...	Yes/ No	Details if no (including mitigation)
... Has been coordinated with relevant stakeholders to avoid unnecessary duplication of data collection efforts?	Yes	
... Respects respondents, their rights and dignity (specifically by: seeking informed consent, designing the length of survey/discussion while being considerate of participants' time, and ensuring accurate reporting of information provided)?	Yes	
... Does not expose data collectors to any risks as a direct result of participation in data collection?	No	In the most threatened places (Kherson, Zaporizhzhia, Kharkiv, Sumy), if necessary on the request of the ACTED Security Department, REACH will conduct interviews in shelters. Movement by the Field Teams will conform to ACTED in-country security protocols. If necessary, enumerators will be provided with PPE and security briefings.
... Does not expose respondents / their communities to any risks as a direct result of participation in data collection?	No	In the most threatened places (Kherson, Zaporizhzhia, Kharkiv, Sumy), if necessary on the request of the ACTED Security Department, REACH will conduct interviews in shelters. Movement by the Field Teams will conform to ACTED in-country security protocols. If

⁸ REACH, [Vulnerability Assessment in Collective Sites](#), Ukraine, December 2024.

		necessary, enumerators will be provided with PPE and security briefings.
... Does not involve collecting information on specific topics which may be stressful and/ or re-traumatising for research participants (both respondents and data collectors)?	No	<p>Sensitive questions will be posed regarding personal experiences of displacement or the impact of the conflict.</p> <ul style="list-style-type: none"> - Enumerators will summarise the topics that the questionnaire will cover before asking for consent. - Respondents will be reminded at the beginning of the interview that their participation is voluntary, and that they can withdraw their consent at any time - Data collection will be conducted by Ukrainian staff who are able to effectively communicate with respondents about voluntary consent to participate, and who can recognise if respondents become uncomfortable.
... 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	<p>We collect data on the presence and specific needs of vulnerable and marginalized groups such as the elderly and people with disabilities. In order to mitigate the risk of harm to these vulnerable respondents, the following measures will be taken:</p> <ul style="list-style-type: none"> - Data will be stored on UNHCR's server with access limitations. - Enumerators will summarise the topics that the questionnaire will cover before asking for consent. - Respondents will be reminded at the beginning of the interview/ FGD that their participation is voluntary, and that they can withdraw their consent at any time - Data collection will be conducted by Ukrainian staff who are able to effectively communicate with respondents about voluntary consent to participate, and who can recognise if respondents become uncomfortable.

... Follows IMPACT SOPs for management of personally identifiable information ?	Yes	
...Does not involve collecting personally identifiable information of participants e.g. name, age, gender, contact details, clan affiliation	No	All personally identifiable information (collective sites' address, geo-location, enumerators comments, etc.) will be deleted directly after the data 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>
Research design	Assessment Officers (AOs) Senior Assessment Officer	Research Manager (RM)	GIS Officer (GISO); Deputy Country Coordinator (DCC); CCCM Cluster Coordinators and partners; Research Department at IMPACT HQ	CCCM Cluster Coordinators and partners
Supervising data collection	REACH Senior Field Officers	REACH Field Operations Managers	AO; GISO.	DCC; CCCM Cluster Coordinators and partners
Data processing (checking, cleaning)	Data Officer; REACH Field Officers.	RM AO; GISO (for GIS data)	DCC; Research Department at IMPACT HQ	CCCM Cluster Coordinators and partners
Data analysis	AOs Data Officer(s)	RM	DCC; Research Department at IMPACT HQ	CCCM Cluster Coordinators and partners
Output production	AOs GSIO	RM	DCC; Research Department at IMPACT HQ CCCM Cluster Coordinators and partners	CCCM Cluster Coordinators and partners
Dissemination	AOs	RM DCC	DCC; Research Department at IMPACT HQ CCCM Cluster Coordinators and partners	CCCM Cluster Coordinators and partners.
Monitoring & Evaluation	AOs	Monitoring, Evaluation and Learning Officer	RM	Cluster Coordinators and partners

Lessons learned	Aos, DO	SAO	RM, DCC CCCM Cluster partners involved	Cluster Coordinators and partners; Research Department at IMPACT HQ
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Responsible: the person(s) who executes the task

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

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

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

6. Data Analysis Plan

Data Analysis Plan can be located at [REACH UKR Population Profiling in Collective Sites Data-analysis-plan.xlsx](#)

7. Data Management Plan

Administrative Data			
Research Cycle name	CCCM Population Profiling in Collective Sites		
Project Code	64GCW		
Donor	UNHCR		
Project partners	CCCM Cluster partners / UNHCR		
Research Contacts	Taisiia FRANK, Senior Assessment Officer taisiiia.frank@reach-initiative.org		
Data Management Plan Version	Date: 31/03/2025	Version: V 1	
Related Policies			
Documentation and Metadata			
What documentation and metadata will accompany the data? Select all that apply	<input checked="" type="checkbox"/>	Data analysis plan	<input checked="" type="checkbox"/> Data Cleaning Log, including: <input checked="" type="checkbox"/> Deletion Log <input checked="" type="checkbox"/> Value Change Log
	<input type="checkbox"/>	Codebook	<input type="checkbox"/> Data Dictionary
	<input type="checkbox"/>	Metadata based on HDX Standards	<input type="checkbox"/> [Other, Specify]
Ethics and Legal Compliance			
Which ethical and legal measures will be taken?	<input checked="" type="checkbox"/>	Consent of participants to participate	<input type="checkbox"/> Consent of participants to share personal information with other agencies
	<input type="checkbox"/>	No collection of personally identifiable data will take place	<input checked="" type="checkbox"/> Gender, child protection and other protection issues are taken into account
	<input checked="" type="checkbox"/>	All participants reached age of majority	[Other, Specify]

Who will own the copyright and Intellectual Property Rights for the data that is collected?	IMPACT		
Storage and Backup			
Where will data be stored and backed up during the research?	<input type="checkbox"/>	IMPACT/REACH Kobo Server	X Other Kobo Server: UNHCR Kobo Server
	X	IMPACT Global Physical / Cloud Server	<input type="checkbox"/> Country/Internal Server
	<input type="checkbox"/>	On devices held by REACH staff	<input type="checkbox"/> Physical location <i>[specify]</i>
	<input type="checkbox"/>	[Other, Specify]	
Which data access and security measures have been taken?	X	Password protection on devices/servers	X Data access is limited to REACH staff: GIS Officer, Data Officer, Assessment Officers, Research Manager
	<input type="checkbox"/>	Form and data encryption on data collection server	<input type="checkbox"/> Partners signed an MoU if accessing raw data
	<input type="checkbox"/>	[Other, Specify]	
Kobo Access Rights			
Kobo Access	Person	Account Name	
View Form	Danylo CHUZHOF, Data Officer	chuzhov	
View and Edit Form	Danylo CHUZHOF, Data Officer	chuzhov	
View Form and Submit Data	Enumerator Account	enumukr	
Download Data	Danylo CHUZHOF, Data Officer	chuzhov	
Raw Data Access Rights			
Raw Data Access	Reason	Person	
Accountable	For Data cleaning and analysis	Danylo CHUZHOF, Data Officer	
Access	For analysis (written report and maps)	Taisiia FRANK, Senior Assessment Officer	
Preservation			
Where will data be stored for long-term preservation?	<input type="checkbox"/> IMPACT / REACH Global Cloud / Physical Server	<input type="checkbox"/>	OCHA HDX

	<input type="checkbox"/> REACH Country Server	<input checked="" type="checkbox"/> UNHCR Kobo Server			
Data Sharing					
Will the data be shared publically?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No, only with mandating agency / body			
Will all data be shared?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No, only anonymized/ cleaned/ consolidated data will be shared			
	<input type="checkbox"/> No, [Other, Specify]				
Where will you share the data?	<input checked="" type="checkbox"/> REACH Resource Centre	<input type="checkbox"/> OCHA HDX			
	<input type="checkbox"/> Humanitarian Response	<input type="checkbox"/> [Other, Specify]			
Data protection risk assessment					
Have you completed the Indicators Risk Assessment table below?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No, no information that potentially allows the identification of individuals is to be collected.			
[Please complete the first 4 columns in the Indicators Risk Assessment table below]					
Risk indicator	Type of identification risk	Disclosure implications	Benefits	Class	Required mitigation
GIS points	Identification of individuals	Loss of privacy/potential target of armed actors	Random sampling	B3	Secured storage required for GIS data
Responsibilities					
Data collection	Field Operations Manager, Yuliia Lastochkina, yuliia.lastochkina@reach-initiative.org				
Data cleaning	Danylo CHUZOV, Data Officer, danylo.chuzhov@reach-initiative.org				
Data analysis	Taisiia FRANK, Senior Assessment Officer, taisiiia.frank@reach-initiative.org Iryna BERMES, Assessment Officer, iryna.bermes@reach-initiative.org Danylo CHUZOV, Data Officer, danylo.chuzhov@reach-initiative.org				
Data sharing/uploading	Taisiia FRANK, Senior Assessment Officer, taisiiia.frank@reach-initiative.org				

8. Monitoring & Evaluation Plan

IMPACT Objective	External M&E Indicator	Internal M&E Indicator	Focal point	Tool	Will the 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 VCSA products from Resource Centre	Country request to HQ	User_log	X Yes
		# of downloads of VCSA products from Relief Web	Country request to HQ		X Yes
		# of downloads of x product from Country level platforms	Country team		<input type="checkbox"/> Yes
		# of page clicks on VCSA products from the REACH Global newsletter	Country request to HQ		X Yes
		# of visits to the CCCM Cluster website	Country request to HQ		X Yes
IMPACT activities contribute to better program implementation and coordination of the humanitarian response	Number of humanitarian organisations utilising IMPACT services/products	# references in HPC documents (HNO, SRP, Flash appeals, Cluster/sector strategies)	Country team	Reference_log	CCCM Cluster Strategy
		# references in single agency documents			HNRP 2026
Humanitarian stakeholders are using IMPACT products	Humanitarian actors use IMPACT evidence/products as a basis for decision-making, aid planning and delivery Number of humanitarian documents (HNO, HRP, cluster/agency strategic plans, etc.) directly informed by IMPACT products	Perceived relevance of IMPACT country-programs	Country team	Usage_Feedback and Usage_Survey template	Usage survey to be conducted at the end of the research cycle related to all outputs, targeting at least 10 partners
		Perceived usefulness and influence of IMPACT outputs			
		Recommendations to strengthen IMPACT programs			
		The perceived capacity of IMPACT staff			
		Perceived quality of outputs/programs			
Humanitarian stakeholders are engaged in IMPACT programs throughout the research cycle	Number and/or percentage of humanitarian organisations directly contributing to IMPACT programs (providing resources, participating in 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			<input type="checkbox"/> Yes
		# of organisations/clusters attending briefings on findings			X Yes