

Research Terms of Reference

REACH | CCCM – IDP Collective Sites Monitoring

Research cycle – UKR2207

Ukraine

May 2022

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 checked="" type="checkbox"/>	Sudden onset	<input type="checkbox"/>	Slow onset	<input type="checkbox"/> Protracted
Mandating Body/ Agency	UNHCR / CCCM				
IMPACT Project Code	64AUR				
Overall Research Timeframe (from research design to final outputs / M&E)	01/05/2022 to 01/12/2022				
Research Timeframe (CSM consists of a monthly data collection cycle. Example of timeframe Round 1, June 2022)	1. Pilot/ training: 03 / 06 / 2022		6. Preliminary presentation: 05 / 07 / 2022		
	2. Start collect data: 06 / 06 / 2022		7. Outputs sent for validation: 06/ 07 / 2022		
	3. Data collected: 24 / 06 / 2022		8. Outputs published: 20 / 07 / 2022		
	4. Data analysed: 30 / 06 / 2022		9. Final presentation: 20 / 07 / 2022		
	5. Data sent for validation: 30/ 06 / 2022				
Number of assessments	<input type="checkbox"/>	Single assessment (one cycle)			
	<input checked="" type="checkbox"/>	Multi assessment (more than one cycle) Round 1 – June 2022 Round 2 – July 2022 Round 3 – August-September 2022 Round 4 – October 2022 Round 5 – November 2022			
Humanitarian milestones Specify what will the assessment inform and when e.g. The shelter cluster will use this data to draft its Revised Flash Appeal;	Milestone		Deadline		
	<input checked="" type="checkbox"/>	Donor plan/strategy: UNHCR	Bi-Weekly maps on the current situation overview and factsheet on the needs of IDPs in sites to inform the larger UNHCR regional coordination		
	<input type="checkbox"/>	Inter-cluster plan/strategy	_ _ / _ _ / _ _ _ _		
	<input checked="" type="checkbox"/>	Cluster plan/strategy: CCCM cluster (Ukraine) IDP response	Ongoing data collection submitted frequently to CCCM cluster for its dashboard and the master site list		
	<input type="checkbox"/>	NGO platform plan/strategy	_ _ / _ _ / _ _ _ _		
	<input type="checkbox"/>	Other (Specify):	_ _ / _ _ / _ _ _ _		
	Audience type		Dissemination		

Audience Type & Dissemination Specify <i>who</i> will the assessment inform and <i>how</i> you will disseminate to inform the audience	<input checked="" type="checkbox"/> Strategic <input checked="" 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 checked="" type="checkbox"/> Cluster Mailing (CCCM) <input checked="" type="checkbox"/> Presentation of findings (UNHCR / CCCM cluster meeting) <input checked="" type="checkbox"/> Website Dissemination (Relief Web & REACH Resource Centre) <input type="checkbox"/> [Other, Specify]	
Detailed dissemination plan required	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
General Objective	Provide the CCCM cluster and other partners with regularly updated and reliable data on the numbers, location, and needs of Internally Displaced Persons (IDPs) living in collective sites in Ukraine, enabling UNHCR, the CCCM cluster and other partners to formulate a better targeted and coordinated response.			
Specific Objective(s)	<ol style="list-style-type: none"> 1. To provide humanitarian actors access to regular, timely and accurate data on IDP collective sites, and the needs of IDPs living in them, in accessible areas in Ukraine. 2. To identify and meet the evolving information needs of the CCCM cluster in terms of IDP collective site monitoring, by developing and adapting assessments tailored to their operational needs through regular interaction and engagement with the cluster and its partners, and the establishment of a joint data collection network. 3. To address specific information gaps on IDP collective sites through regular updates, specifically on the number and profiles of IDPs staying in the collective sites, IDPs movement intentions, their priority needs, access to services and the type and capacity of the sites. 4. To harmonize data collection methodologies for displacement monitoring to collective sites in Ukraine. Information collected will contribute to the wider CCCM displacement tracking efforts, including other CCCM partners and sources, to promote better practices such as the application of uniform data collection tools and use of trained and accountable enumerators, in order to improve the overall data quality, timeliness and transparency of these systems. 			
Research Questions	<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 the building used as the 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? 			

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, May 2022 • Governmental sources: Ministry of social policy • National IDP capacity and presence mapping (office of the President of Ukraine) • 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	X	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>	X	Geographical #: Collective sites in accessible areas in Ukraine Population size per strata is known? X 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	
Data collection tool(s)	X	Structured (Quantitative)		<input 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>	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 (Target #): _____ <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 #): _____
Target level of precision if probability sampling	NA		NA		
Data management platform(s)	X	IMPACT		X	UNHCR
	<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) #: ___	X	Presentation (Final) #: 1	X Factsheet #: Monthly factsheets on the needs of IDPs in sites
	X	Interactive dashboard #: 1- It shall allow for data exploration across a multiplicity of indicators, geographies (oblasts), and time (monthly rounds	<input type="checkbox"/>	Webmap #: ___	X Map #: Monthly maps on the current situation overview in Ukraine

¹ Accessible oblasts include 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

		of CSM). The dashboard is a particularly relevant and efficient tool in the context of the CSM to display sector-specific indicators, trends, and differences in needs across geographies.		
	X	Other: - CCCM Master list of collective sites: Regular data shared with UNHCR by CCCM 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 <i>Specify which logos should be on outputs</i>		REACH		
		Donor: CCCM Cluster		

2. Rationale

2.1 Background

The sudden escalation of conflict that started in Ukraine on the 24th of February 2022 has led to an unprecedented level of need among conflict-affected populations, leading to millions being displaced across and within Ukraine's borders. As of 16th of March, the International Organization for Migration (IOM) estimates almost 6.5 million³ IDPs within Ukraine. Due to the ongoing and evolving military operations targeting the north, south and east of Ukraine, more people are expected to be displaced in the near future.

In this highly challenging and dynamic context, gaps emerge in the capacity of government providers, humanitarian actors, and Civil Society Organizations (CSOs) to maintain a complete picture of IDP needs, movements and location. The West of Ukraine is the region that received the most IDPs since the start of the escalation. As such, the information gaps on collective sites in the region are particularly acute. The constant displacement of families and fluidity of IDP movements has been a significant challenge in acquiring timely and accurate data on the numbers, locations and need of IDPs across Ukraine, limiting the effectiveness of humanitarian assistance planning and implementation.

2.2 Intended impact

In order to address these gaps, REACH, through the CCCM cluster and in partnership with UNHCR, will be 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 monitoring project, REACH will inform the CCCM 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, their type and capacity of, movement intentions, priority needs of IDPs, as well as access to services. Further, REACH will support the harmonization of data collection methodologies for displacement monitoring to collective sites in Ukraine. Data collection will be a joint exercise, under the coordination of the CCCM cluster, with information collected contributing to the wider CCCM displacement tracking efforts.

³ IOM, Ukraine Internal Displacement Report – General Population Survey 16 March 2022.

3. Methodology

3.1 Methodology overview

At the end of May 2022, the CCCM cluster, with support of REACH, UNHCR, IOM, ACTED, NRC and other partners, mapped 5,670 sites across Ukraine. To support Master list mapping and receive basic information on the site level, REACH will support the CCCM Cluster to develop one harmonized tool, that would be used by partners for site monitoring. Besides, effective coordination/ info sharing will allow to maintain and update a database on the situation in each sites and limit the number of assessments / duplicate questions that individual site managers are required to participate to / answer

Following the baseline mapping, monthly data collection cycles will be initiated. Site monitoring consists of one monthly recurring data collection cycle to provide a comprehensive overview on IDP collective sites in accessible areas in Ukraine. The CSM questionnaire is multisectoral and aims at informing a wide range of partners with basic information on key sectoral indicators.

Key informant interviews with site administration officials will be conducted through REACH enumerators, with the support of ACTED, NRC, IOM, UNHCR and other CCCM 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 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, that are without partners presence.

3.2 Population of interest

The population of interest are IDPs in locations where multiple households congregate (collective sites) in accessible areas of Ukraine. This includes persons that have been displaced for the first time, have been displaced multiple times, Accessibility is determined whether REACH or partners enumerators are able to conduct the tasks 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. Accessibility may change over the different rounds depending on the nature of ongoing conflict in Ukraine.

Secondary data review

Local authorities (National and Hromada level):

- *Population and demographic data*
- *Registration of IDPs*

Department for Civil Protection:

- *Registration of IDPs households seeking social support*

National IDP collective sites capacity and presence mapping (office of the President)

REACH, Humanitarian Situation Monitoring, Ukraine, May 2022

REACH, Secondary data review of displacement flows in Ukraine

IOM, Ukraine Internal Displacement Report - General Population Survey - Round 5 (17 - 23 May 2022).

3.1 Primary Data Collection

At the end of May 2022, the CCCM cluster, with support of REACH, UNHCR, IOM, ACTED, NRC and other partners, mapped 5,670 sites across Ukraine. Following the baseline mapping, monthly data collection cycles were initiated.

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. Using a purposive sampling method of sites available in Master List, Data is collected with KIs 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 should be identified using the existing networks of the CCCM cluster, REACH and other partners. KIs must be over the age of 18 and consent to being contacted and interviewed.

When it comes to Information management and better knowledge of the site itself, Collective Centre Manager (Focal Point) are the highest on the grid of KI profiles. They are the one who manage this information about the site and its residents.

Priority is to be given to the quality of KIs, i.e. the relevance of their profile and reliability of the information they provide. Selection of KI is essential and will affect the quality of data collected. In instances where there is not a clear official focal point responsible for the site, all KIs should meet the following criteria:

- Be very knowledgeable about IDP Collective Sites
- Be able to provide accurate, up-to-date site-level information in the settlement that they represent
- Currently live and/or work in the settlement/sites they represent
- Be over the age of 18

Two data collection approaches will be considered, the default being face to face. Telephone interviews will be reserved for situations or areas that are not accessible.

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 tolls are updated or new partners are joining, and changes will be piloted such that enumerators can provide feedback.

3.2 Data Processing & Analysis

The Kobo 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. 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.

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>	<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.?	No	<p>We collect data on the presence of vulnerable and marginalized groups such as LGBTQI+ and Roma in collective sites. This was included on the explicit request of the Protection Cluster.</p> <p>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.</p>
... 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
Research design	Senior Assessment Officer	Research Manager	HQ RDD	CCCM cluster
Supervising data collection	Field Manager	Research Manager	Field Officers	Assessment Officer
Data processing (checking, cleaning)	Data Officer	HQ Data Unit	HQ Data Unit	CCCM cluster
Data analysis	Data Officer	HQ Data Unit	REACH HQ	CCCM cluster

<i>Output production</i>	Senior Assessment Officer	HQ Research Unit	REACH HQ	CCCM cluster
<i>Dissemination</i>	Senior Assessment Officer	Research Manager	Ukraine Country Coordinator, Ukraine Deputy Country Coordinator	CCCM cluster
<i>Monitoring & Evaluation</i>	Senior Assessment Officer	Research Manager	NA	HQ PD unit
<i>Lessons learned</i>	Senior Assessment Officer	Research Manager	Field Manager, Field Officer	CCCM cluster

6. Data Management Plan

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 Number of individuals 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		X Yes - CCCM Cluster Platform
		# of page clicks on x product from REACH global newsletter	Country request to HQ		<input type="checkbox"/> Yes
		# of page clicks on x product from country newsletter, sendingBlue, bit.ly	Country team		<input type="checkbox"/> Yes
		# of visits to x webmap/x dashboard	Country request to HQ		XYes
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	Ukraine HNO 2022 – 23 Protection Cluster Strategy Shelter Cluster Strategy WASH Cluster Strategy CCCM Strategy
		# 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	See above-mentioned Cluster Strategy documents and Ukraine HNO
		Perceived usefulness and influence of IMPACT outputs			
		Recommendations to strengthen IMPACT programs			
		Perceived capacity of IMPACT staff			
	Number of humanitarian documents (HNO, HRP, cluster/agency strategic plans, etc.) directly informed by IMPACT products	Perceived quality of outputs/programs			
		Recommendations to strengthen IMPACT programs			
Humanitarian	Number and/or percentage of	# of organisations providing resources (i.e.staff, vehicles,	Country team		<input type="checkbox"/> Yes

stakeholders are engaged in IMPACT programs throughout the research cycle	humanitarian organizations directly contributing to IMPACT programs	meeting space, budget, etc.) for activity implementation		Engage ment_lo g	
	(providing resources, participating to presentations, etc.)	# of organisations/clusters inputting in research design and joint analysis			
		# of organisations/clusters attending briefings on findings;			

8. DATA ANALYSIS PLAN

Round 1, June 2022 – [Please find questionnaires attached](#)

Round 2, July 2022 – [Please find questionnaires attached](#)

Round 3, August-September 2022 – [Please find questionnaires attached](#)