Research Terms of Reference

REACH | CCCM – IDP Collective Sites Monitoring

UKR2207

Ukraine

February 2023
Version 1

REACH Informing more effective humanitarian action

1. Executive Summary

Country of intervention	Ukraine					
Type of Emergency	□	Natural disaster	X	Conflict	□	Other *(specify)*
Type of Crisis	X	Sudden onset	□	Slow onset	□	Protracted
Mandating Body/ Agency	*UNHCR / CCCM*					
IMPACT Project Code	64 FJZ					
Overall Research Timeframe *(from research design to final outputs / M&E)*	01/01/2023 to 31/12/2023					

Research Timeframe *Add planned deadlines (for first cycle if more than*	1. Pilot/ training: 14-15 / 02 / 2023	6. Preliminary product draft: 16 / 03 / 2023
	2. Start collect data: 16/ 02 / 2023	7. Products sent for validation: 21/03/ 2022
	3. Data collected: 01/ 03/ 2023	8. Products published: 24/ 03 / 2022
	4. Data analysed: 10/ 03 / 2023	
	5. Data sent for validation: 10/ 03 / 2023	

Number of assessments	□	Single assessment (one cycle)
	X	Multi assessment (more than one cycle)

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**
	X	Donor plan/strategy: UNHCR	Bi-Weekly maps on the current situation overview and factsheet on the needs of Internally Displaced Persons (IDPs) in sites to inform the larger UNHCR regional coordination
	□	Inter-cluster plan/strategy	_ _/_ _/_ _ _ _
	X	Cluster plan/strategy: CCCM cluster (Ukraine) IDP response	Ongoing data collection submitted frequently to CCCM cluster for its dashboard and the master site list
	□	NGO platform plan/strategy	_ _/_ _/_ _ _ _
	□	Other (Specify):	_ _/_ _/_ _ _ _
	Audience type		**Dissemination**

Audience Type & Dissemination *Specify who will the assessment inform and how you will disseminate to inform the audience*	X Strategic X Programmatic X Operational □ [Other, Specify]		□ General Product Mailing (e.g. mail to NGO consortium; HCT participants; Donors) X Cluster Mailing (CCCM) X Presentation of findings (UNHCR / CCCM cluster meeting) X Website Dissemination (Relief Web & REACH Resource Centre) □ [Other, Specify]	
Detailed dissemination plan required	□	Yes	X	No
General Objective	To understand the humanitarian needs, access to services, movement intentions of IDPs in collective sites and the capacity of collective sites in Ukraine in order to inform UNHCR, the CCCM cluster and other partners to formulate a better targeted and coordinated response.			
Specific Objective(s)	1. To understand the needs IDPs in collective sites in accessible areas in Ukraine. 2. To understand to what extent IDPs in collective sites have access to services 3. To monitor the number and profiles of IDPs staying collective sites 4. To understand the types and capacity of collective sites			

Research Questions	*1.* Where are IDP collective sites in Ukraine located?
	2. What are the key characteristics of collective sites?
	   - What are the types of sites?
	   - What are the capacities of the sites?
	   - What are the needs of the sites related to capacities?
	   - How are the sites managed?
	   - What basic services are available to residents of the collective sites (inside, and in close proximately to collective site)
	3. What are the key characteristics of residents of collective sites?
	   - 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	• IOM, Displacement Tracking Matrix, January 2023 • Governmental sources: Ministry of Social Policy • National IDP capacity and presence mapping (office of the President) • REACH, Secondary data review of displacement flows in Ukraine			
Population(s) *Select all that apply*	□	IDPs in camp	□	IDPs in informal sites
	□	IDPs in host communities	X	IDPs in collective sites
	□	Refugees in camp	□	Refugees in informal sites
	□	Refugees in host communities	□	Refugees [Other, Specify]
	□	Host communities	□	[Other, Specify]

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

Stratification *Select type(s) and enter number of strata*	X	Geographical #: Collective sites in accessible areas in Ukraine Population size per strata is known? X Yes □ No	□	Group #: _ _ _ Population size per strata is known? □ Yes □ No	□	[Other Specify] #: _ _ Population size per strata is known? □ Yes □ No
Data collection tool(s)	X	Structured (Quantitative)	□	Semi-structured (Qualitative)		

	Sampling method	Data collection method
Structured data collection tool # 1[2] *Select sampling and data collection method and specify target # interviews*	X Purposive □ Probability / Simple random □ Probability / Stratified simple random □ Probability / Cluster sampling □ Probability / Stratified cluster sampling □ [Other, Specify]	X Key informant interview (Target #):_ _ _ _ _ □ Group discussion (Target #):_ _ _ _ _ □ Household interview (Target #):_ _ _ _ _ □ Individual interview (Target #):_ _ _ _ _ □ Direct observations (Target #):_ _ _ _ _ □ [Other, Specify] (Target #):_ _ _ _ _
Target level of precision if probability sampling	NA	NA

Data management platform(s)	X	IMPACT		X	UNHCR	
	□	[Other, Specify]				

Expected ouput type(s)	□	Situation overview #: _ _	□	Report #: _ _	□	Profile #: _ _
	□	Presentation (Preliminary findings) #: _ _	X	Presentation (Final) #: _ _	X	Factsheet #: Bimonthly factsheets on the needs of IDPs in sites
	X	Interactive dashboard #: 1	□	Webmap #: _ _	X	Map #: Bi-Weekly maps on the current situation overview in Ukraine
	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)
	□	Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)

Visibility *Specify which logos should be on outputs*	*REACH*
	Donor: UNHCR
	Coordination Framework: CCCM Cluster
	Partners: [List logos here if outside coordination framework]

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

2. Rationale

2.1 Background

Almost one year since the beginning of the large-scale conflict in Ukraine, millions of people are still displaced within and across Ukraine's borders and there are unprecedented levels of need among conflict-affected populations.[3] With ongoing, and fast-evolving, military operations in the North, South, and East of Ukraine, more people are expected to be displaced in the near future and needs will likely change in collective sites throughout the country.

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. A majority of IDPs has been displaced for more than six months, and almost a third of IDPs are considering relocation within Ukraine in the coming weeks.[4] The constant displacement of families and fluidity of IDP movements has been a significant challenge in acquiring and updating 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, the type and capacity of these collective sites, the movement intentions and priority needs of IDPs, as well as their access to services.

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

3. Methodology

3.1 Methodology overview

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

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

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

3.2 Population of interest

The population of interest are IDPs in locations where multiple households congregate (collective sites) in accessible areas of Ukraine. In line with the UN Guiding Principles on Internal Displacement,[5] DPs are persons or groups of persons who have been forced or obliged to flee or to leave their homes or places of habitual residence, in particular as a result of or in order to avoid the effects of armed conflict, situations of generalized violence, violations of human rights or natural or human-made disasters, and who have not crossed an internationally recognized State border.

In line with the CCCM Cluster Ukraine guidance note,[6] collective sites mean all types of collective settlements, such as the coordination centres, reception centres, collective centres, as well as other facilities used as temporary shelter for IDPs and other persons affected by the conflict. This includes persons that have been displaced for the first time and persons who have been displaced multiple times. Accessibility is determined according to whether REACH or enumerators from partner organisations (CCCM Cluster partners or UNHCR partners) 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.

3.3 Secondary data review

Governmental sources: Ministry of Social Policy of Ukraine

IOM: Displacement Tracking Matrix, Ukraine

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

3.4 Primary Data Collection

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

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[5] UN OCHA (224), Guiding Principles on Internal Displacement, p. 1. Accessed at 43ce1cff2.pdf (unhcr.org)
[6] CCCM Cluster Ukraine – Guidance note on site terminology and definitions (March 2022) [EN/UK] - Ukraine | ReliefWeb

The target number of interviews (1 KII per collective centre) is 1000. CCCM Cluster partners and UNHCR partners seek to interview around 800 collective centres (with a capacity of 10+ people) that they manage or provide with humanitarian aid. Reach seeks to interview 220 collective centres drawn from the Master List (in priority collective sites which host 30+ people), while the Kiyv International Institute of Sociology seeks to interview 90 further collective centres from the Master List (in priority, those which host 10+ people). 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.

3.5 Data Processing & Analysis

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

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

In order to allow for timely follow-up actions such as referral processes, the answers to a specific number of indicators[7] will be shared with the CCCM Cluster prior to the data cleaning process. The extracts will exclusively contain the list of p-codes of sites with the relevant answer to the specific indicators. These extracts will not be shared publicly, and the information will be verified by the CCCM Cluster to consider the possibility of errors.

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:

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[7] The following indicators will be shared urgently with the Cluster: Presence of vulnerable groups that should be referred as soon as possible (B1.6 'Are unaccompanied children present at the site?', answer 'yes'; and B2 'Which vulnerable groups are currently present at the site and how many of each group are present in the site?', answer 'unaccompanied people who require caregiver support'); grave violation of IDP rights without restoration of rights (K1.1 'In the last 30 days, have the residents of the site reported the following issues to you, or, to your knowledge, to someone else?' answer 'As IDPs, the residents of the CCs are subjected to physical, psychological, economic or sexual violence' combined with follow-up question K1.3 'Has the violated right been restored?' answer options 'The issue of violation of the IDPs' rights was not resolved' or 'I do not know'). Upon request from the Cluster other indicators may be considered for urgent sharing.

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 length of survey/ discussion while being considerate of participants' time, ensuring accurate reporting of information provided*)?	Yes	
… Does not **expose data collectors to any risks as a direct result** of participation in data collection?	Yes	
… Does not **expose respondents / their communities to any risks as a direct result** of participation in data collection?	Yes	
… Does not involve **collecting information on specific topics which may be stressful and/ or re-traumatising** for research participants (both respondents and data collectors)?	Yes	
… Does not involve **data collection with minors** i.e. anyone less than 18 years old?	Yes	
… Does not involve **data collection with other vulnerable groups** e.g. persons with disabilities, victims/ survivors of protection incidents, etc.?	No	We collect data on the presence of vulnerable and marginalized groups such as LGBTQI+ and Romas in collective sites. This was included on the explicit request of the Protection Cluster. This data will only be shared with the Protection Cluster and not made public via the dashboard and factsheets. Data will be stored on UNHCR's server with access limitations.
… Follows IMPACT SOPs for management of **personally identifiable information**?	Yes	

5. Roles and responsibilities

Table 3: Description of roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed
Research design	Senior Assessment Officer	Research Manager	Field Manager	CCCM cluster
Supervising data collection	Field Manager	Research Manager	Field Officers	Assessment Officer
Data processing (checking, cleaning)	Data Officer	HQ Data Unit	Assessment Officer	CCCM cluster

Data analysis	Data Officer	HQ Data Unit	Assessment Officer	CCCM cluster
Output production	Senior Assessment Officer	HQ Research Unit	Reseach Manager	CCCM cluster
Dissemination	Senior Assessment Officer	Research Manager	Ukraine Country Coordinator, Ukraine Deputy Country Coordinator	CCCM cluster
Monitoring & Evaluation	Senior Assessment Officer	Research Manager	NA	HQ PD unit
Lessons learned	Senior Assessment Officer	Research Manager	Field Manager, Field Officer	CCCM cluster

5. Data Analysis Plan

Available upon request.