

Research Terms of Reference

Area Based Assessment

[ROU2202]

Romania

[02/08/2022]

[1]

REACH Informing
more effective
humanitarian action

1. Executive Summary

Country of intervention	Romania				
Type of Emergency	<input type="checkbox"/>	Natural disaster	<input checked="" type="checkbox"/>	Conflict	<input type="checkbox"/> Other (<i>specify</i>)
Type of Crisis	<input checked="" type="checkbox"/>	Sudden onset	<input type="checkbox"/>	Slow onset	<input type="checkbox"/> Protracted
Mandating Body/ Agency	United Nations High Commissioner for Refugees (UNHCR)				
IMPACT Project Code	68 FDL I9T				
Overall Research Timeframe (<i>from research design to final outputs / M&E</i>)	01/07/2022 to 05/10/2022				
Research Timeframe <i>Add planned deadlines (for first cycle if more than 1)</i>	1. Training: Constanta: 26/07/2022 Bucharest: 05/09/2022		7. Outputs sent for validation: Constanta: 31/08/2022 Bucharest: 10/11/2022		
	2. Start collect data: Constanta: 27/07/2022 Bucharest: 06/09/2022		8. Outputs published: Constanta: 07/09/2022 Bucharest: 15/11/2022		
	3. Data collected: Constanta: 19/08/2022 Bucharest: 25/10/2022		9. Final presentation: TBD		
	4. Data analysed: Constanta: 23/08/2022 Bucharest: 04/11/2022				
	5. Data sent for validation: Constanta: 23/08/2022 Bucharest: 05/11/2022				
Number of assessments	<input type="checkbox"/>	Single assessment (one cycle)			
	<input checked="" type="checkbox"/>	Multi assessment (more than one cycle) <i>Two cycles</i> Tentatively: 1 st cycle in Constanta: early July to late August 2 nd cycle in Bucharest: mid-September to mid-November			
Humanitarian milestones	Milestone		Deadline		
	<input checked="" type="checkbox"/>	Donor plan/strategy	Constanta: end of August Bucharest mid-November		

Specify what will the assessment inform and when e.g. The shelter cluster will use this data to draft its Revised Flash Appeal;	<input type="checkbox"/>	Inter-cluster plan/strategy	-- / -- / --	
	X	Cluster plan/strategy	Constanta: end of August Bucharest (TBC): mid November	
	<input type="checkbox"/>	NGO platform plan/strategy	-- / -- / --	
	<input type="checkbox"/>	Other (Specify):	-- / -- / --	
Audience Type & Dissemination Specify who will the assessment inform and how you will disseminate to inform the audience	Audience type		Dissemination	
	X Strategic X Programmatic <input type="checkbox"/> Operational <input type="checkbox"/> [Other, Specify]		X Findings factsheet including data visualisation to UNHCR X Presentation of findings X Website Dissemination (Relief Web & REACH Resource Centre) <input type="checkbox"/> [Other, Specify]	
Detailed dissemination plan required	<input type="checkbox"/>	Yes	X	No
General Objective	To inform an area-based response (for two areas in Romania with high numbers of refugees) by local authorities, as well as humanitarian and development actors with regards to the needs and access to services of the refugee population and their hosts, as well as to examine the relationships between refugee and the host communities.			
Specific Objective(s)	<ul style="list-style-type: none"> • Provide information to local authorities, international and local humanitarian aid actors about refugees in Constanta and Bucharest in terms of profile and intentions. • Provide information to international and local humanitarian aid actors about priority needs of refugees and housing conditions, also considering their possible vulnerabilities such as disabilities, socio-economic backgrounds, gender, age, sexual orientation etc. • Provide information to international and local humanitarian aid actors about the impact of the arrival of refugees in terms of the economy, the availability of basic services and social cohesion in Constanta and Bucharest. • Produce a map defining the specific areas in Constanta and in Bucharest with high numbers of refugees outside of collective sites. • Map the local and external response to the refugee crisis and the actors leading the response. 			
Research Questions	<ol style="list-style-type: none"> 1. What are the dynamics of displacement in the city? Where are the refugee households arriving from and where are they located within the city? 2. What are the priority needs of the refugee populations in the city in terms of access to basic services, economic needs (cash and livelihoods) and shelter? How do needs vary within the refugee community? Are some groups particularly vulnerable? 3. What has been the impact of the refugee crisis on basic service provision and the local economy for the host community? 4. What is the nature of the relationship between the refugee and host communities? What factors currently foster and/or inhibit social cohesion between refugees and host community? 5. Which are the local and external actors engaged in the crisis response? What are their activities? 			
Geographic Coverage	Constanta, Constanta judet			

	Bucharest sectors 1 and 6, Bucharest judet.			
Secondary data sources	Registration of temporary protection UNHCR Operational data Portal Population and demographic data (local authorities) REACH Site Monitoring REACH Protection profiling (url factsheet once published) Statistics on tourism in Constanta Data review of tourism in Constanta			
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
	X	Refugees in host communities	X	Refugees Ukrainians, third country nationals
	X	Host communities		
Stratification	X	Geographical #1, the city of Constanta #2 sectors in Bucharest Population size per strata is known? <input type="checkbox"/> Yes X No	<input type="checkbox"/> Eligibility Group #:2 (Refugees out of site, host populations) Population size per strata is known? <input type="checkbox"/> Yes X 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)	X	Semi-structured (Qualitative)
	Sampling method		Data collection method	
Data collection tool # 1 <i>Key informant 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 X Snowballing		X Key informant interview (Target #): 15 (2 to 3 from 5 different sectors: education, local authorities, health, NGOs, business) <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 #):_____ 	
Data collection tool # 2 <i>Focus Group Discussions with Refugees and Hosts</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 X Snowballing		<input type="checkbox"/> Key informant interview (Target #): X Group discussion (Target #): 6 (3 with refugees, 3 with hosts) <input type="checkbox"/> Household interview (Target #): <input type="checkbox"/> Individual interview (Target #):_____ <input type="checkbox"/> Direct observations (Target #):_____ <input type="checkbox"/> [Other, Specify] (Target #):_____ 	
Structured data collection tool # 3 <i>Household Interviews with Refugees and Hosts</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 X Snowballing		<input type="checkbox"/> Key informant interview (Target #): <input type="checkbox"/> Group discussion (Target #): X Household interview (Target #): 300 (150 for refugees, 150 for hosts) <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	N/A	N/A	
Data management platform(s)	<input type="checkbox"/> UNHCR	X IMPACT	
		[Other, Specify]	
Expected output type(s)	X	Situation overview #: 1	X Map #: 1 participatory map
	<input type="checkbox"/>	Presentation (Preliminary findings) #:	
	<input type="checkbox"/>	Interactive dashboard #:_	<input type="checkbox"/> Report #: <input type="checkbox"/> Profile
	<input type="checkbox"/>	Webmap #:	X Presentation (Final) #: 1 <input type="checkbox"/> Factsheet #:
Access	X	Public (available on REACH resource center and other humanitarian platforms)	
	<input type="checkbox"/>	Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)	
Visibility Specify which logos should be on outputs	REACH		
	Donor: UNCHR		
	Coordination Framework: UNCHR		
	Partners: NA		

2. Rationale

2.1 Background

Following the recognition of Luhansk and Donetsk as independent states by the President of Russia, Vladimir Putin, on 21 February 2022 and Ukraine's declaration of general state of emergency the next day, Russia launched military operations in Ukraine. The ongoing conflict since then has resulted in mass displacement of people internally and across international borders. As of 5 July 2022, a total of 8,792,763 people has left Ukraine¹. Based on data collected by UNHCR, the number of refugees who have crossed the border into Romania (including from Moldova) is reported at more than 1.2 million as of 30 June 2022.² Individual interviews conducted across Romanian by REACH enumerators as part of an ongoing Protection Profiling assessment show that an estimated 37% of respondents intend to stay in Romania.³ Most refugees are female Ukrainian nationals, many of whom are travelling with elderly relatives or minors.⁴ In the list of collective sites drafted by Departamentul pentru Situații de Urgență (Department of Emergency Situations, DSU), there were especially high numbers of refugees in the southeast county of Constanța, the central country of Brasov, and Bucharest as of 22 June 2022⁵. There are currently less and less refugees entering Romania. However, this can drastically change depending on the future intensity and spread of conflict, especially if the conflict moves further West toward Moldova and Romania⁶. In addition, movements of refugees returning to Ukraine have been observed from all neighbouring countries – including Romania – with 3,296,112 border crossings to Ukraine recorded as of 5 July 2022.⁷ There currently is limited knowledge about the location of Ukrainian refugees outside refugee accommodation sites within Constanta. This has prevented data collection to

¹ UNHCR, [Operational Data Portal – Ukraine Refugee Situation](#)

² UNHCR, [Operational Data Portal – Ukraine Refugee Situation](#)

³ Link the Protection Profiling Factsheet (has not been published yet) Does not seem to be a call back period in the question...

⁴ IMPACT, [Refugee Arrivals from Ukraine into Romania Factsheet](#), https://www.impact-repository.org/document/reach/2268269d/REACH-Romania-Refugee-Border-Monitoring-Update-2022-04-21_v.2.pdf

⁵ UNHCR, DSU, REACH, [Romania Situation Overview of Refugee Accommodation Centres](#)

⁶ The Guardian, [Fears grow over Moldova breakaway region being drawn into Ukraine war](#)

⁷ UNHCR, [Operational Data Portal – Ukraine Refugee Situation](#)

understand their needs. There is also little knowledge about the special needs of particularly vulnerable groups such as people with disabilities or of less privileged socio-economic background. There is also a significant information gap on the perception of host communities on the arrival of refugees in their city and the impact these arrivals have had on access to services. REACH aims to respond to this need via area-based assessments at the local level in Constanta and in Bucharest. For each assessed area, REACH will produce a multi-sectoral, area-based analysis of the city and will run a participatory mapping exercise to identify where refugees are located within the area.

2.2 Intended Impact

The Area-Based Assessment is intended to fill in an information gap by providing a situation overview of refugees out of site (ROS) in the assessed areas, understanding the nature of the relationship between the hosts and the refugees, as well as of the impact the arrival of the refugees had on access to services in the city. This will allow local actors (local authorities, local NGOs, volunteer initiatives, local businesses, religious groups) to further tailor the crisis response to the needs in the area.

For the external actors (INGOs, UN agencies) the research products will serve as an in-depth situational overview and introduction to the priorities of the assessed city, as well as a tool for engagement with local actors.

3. Methodology

3.1 Methodology overview

The Area-based assessment will take a **mixed-methods approach**: secondary quantitative data will be reviewed from local actors and online sources (see Secondary Data, below), and primary data (quantitative and qualitative) will also be collected from members of the community and key informants, via quantitative surveys, key informant interviews (KIs) and focus group discussions (FGDs).

The assessment will have a strong participative component: local KIs (local authorities, local NGOs, local healthcare workers, local teaching staff) are consulted in the research design process, to ensure that the final product is usable at the local level. They will first be consulted prior to the beginning of data collection for their professional overview of the local situation, information which will be used in designing the tools used for the survey and the FGD.

Key steps in the assessment

1. **Engagement with local authorities in the assessed city:** Based on information received from key-informants from the public and NGO sectors, the local authorities in Constanta have not been actively involved in the refugee response. According to the KIs, they consider the refugees “tourists” and have been underestimating both the number of the refugees in the city and their needs. They have however been redirecting the funds from the programme meant to encourage hosts to take in refugees and ease the financial pressure of rent on refugees. For Bucharest, we have not yet contacted any KIs or local authorities, as data collection will start later than in Constanta.
2. **Secondary data review:** Secondary data will form a large part of the data used for the ABA. In particular, government statistics regarding population, displacement, basic services and the local economy will be utilised to understand the changing situation since the beginning of the crisis (24 February 2022). A data review of the tourism situation in Constanta was conducted referencing official and media sources. It found that during the summer season the number of tourists recorded in the city represents 50% of the population⁸. This offers a perspective on the housing pressure the city undergoes. Likewise, data already collected by REACH as part of the Site Monitoring assessment and Protection Profiling assessment will be used for this ABA. This data will provide information on the intentions, needs etc. of refugees accommodated within collective sites.

⁸ <http://statistici.insse.ro:8077/tempo-online/#/pages/tables/insse-table>

3. **Participatory mapping:** Mapping Key Informant Interviews with five knowledgeable actors for local authorities, humanitarian organisations and refugees will help identify where refugees outside of sites are located within the city.
4. **Survey of the refugee and host population:** A purposive sample of refugees outside of collective sites and host populations (both regular residents of the city and households voluntarily hosting refugees) will be surveyed regarding their priority needs – including in terms of access to services, social cohesion and (for the refugee population) their movement intentions, with a target of 150 interviews for refugees and 150 interviews for host population per city. The household surveys will be conducted through face-to-face interviews. Considering that the total population of refugees outside of sites and that the number of host families are unknown, the chosen sampling method is purposive.
5. **Focus group discussions with the refugee and host population:** Purposively sampled FGDs will be organized with refugees both from and outside collective accommodation centres and host populations, to understand the economic impact of the arrival of refugees in the city, the impact on the access to services and the relationship between the refugees and their hosts, with a target of 3 FGDs for refugees and 3 FGDs for host population per city. The reason why this data collection method will include refugees from collective sites is because the discussion will cover questions not included in the Protection Profiling and Site Monitoring assessments.
6. **Key informant interviews with service providers, humanitarian workers and local authorities:** KIIs will be conducted with 2 to 3 representatives from each major sectors relevant to the refugee response (health, education, social services, humanitarian and business) to understand the impact of the refugee crisis on each of these services, as well as what the response has been so far, how different stakeholders view the refugee situation and how they cooperate. KIIs will be selected purposively after a preliminary exploration of local stakeholders.

This mixed approach aims to provide a precise overview of the situation of the refugees and the host communities of Constanta and Bucharest areas with regards to their needs, access to services. Data collection will take place from 27 July to 19 August in the Constanta area and 1 September to 25 October in Bucharest.

3.2 Population of interest

Geographical area: The first ABA will cover the city of Constanta. This region was chosen because of the significant number of refugees recorded in the city and because the hotels used as collective sites in this seaside resort returned to their original use for the summer season. Refugees hosted in these touristic venues resorted to other housing options, which are unknown. The second ABA is going to cover two sectors of Bucharest. Quantitative data collection will be conducted in Constanta, and in two sectors of Bucharest to give an indication of the difference in needs and response across the area. However, considering that the total population to be surveyed is unknown, the sample cannot be representative. To gain a qualitative understanding of the situation, qualitative data collection will be conducted in Constanta and 2 sectors in Bucharest.

Population: The ABAs will survey refugee populations in Romania, as well as the Romanian host community; including those hosting refugees in their property.

Unit of measurement:

- Quantitative survey of refugee and host populations: Household
- Key informant interview: City/Sector
- Focus group discussion: City/Sector

3.3 Secondary data review

The following documentation has served as guidance to inform the assessment methodology and the questionnaire design:

- Local authorities
 - Population and demographic data

- Overview refugee situation (demographics, school enrolment requests, use of health services, Temporary registration requests overview)
- UNHCR
 - [Registration of Temporary Protection](#)
 - [UNHCR Operational data Portal](#)
- REACH
 - [REACH Site Monitoring](#)
 - REACH Protection profiling (URL factsheet)
- Academia tourism in Constanta
 - [Statistics on tourism in Constanta](#)
 - Data review of tourism in Constanta

3.4. Primary Data Collection

The assessment will consist of four types of data collection:

1. A participatory mapping exercise

- a. Method: Mapping Key Informant Interviews with knowledgeable actors for local authorities, humanitarian organisations and refugees will help identify where refugees outside of sites are located within the city.
- b. Tool: Key informants will be asked with the help of maps to indicate to the best of their knowledge where refugees outside of collective centres are located within the city.

2. Structured interview questionnaires administered to refugee households outside of collective sites and host communities

- a. Method: Household surveys will be conducted through face-to-face interviews. Enumerators will receive a training session ahead of the first day of data collection.
- b. Sampling for the refugee tool: As the population of refugees living outside of sites in Constanta city is unknown, the sample for this data collection method is purposive and cannot be calculated. It is expected that the number of refugee household is quite low, with 6,500 refugees in the whole of Constanta County, including a quarter in refugee accommodation sites and three members per household on average. Refugees in rented accommodations such as hotels and hosted by Romanian families will be surveyed. Based on REACH's resources in Constanta, the timeframe for data collection, as well as the expectations that the numbers of refugee household outside of refugee accommodation sites is less than 600 or 700, the target number of interviews is 150. The first respondents will be identified via local authorities and additional respondents will be identified via snowballing during the survey.
- c. Sampling for the host community tool: With regards to the host community tool, the total population of Constanta being 280,000 residents, with a margin of error of 8%, the sample for the host community is established at 150, this will include 50 host families, with refugees in their houses and 100 host community members defined as residents of the city
- d. Tool: Enumerators will use a structured questionnaire on Kobo Toolbox with an active GPS to collect the coordinates of each survey.

3. Focus group discussions between refugees and between host communities

- a. Method: Semi-structured discussions will be conducted, concerning the economic situation of the refugees, their access to services and humanitarian assistance, as well as their relationship with the hosts (Refugee FGDs) and concerning the economic impact of the arrival of refugees and their relationship with the refugees (Host FGDs)
- b. Sampling: 3 FGDs in each group i.e., 6 FGDs per area surveyed. The groups will include 6-8 participants from both genders as no gender-sensitive issues will be tackled in the discussion. To ensure representativity, the host community focus group will have equal representation of men and women and

the refugee focus group will include 80% of adult women and 20% of adult men, to reflect the proportion of refugees arriving in Romania, as the Site Monitoring data has shown⁹

- c. Tool: Qualitative tools. Discussions will be recorded, and notes will be taken by enumerators during the discussion.

4. Key informant interviews with service providers

- a. Method: Semi-structured discussions will be conducted, concerning the impact of the arrival of refugees in the area such as access to services (for the refugees and their hosts) and the economy. A total of 10-15 KIs will be consulted with respondents from the following five sectors groups:
 - i. Education professionals
 - ii. Health professionals
 - iii. Business owners
 - iv. Local authorities
 - v. NGO staff
- b. Sampling: The KI sampling is purposive. We have conducted a preliminary search of the local stakeholders involved in the refugee response and selected a number based on their perceived relevance and availability.
- c. Tool: Qualitative tools. Discussions will be recorded, and notes will be taken by enumerators during the discussion.

Data collection will take place from 27 July to 19 August in Constanta and 1 September to 25 October in Bucharest.

Prior to data collection, enumerators will be trained on the tools to ensure a clear understanding of all questions and how to administer these questions in face-to-face surveys. In order to minimize the financial burden of the refugee and host community participants due to the travel costs from the location of residence in Constanta county and the location of the focus group, a lump sum of 50 lei will be provided to each attendee.

3.5. Data Processing & Analysis

All quantitative data collected through ODK will be uploaded to the IMPACT-REACH Kobo server. In collaboration with the IMPACT Database Officer, the IMPACT Assessment Officers will clean the raw data daily to account for any duplicates or issues during data collection. All data collection and cleaning activities conducted will be in line with IMPACT's minimum standards requirements and checklist (available [here](#)). The IMPACT Assessment Officers will conduct statistical analysis on the cleaned data set using relevant software such as R and SPSS. This will be done in accordance with the data analysis framework produced during the research design phase, which will outline relevant indicators and tool questions linked to the core research questions outlined in these terms of reference.

Qualitative interviews and focus group discussions will be recorded and interviewers will take notes. Enumerators will transcribe these notes, using recordings to consolidate, as soon as possible after the FGD. In each FGD, at least one enumerator will be dedicated to taking notes while another moderates the discussion.

All analysis will be reviewed by the IMPACT HQ Research Design and Data (RDD) Unit before the output production.

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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⁹ [REACH Site Monitoring](#)

... 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)?	No	<p>Some displacement topics covered might be sensitive to some respondents</p> <ul style="list-style-type: none"> • 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. • Enumerators will receive training on how to react if a respondent becomes upset and will end the interview.
... 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>Respondents from vulnerable groups will be surveyed to understand their specific needs</p> <ul style="list-style-type: none"> • 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

		<ul style="list-style-type: none"> Enumerators will receive training on how to react if a respondent becomes upset and will end the interview.
... 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	Assessment officer / Junior Assessment Officer	Country Coordinator	HQ Research design and data unit (RDDU), UNCHR Focal Point	Country coordinator
Supervising data collection	Field Officer	Country Coordinator	UNCHR Focal Point	UNCHR Focal Point
Data processing (checking, cleaning)	Assessment officer / Junior Assessment Officer	Country Coordinator	RDDU	UNCHR Focal Point
Data analysis	Assessment officer / Junior Assessment Officer	Country Coordinator	Cluster coordinator, RDDU	
Output production	Assessment officer / Junior Assessment Officer, GIS officer	Country Coordinator	HQ reporting unit	UNCHR Focal Point
Dissemination	Assessment officer / Junior Assessment Officer	Country Coordinator	GIS officer, HQ Research department, HQ Communication department	UNCHR Focal Point
Monitoring & Evaluation	Assessment officer / Junior Assessment Officer	Country Coordinator	GIS officer, HQ Research department	UNCHR Focal Point
Lessons learned	Assessment officer / Junior Assessment Officer, field officer	Country Coordinator	GIS officer, HQ Research department	UNCHR Focal Point

Responsible: the person(s) who executes the task

Accountable: the person who validates the completion of the task and is accountable of 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

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 No
		# of page clicks on x product from REACH global newsletter	Country request to HQ		X No
		# of page clicks on x product from country newsletter, sendingBlue, bit.ly	Country team		X No
		# of visits to x web map/x dashboard	Country request to HQ		X No
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) # references in single agency documents	Country team	Reference_log	X Yes # of situation overviews and maps that has been disseminated to UNHCR and IMWG
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_Feed back and Usage_Survey template	Usage survey to be conducted at the end of the research cycle related to all outputs, targeting at least 20 partners
		Perceived usefulness and influence of IMPACT outputs			
		Recommendations to strengthen IMPACT programs			
		Perceived capacity of IMPACT staff			
	Number of humanitarian	Perceived quality of outputs/programs			

	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 (<i>providing resources, participating to presentations, etc.</i>)	# of organisations providing resources (i.e., staff, vehicles, meeting space, budget, etc.) for activity implementation	Country team	Engagement_log	X Yes
		# of organisations/clusters inputting in research design and joint analysis			X Yes
		# of organisations/clusters attending briefings on findings;			X Yes