

# Research Terms of Reference

Multi-Sector Needs Assessment (MSNA) Light  
ROU2204Romania

September 2022  
Version 1

**REACH** Informing  
more effective  
humanitarian action

## 1. Executive Summary

<b>Country of intervention</b>	Romania				
<b>Type of Emergency</b>	<input type="checkbox"/>	Natural disaster	<input checked="" type="checkbox"/>	Conflict	<input type="checkbox"/> Other (specify)
<b>Type of Crisis</b>	<input checked="" type="checkbox"/>	Sudden onset	<input type="checkbox"/>	Slow onset	<input type="checkbox"/> Protracted
<b>Mandating Body/ Agency</b>	United Nations High Commissioner for Refugees, UNHCR				
<b>IMPACT Project Code</b>	68AWD				
<b>Overall Research Timeframe</b> (from research design to final outputs / M&E)	01.09.2022 to 12.12.2022				
<b>Research Timeframe</b> Add planned deadlines (for first cycle if more than 1)	1. Training: 10-11/10/2022		6. Preliminary findings presentation: 23/11/2022		
	2. Start collect data: 12/10/2022		7. Outputs (final report) sent for validation: 05/12/2022		
	3. Data collected: 02/11/2022		8. Outputs published: 12/12/2022		
	4. Data analyzed: 14/11/2022 Key Preliminary Findings: 21/11/2022		9. Final presentation: TBA		
	5. Data sent for validation: Full dataset: 09/11/2022				
<b>Number of assessments</b>	<input checked="" type="checkbox"/>	Single assessment (one cycle)			
	<input type="checkbox"/>	Multi assessment (more than one cycle) [Describe here the frequency of the cycle]			
<b>Humanitarian milestones</b> Specify <b>what</b> will the assessment inform and <b>when</b> e.g. The shelter cluster will use this data to draft its Revised Flash Appeal;	<b>Milestone</b>		<b>Deadline</b>		
	<input type="checkbox"/>	Donor plan/strategy	--/--/----		
	<input checked="" type="checkbox"/>	Inter-cluster plan/strategy Romania Refugee Response Plan	TBA		
	<input type="checkbox"/>	Cluster plan/strategy	--/--/----		
	<input type="checkbox"/>	NGO platform plan/strategy	--/--/----		
	<input checked="" type="checkbox"/>	Other (Specify): UN agencies and their NGO partners will use the data to develop sectoral response strategies and to inform the design of partner programming and interventions	TBA		

<b>Audience Type &amp; Dissemination</b> 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 checked="" type="checkbox"/> General Product Mailing (e.g. mail to NGO consortium; HCT participants; Donors) <input checked="" type="checkbox"/> Cluster Mailing and presentation of findings at next cluster meeting <input checked="" type="checkbox"/> Presentation of findings (e.g. at HCT meeting; Cluster meeting) <input checked="" type="checkbox"/> Website Dissemination (Relief Web & REACH Resource Centre) <input type="checkbox"/> [Other, Specify]	
<b>Detailed dissemination plan required</b>	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
<b>General Objective</b>	<i>Support an evidence-based humanitarian response in Romania through the provision of multi-sectoral data about the needs and coping capacities of refugee households in the country.</i>			
<b>Specific Objective(s)</b>	<ol style="list-style-type: none"> <li>1. To identify the demographic composition of refugees households: key demographics, relationship between household (HH) members, etc.</li> <li>2. To identify priority protection, health, education, accommodation, and livelihood needs of refugee households in Romania;</li> <li>3. To understand coping capacity and vulnerability/resilience in the event of protracted displacement, including socio-economic vulnerabilities, labour skills, and movement intentions;</li> <li>4. To identify household profiles with the highest severity of needs</li> <li>5. To identify information needs and preferences and access to humanitarian assistance of refugee HHs in Romania</li> </ol>			
<b>Research Questions</b>	<ol style="list-style-type: none"> <li>1. <b>What is the demographic composition of the refugee population in Romania?</b> <ol style="list-style-type: none"> <li>a. What is the average household size?</li> <li>b. What is the gender and age composition of household's members?</li> <li>c. What proportion of households contain vulnerable groups, including but not limited to minors, pregnant or lactating women, elderly members, or people with disabilities?</li> </ol> </li> <li>2. <b>What are households' reported priority needs across the active sectors within the humanitarian response (specified below)?</b> <ol style="list-style-type: none"> <li>a. Protection – including Gender Based Violence (GBV) and Child Protection (CP)</li> <li>b. Health – including Mental Health and Psychosocial Support (MHPSS)</li> <li>c. Education</li> <li>d. Accommodation</li> <li>e. Livelihoods and Inclusion</li> </ol> </li> <li>3. <b>To what extent do refugee households in Romania possess coping and resilience capacities, in the event of a protracted displacement?</b> <ol style="list-style-type: none"> <li>a. What are households' current income and expenditure patterns?</li> <li>b. What are the primary livelihoods sources for adult household members?</li> <li>c. What are the most prevalent education levels attained and labour skills of adult household members?</li> <li>d. What are the movement intentions of households in the next three months?</li> </ol> </li> </ol>			

	<p>4. To what extent are refugee households able to access information regarding services, assistance, and humanitarian aid?</p> <p>5. What, if any, humanitarian assistance does HH receive, and to what extent does this humanitarian assistance meet their needs?</p> <p>6. Which household demographic profiles, have the highest needs across the assessed sectors?</p>																				
<b>Geographic Coverage</b>	<i>The assessment will be conducted, based on the UNHCR focus areas and the high number refugee hosting locations, in the following counties: Bucharest/Ifov; Constanta; Suceava; Maramures; Brasov; Iasi; Timis; Sibiu; Galati; Cluj.</i>																				
<b>Secondary data sources</b>	<ul style="list-style-type: none"> <li>UNHCR Romania data portal <a href="https://data.unhcr.org/en/situations/ukraine">https://data.unhcr.org/en/situations/ukraine</a></li> <li>Inter-agency and agency/sector updates <a href="https://data.unhcr.org/en/country/ukr">https://data.unhcr.org/en/country/ukr</a></li> <li>Sectoral assessments <a href="https://data.unhcr.org/en/documents/download/92257">https://data.unhcr.org/en/documents/download/92257</a></li> <li>REACH Border Monitoring and Protection Profiling <a href="https://www.reachresourcecentre.info/country/ukraine/theme/mixed-migration/cycle/46616/p/3/">https://www.reachresourcecentre.info/country/ukraine/theme/mixed-migration/cycle/46616/p/3/</a></li> <li>Government of Romania refugee population (registration) <a href="https://asylumineurope.org/reports/country/romania/asylum-procedure/access-procedure-and-registration/registration-asylum-application/">https://asylumineurope.org/reports/country/romania/asylum-procedure/access-procedure-and-registration/registration-asylum-application/</a></li> </ul>																				
<b>Population(s)</b> <i>Select all that apply</i>	<table border="1"> <tr> <td><input type="checkbox"/></td><td>IDPs in camp</td> <td><input type="checkbox"/></td><td>IDPs in informal sites</td> </tr> <tr> <td><input type="checkbox"/></td><td>IDPs in host communities</td> <td><input type="checkbox"/></td><td>IDPs [Other, Specify]</td> </tr> <tr> <td><input type="checkbox"/></td><td>Refugees in camp</td> <td><input type="checkbox"/></td><td>Refugees in informal sites</td> </tr> <tr> <td><input checked="" type="checkbox"/></td><td>Refugees in host communities</td> <td><input checked="" type="checkbox"/></td><td>Refugees in collective sites</td> </tr> <tr> <td><input type="checkbox"/></td><td>Host communities</td> <td><input type="checkbox"/></td><td>[Other, Specify]</td> </tr> </table>	<input type="checkbox"/>	IDPs in camp	<input type="checkbox"/>	IDPs in informal sites	<input type="checkbox"/>	IDPs in host communities	<input type="checkbox"/>	IDPs [Other, Specify]	<input type="checkbox"/>	Refugees in camp	<input type="checkbox"/>	Refugees in informal sites	<input checked="" type="checkbox"/>	Refugees in host communities	<input checked="" type="checkbox"/>	Refugees in collective sites	<input type="checkbox"/>	Host communities	<input type="checkbox"/>	[Other, Specify]
<input type="checkbox"/>	IDPs in camp	<input type="checkbox"/>	IDPs in informal sites																		
<input type="checkbox"/>	IDPs in host communities	<input type="checkbox"/>	IDPs [Other, Specify]																		
<input type="checkbox"/>	Refugees in camp	<input type="checkbox"/>	Refugees in informal sites																		
<input checked="" type="checkbox"/>	Refugees in host communities	<input checked="" type="checkbox"/>	Refugees in collective sites																		
<input type="checkbox"/>	Host communities	<input type="checkbox"/>	[Other, Specify]																		
<b>Structured questionnaire (Quantitative)</b>	<table border="1"> <tr> <td><input type="checkbox"/></td><td>Probability sampling</td> <td><input checked="" type="checkbox"/></td><td>Non - Probability sampling</td> </tr> </table>	<input type="checkbox"/>	Probability sampling	<input checked="" type="checkbox"/>	Non - Probability sampling																
<input type="checkbox"/>	Probability sampling	<input checked="" type="checkbox"/>	Non - Probability sampling																		
<b>Data collection level:</b>	<table border="1"> <tr> <td><input type="checkbox"/></td><td>Individual</td> <td><input checked="" type="checkbox"/></td><td>Household</td> </tr> <tr> <td><input type="checkbox"/></td><td>Settlement</td> <td><input type="checkbox"/></td><td>Other (specify): _____</td> </tr> </table>	<input type="checkbox"/>	Individual	<input checked="" type="checkbox"/>	Household	<input type="checkbox"/>	Settlement	<input type="checkbox"/>	Other (specify): _____												
<input type="checkbox"/>	Individual	<input checked="" type="checkbox"/>	Household																		
<input type="checkbox"/>	Settlement	<input type="checkbox"/>	Other (specify): _____																		
<b>If Non-Probability Sampling</b>  <b>(Hosted in the community)</b>	<b>Sampling method:</b> <input type="checkbox"/> Quota sampling <input checked="" type="checkbox"/> Purposive <input type="checkbox"/> Snowballing The sampling is stratified: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes what are the stratifications: - Geographic: _____ - Population groups: _____	If quota sampling, what characteristics will be used as quota?: <b>Data collection method</b> <input checked="" type="checkbox"/> Face to face <input type="checkbox"/> Remote data collection  Expected sample size: ~560																			
<b>If Non-Probability Sampling</b>  <b>(Collective Centers)</b>	<b>Sampling method:</b> <input type="checkbox"/> Quota sampling <input checked="" type="checkbox"/> Purposive <input type="checkbox"/> Snowballing The sampling is stratified: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes what are the stratifications: - Geographic: _____ - Population groups: _____ Other: _____	If quota sampling, what characteristics will be used as quota?: _____ _____ _____ <b>Data collection method</b> <input checked="" type="checkbox"/> Face to face <input type="checkbox"/> Remote data collection  Expected sample size: ~102																			

Semi-structured questionnaire (Qualitative)	<input type="checkbox"/>	Yes	<b>X</b>	No
---	--------------------------	-----	----------	----

---

Data management platform(s)	<input checked="" type="checkbox"/>	IMPACT	<input type="checkbox"/>	UNHCR		
	<input type="checkbox"/>	[Other, Specify]				
Expected output type(s)	<input type="checkbox"/>	Situation overview #: __	<input checked="" type="checkbox"/>	Report #: 1	<input type="checkbox"/>	Profile #: __
	<input checked="" type="checkbox"/>	Presentation (Preliminary findings) #: 1	<input checked="" type="checkbox"/>	Presentation (Final) #: 1	<input type="checkbox"/>	Factsheet #: __
	<input type="checkbox"/>	Interactive dashboard #: __	<input type="checkbox"/>	Webmap #: __	<input type="checkbox"/>	Map #: __
	<input type="checkbox"/>	[Other, Specify] #: __				
Access	<input checked="" type="checkbox"/>	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	<b>REACH</b>					
	<b>Donor:</b> UNHCR					
	<b>Coordination Framework:</b> UNHCR Refugee Coordination Model					
	<b>Partners:</b> n/a					

## 2. Rationale

### 2.1 Background

As of 13 September 2022, at total of 6,865,625 people have arrived from Ukraine into neighbouring countries.<sup>1</sup> According to the latest figures, 1,782,911 people have crossed into Romania from the Republic of Moldova and Ukraine since the 24 February, with around 81,158 remaining in the country.<sup>2</sup> The overwhelming majority of refugees are residing in the host community; however, little to no information is currently available to response actors regarding their demographic profile, household composition, geographical presence, vulnerabilities, humanitarian needs, movement intentions, or coping capacities. Even less information is available regarding the Collective Sites both in terms of numbers and in terms of HHs composition and their needs.

### 2.2 Intended impact

REACH, in partnership with UNHCR, sectoral working groups, and cross-cutting working groups, plan to conduct a Multi-Sector Needs Assessment to ensure these response actors have the necessary evidence base to effectively respond to the needs of refugee households in Romania. Response partners will use this data to inform strategic planning and prioritize key areas and subsets of the refugee population that are found to be most vulnerable. Information regarding movement intentions will also support contingency planning efforts, in the event of various displacement scenarios that depend on how the conflict in Ukraine evolves. Moreover, partner organizations will use the data to 1) plan interventions that target cash and other assistance to those households found to be most in need, and 2) refer refugee households to appropriate service providers, such as job placement and skills training or protection specialists. Data about access to information and preferred means of information dissemination will also support response actors with community engagement, outreach, and improve overall accountability mechanisms.

<sup>1</sup> [Situation Ukraine Refugee Situation \(unhcr.org\)](https://www.unhcr.org/situations/ukraine/)

<sup>2</sup> [Situation Ukraine Refugee Situation \(unhcr.org\)](https://www.unhcr.org/situations/ukraine/)

# 1. Methodology

## 1.1 Methodology overview

Due to lack of complete data on location and profile of refugees residing in Romania, temporary protection registration data will be used as a proxy indicator for non-probability purposive sampling for refugees residing in host community. Although not generalizable with a known level of statistical precision, it will still generate indicative findings with high level of representation.

### Definitions:

- **Collective Site:** designated existing facility with infrastructure where basic services are available, a type of accommodation established by the Romanian authorities, private entities or NGOs to provide shelter to refugees. The types of facility can include public places (schools, community centers, community centers), religious building, hotel/touristic complex, exhibition center, etc.
- **County (Judet):** level 1 territorial-administrative unit.

Primary data collection will be conducted through a structured household survey tool, implemented among a sample of refugee households living in Romania. The target groups will consist of refugee households residing in host community (outside the collective sites) and those residing in Collective Sites (CSs). Humanitarian community believes that the situation of these two groups is significantly different and therefore should be analyzed independently.

## 1.2 Population of interest

The population of interest includes all refugee households who have been displaced from Ukraine to Romania and registered to obtain Temporary Protection or intend to do so. The assessment will not aim to include refugees who only transit through Romania and plan to settle down in another country. The assessment might include non-Ukrainian refugee HHs fleeing the war, however, due to small number of Third Country Nationals (TCNs) identified during surveys<sup>3</sup>, we anticipate that they will constitute only a minor part of the final sample.

The sample will include two distinct population groups: refugees living in host community, outside of the collective sites (CSs), and refugees residing in CSs. Refugees living outside of CSs will cover a variety of accommodation types, including private accommodation, being hosted by family, friends, or by Romanian families, among others. The unit of measurement will primarily be the hosted refugee-household level, with specific indicators measured at the individual level through a roster approach.

It is important to note that very little data is currently available regarding the refugee population residing in Romania. Refugees that wish to stay in Romania on a middle or long-term basis need to register to get temporary protection in the country. Persons benefiting from temporary protection may legally stay in Romania for 1 year, they are provided with accommodation, food and medical care, they may work in Romania without a permit and run a business, they are also entitled to social assistance benefits. Temporary protection process is managed by the European Union Agency for Asylum, under the supervision of the Ministry of the Interior in Romania. While there is data available on refugees who applied and were granted temporary protection, it does not reflect the current structure of refugees' localization. The availability of settlement-level data about the exact location of refugee households, as well as age and sex disaggregated data remains unclear. Moreover, challenges in collecting and consolidating this data are expected throughout the implementation of the methodology, largely due to the fluid nature of the crisis, which is still in an emergency phase.

### LIMITATIONS:

**Perceptions:** Questions on household perceptions may not directly reflect the realities the household situations - only individuals' perceptions of them.

**Limitations of household surveys:** While household-level quantitative surveys seek to provide quantifiable information that

can be generalized to the populations of interest, the methodology is not suited to provide in-depth explanations of complex issues

Respondent bias: Certain indicators may be under-reported or over-reported due to subjectivity and perceptions of respondents

These are examples of common limitations that we expect to face, however, if other challenges arise during implementation we will formulate strategies to mitigate these as they arise.

### 1.3 Primary Data Collection

#### Method

##### **Household survey**

A team of REACH enumerators will collect data in person through household surveys with the head of household or another adult member of the refugee household who agrees to respond on behalf of the head of household.<sup>10</sup> Interview responses will be recorded digitally using Kobo Collect. Data collection teams will primarily be comprised of female enumerators, as the large majority of the adult refugee population in Romania are believed to be women.<sup>11</sup> Interviews will be conducted nationwide. See sampling section below for further details on how data collection locations will be selected.

#### Method

##### **Household survey:**

A team of REACH enumerators will collect the data through household interviews with the head of the household or another adult member of the refugee household<sup>4</sup> A household is defined as a group of people who live under the same roof, share income, daily meals and expenses. A husband or wife living separately from HH abroad or within Ukraine to work or because of fighting in the East is not a part of HH in this case. The reason is that we aim to understand the needs/issues in this specific area of the interview, not in another location. Interview responses will be recorded digitally using Kobo Collect. Interviews will be conducted nationwide, see sampling section below for further details on how data collection locations will be selected.

For the refugee HH being hosted, the respondent will be a member of the refugee household, but she/he will also be asked to answer a limited number of questions regarding the hosting family's demographics (see Data Analysis Plan). This approach will allow us to gather basic information about host families, which partners have highlighted as an information gap, without expanding the scope of the assessment beyond what is feasible with the available resources and the agreed timeline.

Data collection is currently anticipated to start on 12 October 2022 and it will include 2 days of enumerator training and 1 day of pilot data collection. Data will be collected using the Kobo platform, and enumerators will be trained prior to data collection in the use of Kobo.

Due to the large population movements and the volatility of the crisis, the design and implementation of data collection activities for the MSNA in Romania will be contingent on the availability of data regarding refugees and intensity of the conflict in Ukraine. Considerations around the availability of the approximate locations where refugee households reside will feed into the decision about which sampling and data collection methodology will be employed in certain areas.

#### Sampling

A target sample size of approx. 660 households is estimated to be interviewed in total.

##### **Strata 1: Households residing in CSs:**

For refugees living in collective sites (CS), non-probability purposive sampling will be used, based on currently known list of CSs in Romania. The list is not exhaustive and therefore collective sites in the areas with the highest numbers of refugees will be chosen for data collection. To the extent possible, in regions where list of CSs is available, the sites for data collection will be chosen on a random basis. CSs with a refugee population of less than 10 individuals will be excluded. The number

---

<sup>4</sup> Term "household" is defined as a group of people who live under the same roof, share income, daily meals and expenses.

of families will be estimated based on the population size in each CSs (if known) divided by the average household size, which is estimated to be 3 approximately 100 families (with 10% buffer in the event of non-response) will be drawn including the numbers of interviews to be conducted in sites across the selected counties in Romania.

**Table 1: Minimum number of interviews with refugees in collective sites**

County	Estimated population	Estimated number of households	Minimum number of interviews
<b>Bucharest</b>	3600	1200	32
<b>Constanta</b>	2600	867	31
<b>Brasov</b>	867	289	8
<b>Galati</b>	367	122	8
<b>Suceava</b>	1800	600	7
<b>Iasi</b>	317	106	6
<b>Cluj</b>	248	83	4
<b>Maramures</b>	1100	367	4
<b>Timis</b>	667	222	1
<b>Sibiu</b>	600	200	1

#### **Strata 2: Households residing outside of CSs:**

Due to the volatility of the situation and the lack of population data on refugees, REACH triangulated data from different source estimates of the population living outside collective sites. The main source of data was UNHCR estimations. In addition, REACH conducted further scoping with other government ministries, UN agencies, and NGO partners operating in host communities, to identify and estimate population data. Due to the high volatility of the crisis and in order to account for potential changes in the population number, the buffer size will be exceptionally increased to 50%. This measure also aims to minimise the potential counties where data may be outdated and ensure that field teams were able to interview the required minimum number of cases per group.

Based on the most up to date sampling available, approximately 560 families will be interviewed. Households will be selected based on a purposive sampling, first by counties and then by the settlement in order to develop a draw a sample of the families living in host-communities in Romania, adding a 50% buffer. The process of estimating the number of families will be the same as in CCS, which will divide the number of registered refugees living in each settlement by the average family size which is 3 members. The total population of refugees in collective sites in each county were used to determine the minimum interview target based on the same statistical calculations as the host community sample but with a larger buffer.

Primary data will be collected as follows:

- In large settlements, respondents will be interviewed by enumerators at locations where refugees are most likely to attend such as aid distribution centres, schools, public parks, etc. The Assessment Officer, in collaboration with the Field Officer, will draft a list of this locations which will be shared with the enumerators. The locations will be randomly selected at the beginning of each day of data collection. Enumerators will be instructed to interview every third individual encountered in order to ensure some degree of randomisation of the respondents.
- For all the rest of the settlements, taking into account the operational limitations of lack of the exact location of residence of refugees to be interviewed, in the week before data collection, the Assessment Officer in partnership with the Field Officers, will conduct a community mapping in order to identify potential locations to interview refugee families. Enumerators will be instructed to travel to those locations and interview every third individual encountered in order to ensure some degree of randomisation of the respondents.



Table 2: Minimum number of interviews with refugees in host community

County	Estimated population	Estimated number of households	Minimum number of interviews
Bucharest	10800	3600	181
Constanta	7800	2600	116
Suceava	5400	1800	88
Maramures	3300	1100	47
Brasov	2600	867	43
Timis	2000	667	28
Sibiu	1100	367	28
Galati	950	317	13
Cluj	745	248	11
Iasi	950	317	5

## Data Processing & Analysis

A data cleaning SOP will be generated prior to the start of data collection, built off of the [Minimum Standard Data Cleaning Checklist](#) developed by IMPACT HQ, to guide data checking, cleaning, and consolidation processes, as well as indicator-specific parameters. Data cleaning will be carried out by the data officer (DO) on a daily basis. The dataset will be verified through manual data checks and data cleaning, particularly during the initial days of data collection.

The MSNA Assessment Officer and Field Officer will hold daily morning briefings with the enumerator team to review data collection procedures and flag any issues from field spot checks and data cleaning checks. Specific data that are deemed inconsistent will be highlighted and shared with the relevant enumerator for clarification/rectification. These inquiries will be logged in a shared spreadsheet in which focal points for each base will provide responses. All changes will then be made and logged by the AO/DO. All issues raised during data collection will be addressed during the concurrent data cleaning phase and recorded in a log that enables retracing of cleaning steps.

**Data analysis:** Prior to data analysis, a framework will be developed and agreed upon with all sectoral partners, to identify the priority indicators to be cleaned and analyzed before the full dataset is cleaned and analyzed. Analysis will be carried out using R Studio statistical software for both the priority and the full analysis. Once the data analysis has been carried out, the dataset will be made available to external partners to enable use of data for further analysis.

Analysis will be conducted at the national level for all population groups: refugee households in CSs and refugee households in host communities. Additional analysis, including disaggregation by households with children versus households without, households with vulnerable members, etc. will be conducted for priority indicators agreed with UNHCR and other relevant partners, if possible. Depending on the final sample size for disaggregated subsets of the population, it will be noted whether these findings can be considered generalizable or if they are to be considered indicative only.

## 2. 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>
... Has been coordinated with relevant stakeholders to <b>avoid unnecessary duplication</b> of data collection efforts?	Yes	

... <b>Respects respondents, their rights and dignity</b> ( <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 <b>expose data collectors to any risks as a direct result</b> of participation in data collection?	Yes	
... Does not <b>expose respondents / their communities to any risks as a direct result</b> of participation in data collection?	Yes	
... Does not involve <b>collecting information on specific topics which may be stressful and/ or re-traumatising</b> for research participants (both respondents and data collectors)?	No	Partners would like to identify protection needs as they relate to women and children specifically; given the sensitivities surrounding this, we will work closely with the Gender Task
		<p>Force, Protection Sector, and GBV sub-sector to mitigate any unintended harm to respondents. Protection questions will also be designed in accordance with best practices, i.e. <b>no respondent will be asked to report on their own personal experiences, or to recount any experiences or incidents in which they were personally involved.</b></p> <p>Moreover, through the informed consent process, enumerators will explain to respondents that they can <b>withdraw participation</b> from the interview or <b>decline to answer</b> questions at any point.</p>
... Does not involve <b>data collection with minors</b> i.e. anyone less than 18 years old?	Yes	

... Does not involve <b>data collection with other vulnerable groups</b> e.g. persons with disabilities, victims/ survivors of protection incidents, etc.?	No	Given what we know about the profile of refugees who have displaced to Romania – primarily woman traveling alone or with children – it is possible that respondents may include victims/survivors of protection incidents, as they may be the head of household or the only adult household member. We will use the same approach as outlined above – i.e. consulting with specialists in the area of protection, GBV, and other relevant areas to mitigate unintended harm. These partners will review the survey tool with these sensitivities in mind.
... Follows IMPACT SOPs for management of <b>personally identifiable information</b> ?	Yes	

### 3. Roles and responsibilities

Table 3: Description of roles and responsibilities

<b>Task Description</b>	<b>Responsible</b>	<b>Accountable</b>	<b>Consulted</b>	<b>Informed</b>
Research design	AO	SAO	Partners, HQ RDDU	Partners
Supervising data collection	Operations Manager	SAO		Partners
Data processing (checking, cleaning)	SDO, AO	SAO	HQ RDDU	Partners
Data analysis	SDO, AO	SAO	HQ RDDU	Partners
Output production	AO	SAO, CFP	Partners, HQ RRU	Partners
Dissemination	AO	SAO, CFP	HQ Comms	Partners
Monitoring & Evaluation	SAO	CFP	HQ Comms	Partners, Donors, HQ Research
Lessons learned	AO, SAO	CFP	Partners	HQ Research

**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

## 4. Monitoring & Evaluation Plan

IMPACT Objective	External M&E Indicator	Internal M&E Indicator	Focal point	Tool	Will indicator be tracked?
Humanitarian stakeholders are accessing IMPACT products	Number of humanitarian organisations accessing IMPACT services/products	# of downloads of x product from Resource Center	Country request to HQ	User_log	<input checked="" type="checkbox"/> Yes
		# of downloads of x product from Relief Web	Country request to HQ		<input checked="" type="checkbox"/> Yes
		# of downloads of x product from Country level platforms	Country team		<input type="checkbox"/> Yes
	Number of individuals accessing IMPACT services/products	# of page clicks on x product from REACH global newsletter	Country request to HQ		<input type="checkbox"/> Yes
		# of page clicks on x product from country newsletter, sendingBlue, bit.ly	Country team		<input checked="" type="checkbox"/> Yes
		# of visits to x webmap/x dashboard	Country request to HQ		<input type="checkbox"/> Yes
IMPACT activities contribute to better program implementation and coordination of the humanitarian response	Number of humanitarian organisations utilizing IMPACT services/products	# references in HPC documents (HNO, SRP, Flash appeals, Cluster/sector strategies)	Country team	Reference_log	UNHCR Regional Refugee Response Plan UNHCR country 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	Usage survey to be conducted in December 2022, following the release of the final brief, targeting at least 10 partners. Please note that the timing of the survey may change
		Perceived usefulness and influence of IMPACT outputs			
		Recommendations to strengthen IMPACT programs			
	Number of humanitarian documents (HNO, HRP, cluster/agency strategic plans, etc.) directly informed by IMPACT products	Perceived capacity of IMPACT staff			

					depending on when is the most strategic time to release it.
		Perceived quality of outputs/programs			
		Recommendations to strengthen IMPACT programs			
<b>Humanitarian stakeholders are engaged in IMPACT programs throughout the research cycle</b>	Number and/or percentage of humanitarian organizations directly contributing to IMPACT programs (providing resources, participating presentations, etc.)	# of organizations providing resources (i.e. staff, vehicles, meeting space, budget, etc.) for activity implementation # of organizations/clusters inputting in research design and joint analysis # of organizations/clusters attending briefings on findings;	Country team	Engagement_log	<input type="checkbox"/> Yes  <input checked="" type="checkbox"/> Yes  <input type="checkbox"/> Yes

## 5. Data Analysis Plan

Available upon request