Research Terms of Reference

Area-based assessment in Kharkiv city

UKR2211

Ukraine

September 2022
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	*Global Affairs Canada (GAC)*
IMPACT Project Code	*64AUD*
Overall Research Timeframe *(from research design to final outputs / M&E)*	30/07/2022 to 31/10/2022

Research Timeframe *Add planned deadlines (for first cycle if more than 1)*	1. Pilot/ training: 20/09/2022	6. Preliminary presentation: 15/10/2022
	2. Start collect data: 20/09/2022	7. Outputs sent for validation: 21/10/2022
	3. Data collected: 30/09/2022	8. Outputs published: 28/10/2022
	4. Data analysed: 07/10/2022	9. Final presentation: 31/10/2022
	5. Data sent for validation: 11/10/2022	

Number of assessments	X	Single assessment (one cycle)
	□	Multi assessment (more than one cycle) *[Describe here the frequency of the 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**
	□	Donor plan/strategy	ongoing
	□	Inter-cluster plan/strategy	_ _/_ _/_ _ _ _
	X	Cluster plan/strategy (Education, Health)	ongoing
	□	NGO platform plan/strategy	_ _/_ _/_ _ _ _
	□	Other (Specify): partner NGO (ACTED) plan/ strategy	_ _/_ _/_ _ _ _
	Audience type		**Dissemination**

Audience Type & Dissemination *Specify who will the assessment inform and how you will disseminate to inform the audience*	X Strategic		**X** General Product Mailing (e.g. mail to NGO consortium; HCT participants; Donors)
	X Programmatic		X Cluster Mailing (Education, Shelter and WASH) and presentation of findings at next cluster meeting
	□ Operational		X Presentation of findings (e.g. at HCT meeting; Cluster meeting)
	□ [Other, Specify]		□ Website Dissemination (Relief Web & REACH Resource Centre)
			X Distribution to local actors (local authorities, civil society, NGOs).
Detailed dissemination plan required	□	Yes	X	No
General Objective	*To inform an area-based response of local and international humanitarian and development actors on priority needs and capacity gaps of social service provision, in particular those used by women and children, in the city of Kharkiv.*
Specific Objective(s)	1. To inform local and international aid actors about the scale and level of disruption of social services facilities (social service centers; health facilities hospitals, maternity hospitals, kids hospitals; education: schools, kindergartens; protection services: MHPSS, services for children with disabilities) in 3 targeted districts of Kharkiv. 2. To inform local and international aid actors about the priority needs of woman and children in terms of access to basic social services in the city 3. To inform local and international aid actors about the functionality disruption (including current needs and priorities) and capacity gaps in the social services provision and humanitarian response. 4. To inform city response planning by identifying actors and actions required for fiiling the capacity gap and improving social services delivery in the city. 5. To inform response planning in terms of response limiters, such as access issues, and environmental or security risk.
Research Questions	1. What has been the impact of war on public and social services provision for women and children since 24 February 2022 in the assessed area? a. At the time of data collection, what is the level of disruption of social services delivery for woman and children in the city? b. How does damage to infrastructure impact on the service delivery? c. What other factors are enable or constrict service provision capabilities (e.g., damage to service network infrastructure, human resources, financial constraints)? 2. What are the priority needs of woman and children in terms of access to basic social services? a. What are the barriers that women and children are facing to access basic social service? b. How do needs vary within the community? (local residents vs IDPs). Which groups are particularly vulnerable and require specific service provision?

3. At the time of data collection, what is the capacity of local and national actors (GoU, local authorities, CSOs, NGOs and volunteers) to provide basic social services to woman and children in Kharkiv?
   a. What is the capacity of service providers to fullfill the needs of the target population?
   b. To what degree are the needs of the woman and children addressed by available social services?
4. To what degree do local and national authorities feel a need for support from international actors to address the basic social needs of woman and children?
   a. What is the existing support mechanism? Who is involved in it?
   b. What additional actors and type or supports is needed?

5. What are the risks (conflict-related and environmental) which could affect the social service provision in the city? How can resilience to these risks be improved (or strengthened?)
   a. What are the conflict-related risks that could prevent an effective social services delivery in the city?
   b. What are the environmental and technological risks[1] that could prevent an effective social services delivery in the city?

Geographic Coverage	One settlement: the city of Kharkiv (second level of administrative division of Ukraine). Damage assessment for Shevchenkivskyi, Saltivskyi, Kyivskyi districts of Kharkiv.
Secondary data sources	*Local authorities (city and oblast level):* *• Population and demographic data* *• Registration of IDPs* *• Lists of local organisations* *• Local development plans* *Statistics services:* *Department of Statistics in Kharkiv Region* *• Socioeconomic data (education, health, social services, transport, construction)* *Department for Civil Protection:* *• Registration of IDPs/ those seeking social support* *• Damage facilities data: data: Ministry of Internal Affairs of Ukraine and Shelter Cluster* *National IDP capacity and presence mapping (office of the President)* *Basic Service Statistics (Social, educational, health, financial, and protection services):* *• List of basic service providers* *• Data on the capacity and use (current and past) in the following basic services:* *REACH, Secondary data review of displacement flows in Ukraine.* *REACH, Humanitarian Situation Monitoring, Ukraine, May 2022* *REACH, Ukraine Situation Overview: Kharkivska Oblast* *REACH, Area-based assessments in displacement-affected oblasts of Ukraine*

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[1] Environmental risks are risks posed by potential natural hazards like cold waves, wildfires, flooding and technological risks are risks posed by hazardous objects located in the proximity to the social service facilities.

	IOM, Ukraine Internal Displacement Report - General Population Survey - Round 5 (17 - 23 *ACAPS, UKRAINE Bridging humanitarian response* *REACH, infrastructure damage mapping via remote sensing, May 2022*	

Population(s) *Select all that apply*	□	IDPs in camp	□	IDPs in informal sites
	X	IDPs in host communities	□	IDPs [Other, Specify]
	□	Refugees in camp	□	Refugees in informal sites
	□	Refugees in host communities	□	Refugees [Other, Specify]
	X	Host communities	X	*Local residents*

Stratification *Select type(s) and enter number of strata*	□	Geographical #:_ _ _ Population size per strata is known? □ 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)	□	Structured (Quantitative)	**X**	Semi-structured (Qualitative)

	Sampling method	**Data collection method**
Semi-structured data collection tool (s) # 1 Key Informant interviews	X Purposive X Snowballing □ [Other, Specify]	X Key informant interview (Target 5 for the whole city): 5 KII with representatives of local authorities. □ Individual interview (Target #):_ _ _ _ _ □ Focus group discussion (Target #):_ _ _ □ [Other, Specify] (Target #):_ _ _ _ _
Semi-structured data collection tool (s) # 2 Key informant interviews	X Purposive X Snowballing □ [Other, Specify]	X Key informant interview (Target 5 for the whole city): 5 KII with service providers. □ Individual interview (Target #):_ _ _ _ _ □ Focus group discussion (Target #):_ _ _ □ [Other, Specify] (Target #):_ _ _ _ _
Semi-structured data collection tool (s) # 3 Key informant interviews	X Purposive X Snowballing □ [Other, Specify]	X Key informant interview (Target 5 for the whole city): 5 KII with representatives of civil-society organizations (CSOs). □ Individual interview (Target #):_ _ _ _ _ □ Focus group discussion (Target #):_ _ _ □ [Other, Specify] (Target #):_ _ _ _ _
Semi-structured data collection tool (s) # 4 Focus group discussion with non-IDPs	X Purposive X Snowballing □ [Other, Specify]	□ Key informant interview (Target #): _ _ _ _ _ _ □ Individual interview (Target #):_ _ _ _ _ X Focus group discussion (Target 1 for the whole city: with female local residents (non-IDPs). 5-7 participants. □ [Other, Specify] (Target #):_ _ _ _ _

Semi-structured data collection tool (s) # 5 Focus group discussions with IDPs	X Purposive X Snowballing □ [Other, Specify]		□ Key informant interview (Target #):_ _ _ _ _ □ Individual interview (Target #):_ _ _ _ _ X Focus group discussion (Target 1 for the whole city: with displaced women (IDPs), 5-7 participants. □ [Other, Specify] (Target #):_ _ _ _ _		
Data management platform(s)	X	IMPACT	□	UNHCR	
	□	[Other, Specify]			
Expected ouput type(s)	□	Situation overview #: _ _	□	Report #: _ _	□	Profile #: _ _
	□	Presentation (Preliminary findings) #: _ _	X	Presentation (Final) #: 1	X	Factsheet #: 1
	□	Interactive dashboard #:_	□	Webmap #: _ _	X	Map #: 1 (of social infrastructure damages)
	□	[Other, Specify] #: _ _				
Access	□	Public (available on REACH resource center and other humanitarian platforms)				
	X	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: GAC					
	Coordination Framework: tbc					
	Partners: ACTED					

2. Rationale

2.1 Background

Since the beginning of the Russian military invasion on 24 February 2022, Ukraine is rapidly emerging as one of the world's most complex emergencies with millions displaced across and within its borders and with steadily growing humanitarian needs. As of 24 August, 6 months after the full-scale invasion, nearly 18 million people – 40 per cent of the country's population – need humanitarian assistance and the situation is expected to deteriorate further in the winter months[2]. Military action targeting the north, south, and east of Ukraine - including major population centres such as Kyiv, Kharkiv, Odessa, and Mariupol - have caused massive displacement, widespread damage to public and private infrastructure, significant disruption to essential services, and many civilians killed or wounded.

Kharkiv city has been impartially impacted by the war, being in proximity to the border and targeted by the Russian military. As of July 1, 2021, an estimated 1,4 million people lived in the city. According to the estimates of the Kharkiv Military-Civil Administration, 700-800 thousand people remained in the city as of July 2022.[3]

National Council for the Recovery of Ukraine from the Consequences of the War reports that the Kharkiv region holds the second place among the most affected regions of Ukraine, which were directly affected by hostilities (18% of all damage and destruction). Based on Infrastructure and Facilities Damage Analysis conducted by REACH Ukraine, as of 26 July 2022, most of the damages were observed on the northern and eastern part of the city. 36 facilities and infrastructural objects were

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[2] OCHA Ukraine, 2022

[3] Стало відомо скільки людей проживає в Харкові (novyny.live)

detected as damaged only in eastern Saltivskyi District of Kharkiv. Before the war, it was the largest housing estate in Ukraine, where more than 400,000 people lived[4]. Therefore, conflict-affected areas like Kharkiv are in strong need of early recovery support to cope with the impact of shellings on infrastructure, energy and water facilities. Acute needs concern repair and construction work, provision of construction material, heating solutions, and energy and water provision alternatives. Yet, the main concern here is the constant shelling which slows this process down.

According to the Kharkiv region's deputy prosecutor, Andrii Kravchenko, at least 1,019 civilians, including 52 children, have been killed and 1,947 others wounded, including 152 children, during hundreds of attacks by Russian forces in the Kharkiv region since late February[5]

Social services facilities such as schools, hospitals, administrative and protection services and other essential infrastructure have been damaged or destroyed due to heavy fighting and shelling. People's lives (local residents and internally displaced persons (IDPs)) continuously face different types of risk and many lack access to life-saving services. Woman and children, who are among of the most vulnerable population groups in the humanitarian settings, require special service provision and protection measures, the access to which might be limited or absent due to the active conflict settings.

UN Women Survey conducted with civil society organizations from across the country in March, 2022, highlights major gaps in service provision, including the lack of childcare and education for children, which causes disruptions for adults and children alike. Women are also reporting that they are being excluded from important decision-making processes at all levels, whilst at the same time being forced to play a critical role in the humanitarian response. To bring the voices of woman into the humanitarian response, REACH aims to conduct focus group discussions with female community representatives who are using social services in the city.

According to the REACH Situation Overview in Kharkivska Oblast, June 2022[6], while humanitarian partners have been on the ground aiding residents of Kharkiv since the first days of the invasion, a scale up of the response is both required and expected. Since the war started, local actors and volunteer networks in Kharkiv have been the best positioned to identify needs and deliver basic services to the affected population, while international actors and donors provide mostly financial and in-kind support. However, it is reported on a lack of area-based, locally-led coordination mechanisms reuniting humanitarian, civil society, local and development actors providing basic services in urban settings, like Kharkiv.

 This ABA aims to fill in the information gap about the social services disruption in Kharkiv due to the conflict and capacity gaps of social service providers and humanitarian actors to fulfill the needs of women and children residing in the city. This will be used to inform programming of national and international humanitarian actors as well as local social service providers to respond to the current needs more effectively and cohesively.

REACH will produce area-based analysis of Kharkiv in terms of social services provision for woman and children to inform local and international actors` response programming to the crisis in the city.

2.2. Intended impact

Area-based assessment intends to facilitate a crisis response at the city level which is tailored to the needs and resources in the assessed area. For local actors (local authorities, local businesses, religious groups, local NGOs, volunteer network initiatives) the research product will serve as a tool for coordination of the crisis response on a local level, as well as a tool for advocacy to bring in additional assistance for relevant actors. For local service providers this product will help to understand the priority needs and barriers for access to social services for woman and children and serve as a tool to arrange their priority measure to fulfill these needs. For the external actors (INGOs, UN agencies) the research products will

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[4] Салтівка: найбільший житловий масив України у руїнах – DW – 18.07.2022
[5] Ukraine: Unlawful Russian Attacks in Kharkiv | Human Rights Watch (hrw.org)

serve as an in-depth situational overview and introduction to the social services priorities of the assessed area, 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 data review will be conducted using local actors and media sources (see Secondary Data, below). Primary data (qualitative) will be collected from members of the community: focus group discussions with female community representatives and key informants from local authorities, Civil Society Organizations and service providers via key informant interviews (KIIs). The qualitative assessment has indicative nature only.

The assessment will have a **strong participative component:** local KIs will be 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 KIIs and the FGD.

Key steps in the assessment:

1. Secondary data review: secondary data will form a large part of the data used for the ABA. In particular, government statistics regarding population, displacement, damage analysis and basic services provision will be utilised to understand the current situation in Kharkiv. Likewise, data already collected by REACH: Factsheet Situation Overview in Kharkivska Oblast, Infrastructure and Facilities Damage Analysis and Humanitarian Situation Monitoring will be used for this ABA. Infrastructure and key service providers (facilities) damage assessment will be conducted using remote sensing tool. Shevchenkivskyi, Saltivskyi, Kyivskyi districts of Kharkiv will be mapped based on remote sensing available data as of May 2022. Damage assessment data and map will be provided by the ongoing IMPACT "Infrastructural damage assessment using remote sensing". IMPACT will assess the visually detected damage using high-resolution optical satellite images in close cooperation with UNOSAT. UNOSAT uses images provided by MAXAR company (World-View and Geo-Eye satellites with 50 cm spatial resolution) acquired during and after the conflict in Kharkiv.

2. Key informant interviews with the key crisis responders:
Method: semi-structured discussions will be conducted with key informants
- local authority representatives, responsible for social service provision for woman and children (health, education, social services, child protection department)
- social services providers (health care, school, mental health, social workers)
- local CSOs to understand the impact of the crisis on each of these services, their functionality and opportunity for better collaboration among actors to deliver social services timely and effectively.

Sampling: The KI sampling is purposive. Key informants will be identified via snowballing technique. Preliminary search of the local stakeholders involved in the social service provision and humanitarian response will be conducted and participants based on their perceived relevance and availability will be selected through snowballing technique.
KII representatives from local authorities will be invited via an official letter from ACTED.
Tool: Qualitative tools. Discussions will be recorded, and notes will be taken by enumerators during the discussion.

3. Focus group discussion
Method: semi-structured discussions will be conducted with community female representatives living currently in Kharkiv (local residents and IDPs), using social services and have or planning to have children in the next year. Participants for FGD will be identified via snowballing during KIIs interviews. The discussion will be concerning the priority needs and barriers for women and children in Kharkiv in terms of access to basic social services. This will help to add community participatory perspective and gender component into the assessment.

Sampling: 1 FGD with female community representatives who use basic social services and have or planning to have children in the coming year. The group will include 6-8 participants.

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

Data collection will take place from 20th September to 30th September remotely via phone.

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 online format.

Table 1. Collection methods and samples

Nature of data	Collection method	Respondents	Sample size	Geographical scope	Distinction
Qualitative	Key informant interviews	Local authorities	5	All across the city	Urban
Qualitative	Key informant interviews	Public service providers	5	All across the city	Urban
Qualitative	Key informant interviews	Civil society organizations	5	All across the city	Urban
Qualitative	Focus group discussions	Female IDPs representatives of the community	1	All across the city	Urban
Qualitative	Focus group discussions	Female non-IDPs representatives of the community	1	All across the city	Urban

Key definitions:

• *IDP/IDPs*: persons currently residing within Ukraine and have left the place of their habitual residence since the start of the war on 24 February 2022

• *Refugees:* persons with a place of habitual residence within Ukraine and have left Ukraine since the start of the war on 24 February 2022

•*Local residents:* those who have not left their place of habitual residence (for a period of longer than 2 weeks) or those who have left their place of habitual residence to temporary reside within or outside of Ukraine since the start of the war on 24th of February 2022 for a period of a minimum of 2 weeks and have made the free and informed decision to return to their place of habitual residence with no current intention of leaving.

 since the start of the war on 24 February 2022.

• *The crisis:* the war in Ukraine beginning on 24 February 2022.

• *Local actor:* an organisation, group or institution, with a permanent presence in the Oblast, which aims to respond to the crisis-related needs of the population of the Oblast (or a group therewithin).

• *External actor:* an organisation, group or institution, which does not have a permanent presence in the Oblast, which aims to respond to the crisis-related needs of the population of the Oblast (or a group therewithin).

3.1 Population of interest

Geographical area: this assessment will focus on the urban center – city of Kharkiv, which consists of 9 administrative districts[7]. Qualitative data collection will be conducted at the city level among the local authorities, social service providers and CSOs.

Population assessed: in line with the area-based approach, the assessment will concern the needs and barriers of access to services of the entire population of Kharkiv city. The participants of the FGDs will be stratified by displacement status to provide a representation of the different needs of the displaced population and local residents.

The second population of interest for this research are service providers of the four-target sector including education, health, administrative, social. For this population will be used an approach of surveying five service providers within the city of Kharkiv. This will provide sector level details on main challenges with regards to service delivery.

Unit of measurement:

• Key informant interview: Sector/Department

• Focus group discussion: Area.

3.2 Secondary data review

For research design, the following data will be utilised:

Local authorities (city and oblast level):
• *Population and demographic data*
• *Registration of IDPs*
• *Lists of local organisations*
• *Local development plans*
Statistics services
• *Socioeconomic data (education, health, social services, transport, construction)*
Department for Civil Protection:
• *Registration of IDPs/ those seeking social support*

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

Basic Service Statistics (Social, educational, health, financial, and protection services):
• *List of basic service providers*
• *Data on the capacity and use (current and past) in the following basic services:*

REACH, Secondary data review of displacement flows in Ukraine.
REACH, Humanitarian Situation Monitoring, Ukraine, May 2022
REACH, Ukraine Situation Overview: Kharkivska Oblast

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[7] Kholodnohirskyi,Shevchenkivskyi, Kyivskyi, Saltivskyi, Nemyshlyanskyi, Industrialnyi, Slobidskyi, Osnovianskyi, Novobavarskyi Districts

REACH, Area-based assessments in displacement-affected oblasts of Ukraine
IOM, Ukraine Internal Displacement Report - General Population Survey - Round 5 (17 - 23
ACAPS, UKRAINE Bridging humanitarian response

REACH, infrastructure damage mapping via remote sensing, May 2022

3.3 Primary Data Collection

Qualitative data collection:

Method:

Semi-structured interviews will be conducted, concerning the impact of the crisis on functionality of basic services used by woman and children in the city of Kharkiv. Three groups of respondents will be consulted:

1. **Local authorities (5 in total):** individual interviews with representatives of key departments from the Kharkiv city council (Department for Life Support of the City, Department of Social Policy, Department of Health, Department of Education, Department of Family, Youth and Sports, Department of Children's Services) about the needs, priorities and challenges municipality faces in terms of social services provision for woman and children in the city.
2. **Service providers (5 in total):** individual interviews with key informants in the pc service sector to gather data on the types of changes local government face in providing public services to displaced and locally residing women and children. Key informant interviews will be conducted with one representative each from a maternity hospital, a medical institution (and children's medical institution), an educational institution (school and kindergarten), and the sphere of social services. KI must hold a managerial position and work in this field for at least 1 year.
3. **Civil Society Organizations and INGOs (5 in total):** individual interviews with representatives of key local and international NGOs and volunteering organizations about their role in the response and collaboration mechanism with local administration to support the crisis response.
4. **Female population using social services (2 FGDs in total):** FGDs about the level of functioning of social services for women and children in Kharkiv (with IDPs and local residents), and barriers to access social services. FGD participants will be representatives of women population (women who have children or plan to have them in the coming year). Groups will be constructed to maximise the variety of perspectives represented, while limiting the number of participants per group to 8.

Sampling:

Key informants and discussion group members will be purposively (via snowballing technique) selected via two parallel strategies:

1. Local authorities will provide contacts of *key informants in the three categories.*
2. A contact list of key informants in the three categories will be established based on existing REACH networks.

The purpose of the FGD is to assess the specific needs of the population and identify the population's difficulties in accessing social services, including services for women and children. The groups will include no more than 8 female participants and cover different age categories from 21 to 87 years. In order to create more favourable conditions for responses and to capture different views among women in the target area, the FGDs will be conducted without the presence of men and moderated by a female interviewer. In addition, given the extreme sensitivity of the topic raised, it is likely that the results for some questions will be overstated or understated. FGDs will be conducted remotely, via Zoom or Skype due to security and access constraints.

In each FGD, 1 enumerator will be dedicated to moderate the discussion. FGD notes will be consolidated and transcribed by enumerators, as soon as possible after the FGD. These key informant responses will be analysed directly from the transcriptions. Qualitative transcripts and notes will not be published, due to the sensitivity of the topic.

Tools: Semi-structured questionnaires. Discussions will be recorded, and notes will be taken by enumerators during the discussion.

Triangulation: The responses of these two groups will be compared to give an indication of the basic service access and quality from provider and user perspectives. Responses will be compared with the responses of service providers to indicate the difference in needs and accessing basic services.

3.4 Data Processing & Analysis

Qualitative KIIs and FGDs will be recorded (when consent is given), and interviewers will take notes. Enumerators will transcribe these notes, using recordings to consolidate, as soon as possible after the discussions. In each FGD, at least one enumerator will be dedicated to taking notes while another moderates the discussion. All data cleaning and analysis will be reviewed by the IMPACT HQ Research Design and Data (RDD) Unit before the output production.

Qualitative data will be analysed and coded using a data saturation grid (DSAG) according to the IMPACT Qualitative Data Analysis Guidelines.   As data is collected, the grid will be completed on a daily basis, monitoring all new discussion topics and adding in new rows using an inductive and iterative method.

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:

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.?	Yes	

… 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*	*Research Manager*	IMPACT HQ Research design & Data (RDD) unit IMPACT HQ ABA specialist	Local authorities in assessed Oblasts
Supervising data collection	Field officer	Field coordinator	IMPACT country director	Operational partners (ACTED)
Data processing (checking, cleaning)	*Assessment Officer*	*Research Manager*	IMPACT HQ Research	Research manager
Data analysis	GIS/Data officer, Assessment Officer	Research Manager	IMPACT HQ Research design & Data (RDD) unit	Research manager
Output production	Assessment officer	Research manager	IMPACT Research Reporting Unit (RRU)	IMPACT Research Reporting Unit (RRU)
Dissemination	Assessment officer	IMPACT country coordinator	IMPACT HQ Research department and Communication department	National: Clusters, working groups, NGOs and local/oblast authorities International: global clusters/ working groups, INGOs, UN actors
Monitoring & Evaluation	Assessment officer, Field officer	Assessment Officer	IMPACT HQ ABA specialist	IMPACT country coordinator IMPACT HQ RDD department

Lessons learned	Assessment officer, Field office	Assessment Officer	IMPACT HQ ABA specialist	IMPACT country coordinator IMPACT HQ RDD department

6. Data Analysis Plan

[Please find questionnaires attached](#)

7. Data Management Plan

Administrative Data			
Research Cycle name	Area-based assessments in conflict affected areas of Ukraine		
Project Code	*64AUD*		
Donor	*GAC*		
Project partners	*ACTED*		
Research Contacts	Anna OSTROUKH anna.ostroukh@reach-initiative.org Nataliia Makaruk nataliia.makaruk@impact-initiatives.org Dave VAN-ZOONEN dave.van-zoonen@impact-initiatives.org		
Data Management Plan Version	*Date: 22/08/2022*		*Version: V1*
Related Policies	*IMPACT, Management of Personal Data, SOPs*		
Documentation and Metadata			
What documentation and metadata will accompany the data? *Select all that apply*	X	Data analysis plan	X	Data Cleaning Log, including: □ Deletion Log □ Value Change Log
	□	Code book	□	Data Dictionary
	□	Metadata based on HDX Standards	□	[Other, Specify]
Ethics and Legal Compliance			
Which ethical and legal measures will be taken?	X	Consent of participants to participate	□	Consent of participants to share personal information with other agencies
	□	No collection of personally identifiable data will take place	X	Gender, child protection and other protection issues are taken into account
	X	All participants reached age of majority		[Other, Specify]
Who will own the copyright and Intellectual Property Rights for the data that is collected?	*IMPACT*		
Storage and Backup			
Where will data be stored and backed up during the research?	□	IMPACT/REACH Kobo Server	□	Other Kobo Server: *[specify]*
	X	IMPACT Global Physical / Cloud Server	□	Country/Internal Server

	□ On devices held by REACH staff		□	Physical location *[specify]*
	□ [Other, Specify]			
Which data access and security measures have been taken?	X Password protection on devices/servers		X	Data access is limited to *REACH staff: GIS Officer, Assessment Officer, Research Manager*
	□ Form and data encryption on data collection server		□	Partners signed an MoU if accessing raw data
	□ [Other, Specify]			

Raw Data Access Rights

Raw Data Access	Reason	Person
Accountable	For Data cleaning and analysis	*Data Officer*
Access	[For analysis (written report and maps)	Anna Ostroukh

Preservation

Where will data be stored for long-term preservation?	X IMPACT / REACH Global Cloud / Physical Server	□ OCHA HDX
	X REACH Country Server	□ [Other, Specify]

Data Sharing

Will the data be shared publically?	X Yes	□ No, only with mandating agency / body
Will all data be shared?	□ Yes	X No, only anonymized, cleaned, consolidated data will be shared
	□ No, [Other, Specify]	
Where will you share the data?	X REACH Resource Centre	□ OCHA HDX
	X Humanitarian Response	□ Shared bilaterally via REACH dissemination channels in Ukraine and globally (ex. Clusters, NGO and UN partners, local authorities in Ukraine)

Data protection risk assessment

Have you completed the Indicators Risk Assessment table below?	□ Yes	X No, no information that potentially allows identification of individuals is to be collected.

[Please complete the first 4 columns in the Indicators Risk Assessment table below]

Risk indicator	Type of identification risk	Disclosure implications	Benefits	**Class**	**Required mitigation**
[Specify indicator, e.g. KI_phone number]	*[Specify identification risk, e.g. Direct contact/identification of KI]*	*[Specify implications, e.g. loss of privacy/potential target of armed actors]*	*[Specify benefits, e.g. follow up for data cleaning]*	*[To be completed by IMPACT HQ]*	*[To be specified by IMPACT HQ]*

[Add relevant number of rows for risk indicators]					

Responsibilities	
Data collection	Field coordinator, Yuliia LASTOCHKINA yuliia.lastochkina@impact-initiatives.org
Data cleaning	Data Officer
Data analysis	Assessment Officer, Anna OSTROUKH anna.ostroukh@reach-initiative.org GIS Officer Maksym Matsala, maksym.matsala@impact-initiatives.org
Data sharing/uploading	Assessment Officer, Anna OSTROUKH anna.ostroukh@reach-initiative.org

8. 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
		# of page clicks on x product from REACH global newsletter	Country request to HQ		x Yes
		# of page clicks on x product from country newsletter, sendingBlue, bit.ly	Country team		☐ Yes
		# of visits to x webmap/x dashboard	Country request to HQ		☐ 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	*Cluster strategies: Assessment working group, Shelter, CCCM, Education, Health.* *strategies of NGOs and INGOs working in assessed area*
		# 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 Number of humanitarian documents (HNO, HRP,	Perceived relevance of IMPACT country-programs	Country team	Usage_Feedback *and* Usage_Survey template	*Usage survey to be distributed to local authorities, local actors, international actors 6 months after publication*
		Perceived usefulness and influence of IMPACT outputs			
		Recommendations to strengthen IMPACT programs			
		Perceived capacity of IMPACT staff			

	cluster/agency strategic plans, etc.) directly informed by IMPACT products	Perceived quality of outputs/programs			
		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 *(providing resources, participating to presentations, etc.)*	# 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