|  |  |
| --- | --- |
| **Research Terms of Reference**  **2017 Analysis of Humanitarian Trends: Government Controlled Areas of Donetsk and Luhansk Oblasts, 5km Zone**  **Ukraine** | |
| **September 2017**  **v1** | **C:\Users\Megan\AppData\Local\Microsoft\Windows\INetCache\Content.Word\REACH logo white (for a coloured background).jpg** |

# 1. Summary

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Country of intervention** | *Ukraine* | | | | | | |
| **Type of Emergency** |  | Natural disaster | X | Conflict | |  | Emergency | |
| **Type of Crisis** | X | Sudden onset |  | Slow onset | |  | Protracted | |
| **Mandating Body/ Agency** | *ECHO* | | | | | | |
| **Project Code** | *64DCJ* | | | | | | |
| **REACH Pillar** |  | Planning in Emergencies | X | Displacement | |  | Building Community Resilience |
| **Research Timeframe** | August-October, 2017 | | | | | | |
| **General Objective** | To support evidence-based planning amongst the key actors in Ukraine through a consolidation and update of the available humanitarian data of the needs of the conflict affected population in government controlled areas (GCA ). | | | | | | |
| **Specific Objective(s)** | 1. To map the humanitarian actors collecting and analysing data in the conflict area and better support the coordination of data systems between actors working in Donetsk and Luhansk oblasts, as the they contain high rates of populations affected by conflict (both Internally Dislaced Persons and Non Displaced persons) 2. To understand the trends and changes in humanitarian needs of conflict affected populations relating to i) protection, ii) economic security, iii) food security, iv) housing and winterisation needs and access to critical services including education, healthcare and WASH since the conflict began through: 3. analysing secondary data to identify trends and gaps in humanitarian data available from a demographic or longitudinal perspective 4. filling the gaps identified with primary data collection and analysis, focusing on the area along the contact line in Donetsk and Luhansk oblasts. | | | | | | |
| **Research Questions** | 1. Which humanitarian actors are providing published data (reports/resources) and what relevant information are they providing to understand the changing humanitarian situation in Ukraine? 2. Which indicators measured by humanitarian actors can be compared and what conclusions can be drawn across timeframes and geographic areas? 3. What are the demographic characteristics of the conflict affected populations living within 5km of the line of contact (LoC)? 4. What is the prevelance and severity of humanitarian needs caused by the conflict relating to: protection, economic and food security, housing and winterisation, education, healthcare and WASH for the conflict affected populations living within 5km of the LoC? 5. In what areas could REACH primary data collection contribute to the knowledge base of the humanitarian response? | | | | | | |
| **Research Type** |  | Quantitative |  | Qualitative | | X | Mixed methods |
| **Geographic Coverage** | Donetsk and Luhansk Oblasts, area along the contact line. | | | | | | |
| **Target Population(s)** | IDPs and NDs | | | | | | |
| **Data Sources** | **Secondary Data:**   * REACH (2015) Shelter and NFI Needs Assessment * ACAPS (2015) Multi-Sector Needs Assessment * REACH (2016) Inter-Agency Vulnerability Assessment * IOM (2016) National Monitoring System of the Situation with Internally Displaced Persons * REACH (2016) Inter-Agency Vulnerability Assessment * WFP (2016, 2017) Food Security Assessment   **Primary Data:**   * Household survey of 546 households in the buffer-zone. | | | | | | |
|  | | | | | | |
| **Expected Outputs** | Comparative assessment report of data  Assessment coverage maps | | | | | | |
| **Key Resources** | Assessment Officer, enumerators, GIS officer | | | | | | |
| **Humanitarian milestones** |  | | | | | | |
| **Milestone** | | | | **Timeframe** | | |
|  | Cluster plan/strategy | | |  | | |
| X | Inter-cluster plan/strategy | | | HNO/HRP 2018 | | |
|  | Donor plan/strategy | | |  | | |
|  | NGO plan/strategy | | |  | | |
|  | Other | | |  | | |
| **Audience** |  | | | | | | |
| **Audience type** | | | | **Specific actors** | | |
|  | Operational | | |  | | |
|  | Programmatic | | |  | | |
| X | Strategic | | | ECHO and Humanitarian Country Team | | |
|  | Other | | |  | | |
| **Access** | X | Public (available on REACH research center and other humanitarian platforms) | | | | | |
|  | Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms) | | | | | |
|  | Other | | | | | |
| **Visibility** | REACH and ECHO | | | | | | |
| **Dissemination** | REACH resource centre, Sendin Blue | | | | | | |

# 2. Background & Rationale

In 2016, REACH provided data collection and analysis for the Inter-Agency Vulnerability Assessment to provide evidence to inform humanitarian decision-making. This report was widely distributed, and there was a lot of interest from the main stakeholders to analyze one year trend. Continued fighting in the area, failure to implement the Minsk ceasefire agreement means that the scope of the humanitarian situation caused by the conflict is likely to continue in the coming years, making it critical to understand trends in humanitarian needs as the conflict becomes protracted. Furthermore, there remain significant populations in need of humanitarian assistance. At the end of 2016 OCHA identified 3.7 million people in need of WASH support and 2.9 million in need of protection support. Many of these issues are likely to get worse if tge humanitarian challenges facing populations in the east are ignored, especially along the contact line where disruptions of water, shelter and protection are more likely due to ongoing and consistent shelling.

It is therefore necessary to update the IAVA report with a new and relevant data, and further investigate the trends of the changing humanitarian situation on the ground from the perspective of both secondary data review from other humanitarian actors, as well as primary field collection of data to fill the gaps identified in the available humanitarian data from all sources.

# 3. Research Objectives

This study has the following overall objectives:

1. To map the humanitarian actors collecting and analysing data in the conflict area and better support the coordination of data systems between actors working in Donetsk and Luhansk oblasts, as the they contain high rates of populations affected by conflict (both Internally Dislaced Persons and Non Displaced persons)
2. To understand the trends and changes in humanitarian needs of conflict affected populations relating to i) protection, ii) economic security, iii) food security, iv) housing and winterisation needs and access to critical services including education, healthcare and WASH since the conflict began through:

a) analysing secondary data to identify trends and gaps in humanitarian data available from a demographic or longitudinal perspective and,

b) filling the gaps identified with primary data collection and analysis, focusing on the area along the contact line in Donetsk and Luhansk Oblasts.

# 4. Research Questions

1. Which humanitarian actors are providing published data (reports/resources) and what relevant information are they providing to understand the changing humanitarian situation in Ukraine?
2. Which indicators measured by humanitarian actors can be compared and what conclusions can be drawn across timeframes and geographic areas?
3. What are the demographic characteristics of the conflict affected populations living within 5km of the line of contact (LoC)?
4. What is the prevelance and severity of humanitarian needs caused by the conflict relating to: protection, economic and food security, housing and winterisation, education, healthcare and WASH for the conflict affected populations living within 5km of the LoC?
5. In what areas could REACH primary data collection contribute to the knowledge base of the humanitarian response?

# 5. Methodology

##### 5.1. Methodology overview

This study will use a mixed-methods approach to gather data on the research questions. First, the study will involve a secondary data review of data available from all stakeholders to attempt to identify and analyse trends since the conflict began. A part of this secondary data review will include the systemic identification of gaps in the available data from a longitudinal and geographic focus. Second, the study will collect and analyze primary data to fill the gaps identified in the secondary data review.

Secondary assessment will be conducted by Assessment Officers in association with national staff members to identify research documents, actors, and indicators across reports and timeframes. Primary data collection will include a limited household survey of 550 respondents, sampled to provide a statistically representative depiction of households along the contact line, which have been identified as having the highest rates of humanitarian need in the region, additionally stratifying by urban/rural divide and oblast in order to better understand the geographical differences in needs.

##### 5.2. Population of interest

The populations of interest in this study are defined as:

* Displaced persons in Luhansk and Donetsk Oblasts, including those displaced from the NGCA (both registered and non-registered) and within the GCA, especially those living in the areas along the contact line.
* Non-displaced persons in Luhansk and Donetsk Oblasts, especially those directly conflict-affected along the contact line and the community indirectly conflict-affected in the areas outside the areas along the contact line, as well as returnees.

Within the area along the contact line in each oblast, populations will be compared by urban and rural settings, as per the groupings used during the IAVA assessment[[1]](#footnote-1) and the Shelter Cluster/REACH assessment[[2]](#footnote-2) over the last two years. The area along the contact line has been selected for specific assessment due to the severity of the impact in this region and the findings of previous reviews of humanitarian data in Ukraine regarding the most impacted populations.

##### 5.3. Secondary data review

Secondary data review will take place within the context of research questions 1.1-3.3 and will include a comprehensive systematic survey and analysis of the indicators listed in the various reports from humanitarian actors since 2015 to identify and compare data across timeframes and geographic regions. The available data will then be compared with the findings of IAVA 2016, as well as with each other, to identify both available trends and gaps in the data. The data review will then be triangulated with primary data.

Table 1. List of assessments utilised in the secondary data review

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Organization** | **Assessment** | **Coverage** |
| 2015 | ACAPS | Ukraine Multi Sector Needs Assessment – Final Report – March 2015 | Five Oblasts of Eastern Ukraine, GCA and NGCA |
| 2015 | REACH | Shelter and NFI Needs Assessment | Five Oblasts of Eastern Ukraine, GCA |
| 2016 | REACH | Inter-agency Vulnerability Assessment | Donetsk and Luhansk Oblasts, GCA and NGCA |
| 2016 | IOM | National Monitoring System of the Situation with Internally Displaced Persons | Ukraine |
| 2017 | FSC | Food Security Assessment | Donetsk and Luhansk Oblasts, GCA and NGCA |
| 2017 | REACH | 5 km Zone Household Survey | Area 5 km from the LoC, GCA |

##### 5.4. Primary Data Collection

Primary data will be collected through a household survey of 550 households within 5km of the contact line in Donetsk and Luhansk Oblasts. This area has been identified by earlier assessments at the region with the highest level of persistent and ongoing humanitarian need. Within the region, households will be selected through a stratified sample (90% confidence interval, 7% margin of error for each stratum) with the following strata:

|  |  |  |
| --- | --- | --- |
| **Stratum 1** | **Stratum 2** | **SAMPLE** |
| *Donetsk oblast* |  | *266* |
| Donetska | Rural[[3]](#footnote-3) | 129 |
| Donetska | Urban | 137 |
| *Luhansk oblast* |  | *280* |
| Luhanska | Rural | 140 |
| Luhanska | Urban | 140 |
| **Total** |  | **546** |

More specifically, population data was taken from the official population data provided by the state statistics services of Ukraine. This data was used to weight a computerized random point selection within each region using QGIS, meaning that within each strata, areas with higher density are proportionally more likely to be selected for interview, thereby reducing the likelihood of a computer-selected point being located in an uninhabited area. Enumerators on the ground will identify the household at each selected point or locate the nearest household to the point to conduct data collection in the case that the randomly selected location is uninhabited.

Data will be collected using the KOBO platform, and enumerators will be trained prior to data collection in the use of KOBO as well as interviewing techniques and issues of protection of vulnerable populations.

###### *Focus Group Discussions with Enumerators*

REACH will organize sessions with enumerators to get their impressions on the overall impression of visited settlements and ii) in NGCA REACH will organize FGDs with the elderly, unemployed and employed to evaluate their specific needs.

Following each day of field data collection, REACH will conduct FGD with enumerators after their visits to the field in order to get qualitative data from direct observations. Enumerators will meet and conduct a debrief of their data collection as well as a focus group discussion about their direct observations of the communities that were surveyed as well as their observations of survey participants and KIIs. these FGDs will provide qualitative and comparative data about the security situation, infrastructure/damage, access to services and the data collection process.

##### 5.5. Data Analysis Plan

Secondary data will be analysed by REACH staff prior to conducting primary data collection to identify gaps and needs for the primary assessment. This gap analysis will include analysis of the comparability of data collected by the various humanitarian actors, including REACH data. Primary data will be analyzed by REACH staff using similar data analysis methodologies as the IAVA report, to allow for consistency in indicator measurements across the two reports.

Primary data will be entered into Excel instantaneously from KOBO. During primary data collection, REACH Assessment Officer will review data daily to ensure collection methodology is being followed by enumerators and investigate any extreme outliers or other problematic data, including ensuring the sampling methodology is being carried out in accordance with the sampling plan. The Assessment Officer will keep a log of any changes, including cleaning of data.

# 6. Product Typology

Table 1: Type and number of products required

|  |  |  |
| --- | --- | --- |
| **Type of Product** | **Number of Product(s)** | **Additional information** |
| Report | 1 | The report will consist of 40 page summary of core indicators and comparison to data from secondary sources |
| Presentation | 1 | To be presented at relevant forums |
| Map | 5 | To present spatial data related to specific geographic with limited text |

# 

# 7. Management arrangements and work plan

##### 7.1. Roles and Responsibilities, Organogram

Table 2: Description of roles and responsibilities

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task Description** | **Responsible** | **Accountable** | **Consulted** | **Informed** |
| Indicator index | Research Assistant | Assessement Officer | Country Focal Point, HQ | Partners |
| Secondary Data Review | Assessment Officer | Assessment Officer | Country Focal Point |  |
| Questionnaire adjustment | Assessment Officer | Country Focal Point | HQ, Partners |  |
| Pilot | Assessment Officer | Assessment Officer |  | HQ |
| Data Collection | Area coordinator | Area Coordinator | Country Focal Point | HQ, Partners |
| Data Cleaning | GIS Officer | GIS Officer | HQ |  |
| Data Analysis | Data Analyst | Data Analyst | HQ, Partners |  |
| Reporting | Assessment Officer | Assessment Officer | Country Focal Point | HQ |
| Draft Review | Country Focal Point | Country Focal Point | HQ, Partners |  |
| Report Validation | Country Focal Point | Country Focal Point | Global Coordinator | HQ |

***Responsible:*** *the person(s) who execute the task*

***Accountable:*** *the person who validate 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*

##### 7.2. Resources: HR, Logistic and Financial

##### 7.3. Work plan

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | August  2017 | | September 2017 | | October 2017 | | November 2017 | | December 2017 | | January 2018 | |
| Research Design |  |  |  |  |  |  |  |  |  |  |  |  |
| Questionnaire Design |  |  |  |  |  |  |  |  |  |  |  |  |
| Questionnaire Testing |  |  |  |  |  |  |  |  |  |  |  |  |
| Data Collection |  |  |  |  |  |  |  |  |  |  |  |  |
| Data Cleaning |  |  |  |  |  |  |  |  |  |  |  |  |
| Data Analysis |  |  |  |  |  |  |  |  |  |  |  |  |
| Report Drafting |  |  |  |  |  |  |  |  |  |  |  |  |
| Review |  |  |  |  |  |  |  |  |  |  |  |  |
| Final Release |  |  |  |  |  |  |  |  |  |  |  |  |

# 8. Risks & Assumptions

Table 3 : List of risks and mitigating action

|  |  |
| --- | --- |
| **Risk** | **Mitigation Measure** |
| Uptake in violence along the contact line does not allow for data collection | Close monitoring of security development and review of plans depending on logistical constraints |
| Lack of buy in from external stakeholders | Clear communication of purpose and sharing of data to inform their strategic decision making |

# 9. Monitoring and Evaluation

Table 4 : Monitoring and evaluation targets

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Impact Objective** | **External M&E Indicator** | **Internal M&E Indicator** | **Methodology** | **Focal Point** | **Tool** | **Research Specific Information** |
| **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 | User monitoring | Country request to HQ | User log | Y |
| # of downloads of x product from Relief Web | Country request to HQ | Y |
| # of downloads of x product from Country level platforms | Country team | N |
| # of page clicks on x product from REACH global newsletter | Country request to HQ | Y |
| # of page clicks on x product from country newsletter, sendingBlue, bit.ly | Country team | Y |
| # of visits to x webmap/x dashboard | Country request to HQ | N |
| **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) | Reference monitoring | Country team | Reference log | HNO/HRP |
| # references in single agency documents | OCHA, Cluster system |
| **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, cluster/agency strategic plans, etc.) directly informed by IMPACT products | Perceived relevance of IMPACTcountry-programs | Usage M&E | Country team | Usage feedback and Usage Survey template | Partner usage survey to be completed in June 2018 |
| Perceived usefulness and influence of IMPACT outputs |
| Recommendations to strengthen IMPACT programs |
| Perceived capacity of IMPACT staff |
| 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 |  |  |  | 1 |
| # of organisations/clusters inputting in research design and joint analysis | 8 |
| # of organisations/clusters attending briefings on findings; | 8 |

# 10. Documentation Plan

|  |  |  |  |
| --- | --- | --- | --- |
| Document | *Name* | *Type* | *Storage* |
| Research Terms of Reference | REACH\_UKR\_TOR\_TrendAnalysis\_Final | .docx | Ukraine online storage (Z:) + REACH resource centre |
| Data Analysis Plan | REACH\_UKR\_Data\_TrendAnalysis\_Final | .xlsx | Ukraine online storage (Z:) + REACH resource centre |
| HH Dataset | REACH\_UKR\_TrendAnalysis\_HHDataset\_Final | .xlsx | Ukraine online storage (Z:) + REACH resource centre |
| MSNA Report | REACH\_UKR\_Report\_TrendAnalysis\_Final | .docx | Ukraine online storage (Z:) + REACH resource centre |

# 11. Annexes

1. Data Management Plan
2. Questionnaire(s) / Tool(s)
3. Dissemination Matrix
4. M&E Matrix

# Annex 1 : Data Management Plan

|  |  |
| --- | --- |
|  |  |
| **Administrative Data** | |
| Project Name | Provision of multisector assistance in Eastern Ukraine, Ukraine |
| Project Code | 64DCJ |
| Donor | ECHO |
| Project partners | None |
| Project Description | The project seeks to inform humanitarian stakeholder operating in Ukraine as part of their drafting of humanitarian needs overview and humanitarian response plans for 2018 |
| Project Data Contacts | Jeremy Wetterwald - Country Focal Point (CFP);  jeremy.wetterwald@reach-initiative.org |
| DMP Version | Draft version 1 (V.01) |
| Related Policies |  |
| **Data Collection** | |
| What data will you collect or create? | **Secondary data review**- ACAPS, FSLC, IOM  **Primary data**- Qualitative and Quantitative data using HH interviews and FGDs  **Data format**- word document, excel and SPSS. These formats enable sharing and long-term access to data. The possible implication of storing data in excel could be loss of preserved formats, but the risk is mitigated by preserving datasets in SPSS. |
| How will the data be collected or created? | The data will be collected using KOBO at the household level. |
| **Documentation and Metadata** | |
| What documentation and metadata will accompany the data? | **Value change log.** Documents changes to the dataset in order to track all the amendments made to the data values.  **Data cleaning log.** Documents data cleaning process i.e. checking for inconsistencies, running logical checks, renaming variables, dropping variables if need be, generating new variables, merging or appending datasets if need be.  **Analysis log** Documents the analyses commands, either auto-generated by R/STATA or in a do-file. The log will make it possible to replicate the analyses command for other projects too.  **Data dictionary** (for an actual dataset, this object highly connected with “Tool” sheet) – should contain information on data types and metadata for each variable. Usually represented in a structured format with the next fields:   * Variable ID * Variable Name * Section * Data Type (e. g.):   + Integer   + Numeric   + Logical (TRUE/FALSE)   + Text   + Date   + Time   + DateTime * Semantic Data Type (e. g.):   + Single Choice   + Multiple Choice   + Id   + Geopoint * Technical Data Type (e. g.):   + Auto fill   + Calculated   + User Input * Reference Field – in case we have related variables, for example one variable with concatenated multiple choices and set of binary responses for each choice, or variable that triggers another answer (like “yes” → reason or “Other” → Specify), this field should contain reference to the primary variable (id).   **Codebook-** A document that describes data content- values, type of variables, missing values. |
| **Ethics and Legal Compliance** | |
| How will you manage any ethical issues? | * Consent-All the respondents were asked for their consent prior to the interviews, consent was coded as a question in the questionnaire. * Anonymisation-all the personally identifiable information (PII) will be removed or anonymised. * Sensitive data will be stored and transferred using encryption / Truecrypt |
| How will you manage copyright and Intellectual Property Rights (IPR) issues? | IMPACT Initiatives (REACH) owns the data. The data will be made public. |
| **Storage and Backup** | |
| How will the data be stored and backed up during the research? | Digitised data will be stored on a secure cloud-based server and backed up on a daily basis. |
| How will you manage access and security? | All data on the cloud server is password protected and only accessible to REACH staff working on the project. |
| **Selection and Preservation** | |
| Which data should be retained, shared, and/or preserved? | We either anonymise or remove all the PII (Personally Identifiable Information) fields in the dataset such as respondent’s name, address, number, enumerator’s information, any other information that maybe personal to the respondent including political views, health status. The datasets are shared on the password protected server, which only REACH staff has access to. |
| What is the long-term preservation plan for the dataset? | Datasets will be preserved on network server in Excel and SPSS formats. |
| **Data Sharing** | |
| How will you share the data? | Data will be shared through a preliminary analysis presentation and finalized report.Clean datasets will be published on REACH, HDX, and can also be made available to partners on request. |
| Are any restrictions on  data sharing required? | N/A |
| **Responsibilities** | |
| Who will be responsible for data management? | Data Analyst, GIS Officer, Assessment Officer, Country Focal Point |
|  |  |

Adapted from:

DCC. (2013). Checklist for a Data Management Plan. v.4.0. Edinburgh: Digital Curation

Centre. Available online: http://www.dcc.ac.uk/resources/data-management-plans

# Annex 2 : Questionnaire(s) / Tool(s)

Household Survey Questionnaire

1. **Household Information**

* Respondent's sex
* Age of Respondent
* How many members in total does the HH have?
* What is the age of the HH head?
* What is the sex of the HH head?
* What is the marital status of the HH head?
* What is the employment status of the HH head?
* How many HH members have disabilities?
* Is this household currently displaced?
* Where was this HH displaced from?
* In what month and year was this HH first displaced?
* In what month and year did this HH arrive in this community?
* Why did your HH choose this community?
* How many times has this HH moved location since leaving your AoO?
* Does your HH have concrete plans to return permanently to your AoO?
* If you have no plans to return, what are the top 3 reasons why?
* Has anyone in your HH returned to your AoO?
* What were the main 3 reasons they returned to the AoO temporarily?
* What were the main 3 reasons they returned to the AoO permanently?
* Did any of your immediate family members remain in your AoO when you were displaced?
* What were the main 3 reasons they stayed in your AoO?
* Has this household or any of its members previously been displaced?
* If some members were displaced, how many?
* How many members were displaced who have NOT returned?
* What are the main 3 reasons they have NOT returned?
* How many of the people who HAVE returned are still registered as IDPs?
* Where was this HH/member displaced to? (If multiple locations please state the last location before their return)
* What were the main 3 reasons they returned to this community?
* Does your HH plan to move from this community in the next 6 months?
* Where does your HH plan to move to?
* What are the 3 main reasons your HH plans to move?

1. **Shelter and NFIs**

* What type of home does your HH live in currently?
* Do you have a Ukrainian-government recognised contract to prove ownership or a formal rental agreement with the owner?
* Is your HH living in damaged accommodation?
* What is damaged?
* Was the damage caused by the current conflict?
* What type of home did your HH most recently live in in your AoO?
* Has your home in your AoO been damaged by the current conflict?
* Has the damage been repaired?
* What is the cost of one month's rent for your current accommodation? (UAH)
* If you pay utility bills, how much did your utilities cost in total last month? (UAH)
* If you pay utility bills, how much was your average monthly heating bill last winter? (UAH)
* How many rooms does your current accommodation have? Exclude hallways, kitchens, and bathrooms
* Which of these services does your HH have?
* In the past 30 days has your HH experienced electricity shortages?
* In the past 30 days has your HH experienced water shortages?
* In the past 30 days has your HH experienced gas shortages?
* Please indicate which of the following (NFI) items you DO NOT HAVE for every member of your HH
* Will your HH have sufficient preserved food for the coming winter?
* Will your HH have sufficient supplies of frozen food for the coming winter?
* Will your HH have sufficient supplies of other food items (potato, cabbage, onion) for the coming winter?
* Will your HH have sufficient supplies of heating fuel for the coming winter?
* Please indicate which of the following items you DO NOT HAVE in your HH.
* When it rains do you experience leaks in your current accommodation?
* What type of fuel does your HH use most for heating?
* What type of fuel does your HH use most for cooking?

1. **Access to water, satitation and hygiene**

* What is your HH's main source of drinking water?
* What is your HH's main source of water for cooking, cleaning, and non-drinking purposes?
* What coping strategies do you use to deal with water shortages or lack of water?
* Does your HH treat drinking water before use?
* What is (are) your main treatment method (s)?
* Do you grow produce that requires irrigation?
* Do you have sufficient water for the produce you are growing?
* What type of toilet does your HH use?
* Is your HH's toilet private or shared?
* If it is shared, how many families are using this toilet?
* Please indicate which of the following items you NEED BUT DO NOT HAVE in your HH

1. **Food security status**

* On how many of the past 7 days did your HH eat CEREALS (grains, bread, pasta), prepared and consumed at home?
* On how many of the past 7 days did your HH eat ROOTS AND TUBERS (potato, onion, beet), prepared and consumed at home?
* On how many of the past 7 days did your HH eat VEGETABLES AND LEAVES (tomato, lettuce, spinach, carrot), prepared and consumed at home?
* On how many of the past 7 days did your HH eat FRUITS (apple, orange, strawberry), prepared and consumed at home?
* On how many of the past 7 days did your HH eat MEAT OR FISH (chicken, pork, beef, fish), prepared and consumed at home?
* On how many of the past 7 days did your HH eat EGGS, prepared and consumed at home?
* On how many of the past 7 days did your HH eat PULSES, NUTS, SEEDS (lentils, beans, nuts), prepared and consumed at home?
* On how many of the past 7 days did your HH eat DAIRY PRODUCTS prepared and consumed at home?
* On how many of the past 7 days did your HH eat OIL AND FAT (salo, butter, sunflower oil), prepared and consumed at home?
* On how many of the past 7 days did your HH eat SUGAR OR SWEETS (cakes, chocolate, sugary cold drinks) prepared and consumed at home?
* On how many of the past 7 days did your HH eat CONDIMENTS AND SPICES (tea/coffee, spices), prepared and consumed at home?
* How much did your HH spend on food in the past 30 days?
* In the past 7 days, if there have been times when you have not had enough food, did your HH use any of the following coping strategies?
* Does your HH include any members with specific dietary requirements?
* Are you able to obtain the foods they need to meet their requirements?
* Does your HH have an access to a plot of land for growing food?
* What is your HH using the plot for?
* Has the conflict affected your HH's ability to use agricultural land?
* Please specify how your ability to use the land has been impacted
* Does your HH currently own livestock?
* Please select the type(s) of livestock your HH owns
* In the past 30 days has your HH sold produce you have grown?
* In the past 30 days has your HH sold produce you have generated from your livestock?
* Does your HH have access to the agricultural inputs (seeds, tools) needed to use your plot/raise livestock?

1. **Access to education**

* Were all children in your HH enrolled and attending formal education in the last school year?
* If not all children were enrolled and attending, why not?
* Please indicate the number, age and sex of children enrolled in the previous year
* Did any of the children in your HH experience a gap in attendance in the previous academic year?
* If yes, what was the reason for the gap?
* If yes, how long was the gap (in days)? Please give an AVERAGE if multiple gaps
* Which services are available at your school?
* Is your HH able to buy all the school supplies needed by children in education?
* Please indicate which of the following methods of transport children in this HH use to reach schools
* Are any of the schools your HH uses experiencing a shortage of qualified teaching staff?

1. **Livelihoods**

* How far is the nearest food market from your HH?
* Does your HH experience any problems accessing the food market?
* What are the 3 most significant problems in accessing the food market?
* What is the primary occupation of your HH's main breadwinner?
* Is their primary occupation full time or part time?
* Please rank the three most important sources of income in your HH in the past 30 days
* What is the most important source of income in your HH?
* What is the second most important source of income in your HH?
* What is the third most important source of income in your HH?
* Please state the number of unemployed male adults who are seeking employment in your HH, if any
* Please state the number of unemployed female adults who are seeking employment in your HH, if any
* What are the main 3 reasons they are not employed?
* Are your HH hosting IDPs?
* How many members of your HH are eligible to receive IDP benefits?
* How many members of your HH receive IDP benefits?
* How many members of your HH have missed payments of IDP benefits in the past 3 months?
* If any members have missed IDP benefit payments, why?
* How do you receive IDP benefits?
* How many members of your HH are eligible to receive Gov pensions?
* How many members of your HH have missed payments of Gov pensions in the last 3 months?
* If any members have missed Gov pension payments, why?
* How do you receive pension payments?
* Does anyone in your HH receive social payments?
* How many members of your HH are eligible to receive other social payments?
* How many members of your HH have missed payments of social payments in the last 3 months?
* If any members of your HH have missed social payments, why?
* How do you receive social benefits?
* What was the total income of your HH in the past 30 days? NOT INC PENSIONS, BENEFITS, OR HUMANITARIAN ASST.
* What was the total income from humanitarian assistance of your HH in the past 30 days? (In UAH)
* What was the total income from government pensions of your HH in the past 30 days? (In UAH)
* What was the total income from government benefits of your HH in the past 30 days? (In UAH)
* How much did your HH spend on healthcare and medications in the past 30 days? (In UAH)
* How much did your HH spend on travel and transport in the past 30 days? (In UAH)
* How much did your HH spend on education during an average month in the last school year?
* How much did your HH spend on clothes and shoes in the past 30 days?
* How much did your HH spend on hygiene items in the past 30 days?
* How much did your HH spend on household items (furniture, cleaning supplies, bedlinen) in the past 30 days?
* How much did your HH spend on debt repayment in the past 30 days?
* How much did your HH spend on accessing pensions in the last 30 days?
* In the past 30 days has anyone in your HH engaged in any of these coping strategies?
* How much money does your HH have saved? (UAH)
* Is your HH currently in debt?
* Approximately how much debt does your HH currently have? (UAH)
* Who is your main lender?
* Has the main pre-conflict breadwinner of your HH been killed or made physically incapable of working due to conflict?
* Would your HH benefit from livelihoods assistance?
* What type of assistance?

1. **Protection**

* Do members of your HH need to pass a GCA checkpoint to access services/livelihood opportunities?
* How long is the average waiting time at a GCA checkpoint?
* Which services are affected?
* Has any HH member experienced harassment or intimidation at a GCA checkpoint?
* Is this HH caring for unrelated minors under the age of 16?
* How many boys under 16?
* How many girls under 16?
* How many pregnant women are in this HH?
* How many lactating women are in this HH?
* Have you seen mines/ERW in this community?
* Where have you seen mines/ERW in this community?
* If you saw a mine/ERW, who would you report it to?
* What are the top 3 most serious physical security concerns for your HH?
* Since August 2016, how have your HH's feelings about safety changed?
* How many members of your HH are missing documentation?
* If one or more members are missing documents, what documents are they missing?
* Why are the documents missing?
* Does anyone in your HH require legal assistance?
* Has anyone in your HH received humanitarian assistance in 2017?
* If yes, what type(s)?
* If yes, was there a complaint system that could be used to give feedback if necessary?
* If yes, was your HH consulted about your needs and preferences before the aid was distributed?
* Are you satisfied with the humanitarian assistance you have received in 2017?
* If not satisfied or partially satisfied, why were you not satisfied with the assistance received in 2017?
* Are you satisfied with the information you are receiving about the response?
* Do you know where to feedback/complain if you have any problems with the response?
* Do you feel you have been asked about what the response should look like?

1. **Health**

* Does anyone in your HH have a chronic illness?
* How many HH members have a chronic illness?
* What is the age of the person with chronic illness?
* What is the gender of the person with chronic illness?
* Which of these chronic illnesses do HH member have?
* Has anyone in your HH experienced a communicable illness in the past 30 days?
* How many HH members had a communicable illness?
* What is the age of the person with communicable illness?
* What is the gender of the person with communicable illness?
* Which of these communicable illnesses has/had HH member?
* Approximately how far is it to the nearest functional primary healthcare centre?
* Approximately how far is it to the nearest functional government multi-speciality hospital?
* Approxiamtely how far is it to the nearest functional private clinic?
* Approximately how far is it to the nearest functional private multi-speciality hospital?
* Please indicate which of these types of specialist care are available
* Have any members of your HH experienced difficulties in accessing healthcare in 2017?
* If yes, what difficulties did they/ do they experience?
* If your HH members needed psychosocial support, would they be able to access PSS services?

Ennumerator FGD Questionnaire

1. **SETTLEMENT INTRODUCTION**

* Provide us, please, with brief introduction of the settlement according to your perception.
* Is it small or big? Is the majority of population elderly or there are a lot of kids? Is the atmosphere depressive or positive? Other facts about the settlement?
* You have already visited this settlement during ABA data collection. How is your impression, has anything changed since then?
* If enumerators couldn’t visit the settlement. Why couldn’t you enter the settlement? Did it happen because of military or other reasons?

1. **DATA COLLECTION PROCESS**

* Have you managed to conduct required number of interviews? If not, why?
* How did people behave before and during the interview?
* How much time did you spend to find a respondent?
* "Were people friendly? Did they agree to answer all questions?
  + If not, which questions were the most sensitive for them?"
* Which questions were confusing for the respondents? For which questions responses might be treated as incomplete?

1. **SECURITY**

* What is the situation in terms of security in the settlement?
* Have you heard the sound of shelling?
* Have you seen military or any military vehicles in the settlement?
* Have you seen any exploaded of unexploaded landmines / other EWR?
* How did you feel being there?
* You have already visited this settlement during ABA data collection. How is your impression, has anything changed since then?
* Are there any comments from population regarding security situation in the settlement?
* Are there any (personal) stories from respondents regarding security situation, military presence, check points, population casualties, mines, etc.?
* Do you have any other comments concerning security issues?

1. **SHELTER**

* Have you seen destroyed/damaged buildings in the settlement? Are there a lot of such buildings? Are they destroyed as result of the conflict?
* Have you seen repaired buildings in the settlement?
* Is there any assistance in shelter repair from NGOs? Which ones and from whom?
* You have already visited this settlement during ABA data collection. How is your impression, has anything changed since then?
* Do you have any other comments concerning shelter issues?

1. **INFRASTRUCTURE**

* What is the quality of roads to the settlement and inside the settlement?
* What is the situation with transport inside the settlement and to the nearest bigger settlements?
* What is the main transport people use to go out of the settlement?
* Is there any public transport available? To which settlements does it run?
* Is there any alternative transport (e.g. shared private cars)?
* What is the situation with water, gas, heating, electricity supply in the settlement?
* In your opinion, what is the situation with working markets and shops in the settlement?
* What is the situation with employment and employment opportunities in the settlement?
* You have already visited this settlement during ABA data collection. How is your impression, has anything changed since then?
* Do you have any other comments concerning issues connected to infrastructure?

1. **PERSONAL STORIES FROM RESPONDENTS**
   * + Are there any (personal) stories from respondents?"
     + What are the biggest concerns and issues of the population in the settlement? (shelling, unemployment, staff reduction on local enterprises, persons are leaving the settlement, insufficient medical care, lack of markets, lack of transport, etc.)?
     + How do you think, does the majority of population have sufficient conditions of living? Enough sources for satisfaction of basic needs and access to services?
     + You have already visited this settlement during ABA data collection. How is your impression, has anything changed since then?
     + Do you have any other comments?

# Annex 3 : Dissemination Matrix

|  |  |
| --- | --- |
| **Dissemination Channel** | **Comments** |
| Food Security Cluster (Kyiv) | Presentation of findings and sharing of dataset |
| Livelihood Working Group (Slovyansk) | Presentation of findings and sharing of clean datasets |
| Information Management Working | Presentation of findings and sharing of clean datasets |
| Resource Center | Upload all data to the resource center |
| HDX | Upload all data to HDX |

1. REACH. Inter-Agency Vulnerability Assessment, 2016. [Available Online](http://www.reachresourcecentre.info/system/files/resource-documents/ukr_report_inter_agency_vulnerability_assessment_nov16_1.pdf). [↑](#footnote-ref-1)
2. REACH. Shelter & NFI Assessment, 2015. [Available Online.](http://www.reachresourcecentre.info/system/files/resource-documents/reach_ukr_report_shelter_and_nfi_assessment_august2015_0.pdf) [↑](#footnote-ref-2)
3. Settlements in Ukraine are officially classified as “village,” “urbantype village,” or “city.” This assessment classifies villages as rural and urban-type villages/cities as urban [↑](#footnote-ref-3)