MSNA - Research Terms of Reference

2022 Multi-Sector Needs Assessment (MSNA)
[UKR2214]
Ukraine

September 2022
Version 2

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	*HCT – Humanitarian Country Team*						
IMPACT Project Code	*64AVR*						
Overall Research Timeframe	22/08/2022 to 31/01/2023						

Research Timeframe	1. Pilot/Training: 02-05/10/2022	7. MSNI DAP sent for validation: 28/10/2022
	2. Start collect data (F2F): 06/10/2022	8. MSNI analysis sent for validation: 02/12/2022
	3. Data collected (F2F): 18/11/2022	9. Bulletin sent for validation: 20/12/2023
	4. Data analysed: 25/11/2022	10. Bulletin published: 30/12/2022
	5. Data sent for validation: 25/11/2022	11. Final presentation: 07/01/2023
	6. Preliminary presentation: 19/12/2022	12. Other specify: NA
Number of assessments	X Single assessment (one cycle)	

Humanitarian milestones	**Milestone**		**Deadline**
	X	Donor plan/strategy	HRP 31/12/2022 (publishing of 2023 HRP)
	X	Inter-cluster plan/strategy	HRP 30/11/2022 (MSNA dataset to be shared with ICCG/HCT)
	X	Cluster plan/strategy	HRP 30/11/2022 (MSNA dataset to be shared with ICCG/HCT)

Audience Type & Dissemination	**Audience type**	**Dissemination**
	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
	x Operational	**X** Presentation of findings (e.g. at HCT meeting; Cluster meeting)
	□ [Other, Specify]	**X** Website Dissemination (Relief Web & REACH

				Resource Centre)
Detailed dissemination plan required	X	Yes (see Annex I)	□	No
General Objective	To understand and analyse the demographics, multi-sectoral humanitarian needs, service access and displacement dynamics or of populations living in Government Controlled (GCA)[1] and Conflict Affected Areas (CAA)[2] of Ukraine; so as to inform the Humanitarian Response Plan (HRP) for 2023 and contribute to a more targeted and evidence-based humanitarian response.			
Specific Objective(s)	1. To understand household demographics and displacement trends 2. To identify vulnerabilities[3] and humanitarian needs of households, both internally displaced and host communities, residing in GCA and CAA of Ukraine driven by the escalation of the war in February 2022. 3. To understand the variation of humanitarian needs among different household demographics across the surveyed area, including displaced and non-displaced households and rural and urban settled households 4. To measure household reliance on consumption-based and livelihood coping mechanisms as defined in the Consolidated Approach to Reporting Indicators of Food Security (CARI guidelines)[4]. 5. To determine the characteristics of households with deprivation of their essential needs and living standard gaps[5] within each sector and across sectors in order to identify compounding humanitarian needs, households' overall sectoral need and the severity of these needs. 6. To understand accountability to affected populations, including preference for types of and satisfaction with humanitarian assistance as well as needs and preference for types of information to be received.			
Research Questions	1. What is the demographic breakdown of households (HHs) and displacement trends in surveyed areas? 2. What are the essential needs of households related to shelter and NFI, WASH, food security, education, health, livelihoods, emergency telecommunication and protection? 3. What are the patterns of incomes, expenditures, savings and debts amongst different categories of households? 4. What is variation of humanitarian needs among different household demographics across the surveyed area, including displaced and non-displaced households and rural and urban settled households?			

---

[1] Government Controlled Areas (GCA) include Newly Accessible Areas (NAA) and Government Controlled Conflict Affected Areas (GCCA). For a more detailed definition, please see point 3.1.2 Key Definitions in the Methodology section.

[2] Conflict Affected Areas (CAA) include non-government-controlled areas, territories of active conflict, and other areas that have been classified as conflict affected by the Government of Ukraine. For a more detailed definition, please see point 3.1.2 Key Definitions in the Methodology section.

[3] Vulnerability of a household can be defined as diminished capacity to anticipate, cope with, resist and recover from the impact of a conflict due to any members of the household having certain characteristics that imply such a vulnerability.

[4] CARI guidelines are available online.

[5] Living standard gaps here are understood as a situation when a household is not able to fully meet all humanitarian needs in a given sector.

<table>
<tr><td></td><td colspan="4">

5. To what extend do affected populations rely on coping mechanisms to meet their immediate needs, and what are the most prevalent ways of coping?

6. What are the geographic differences in the severity of living standard gaps between the assessed areas? How do sectoral needs overlap with one another and influence the overall severity of living standard gaps across sectors?

7. What types of humanitarian assistance are being offered to affected populations; and are affected populations satisfied with the provided assistance? What types of information would affected persons like to receive and in what format?

</td></tr>
</table>

Geographic Coverage	**Whole of Ukraine**
	1. **Accessible for face-to-face (F2F) interviews: Government Controlled Areas (GCA)** → 43 out of 96 raions (plus Kyiv city)
	   a. Newly Accessible Areas (NAA): 9 raions
	   b. Governemnt Controlled Conflict Affected Areas (GCCAA): 12 raions
	   c. 'Rest of GCA': 22 raions
	2. **Inaccessible for F2F inteviews: Conflict Affected Areas (CAA)** → 25 out of 25 raions
	   a. Areas with phone interviews: 11 raions
	   b. Areas with phone interviews following AOK approach[6]: 14 raions

Secondary data sources	Various secondary data sources have been reviewed to inform the understanding of the context, develop the questionaire design and sampling framework as well as to trianguatle findings. Main secondary data sources include the below: • 2021 REACH Ukraine Multi-Sector Needs Assessment (MSNA) • 2022 REACH Ukraine Humanitarian Situation Monitoring (HSM) • 2022 Ukraine Humanitarian Needs Overview (HNO) • 2022 Ukraine OCHA • 2022 IOM Displacement Tracking Matrix (DTM) • 2022 Ukraine UNFPA Population Statistics • WFP Hunger Map Live Ukraine (HML) More detailed information can be found under Point 3.3 Secondary Data Review in the Methodology section.

Population(s)	x	IDPs in host communities	x	Host communities (incl. non-displaced conflict affected populations)
	x	Returnees	□	Other

Structured questionnaire (Quantitiative)	**x**	Probability sampling	x	Non - Probability sampling
Data collection level	x	Individual	x	Household (F2F & phone interviews)
	x	Settlement (AOK approach)	□	Other (specify): _ _ _ _ _ _ _ _ _

---

[6] In CAA areas, where there is no stable phone network access making CATI data collection impossible, WFP will conduct phone interviews with WFP beneficiaries who are registered as IDPs throughout the country and who have recent knowledge of their original area. This is referred to as 'Area of Knowledge' (AOK) approach.

| If Probabiliy Sampling (F2F and phone interviews) | **Sampling method:**
x 2-stage Random sampling
□ Cluster sampling
The sampling is stratifed:
x Yes □ No
If yes what are the stratifications:

Geographic: GCA/CAA Areas

GCA data collection (F2F interviews)
GCA Areas: 96 raions (80 GCA + 16 NAA)
1) Newly Accessible Areas (NAA) and Government Controlled Conflict Affected Areas (GCCAA): 21 raions
2) Rest of GCA: 22 out of 80 raions (Kyiv city is a separate stratum)

For rest of GCA only: Since REACH is not able to have the same sampling approach as in NAA and GCCAA areas (i.e. lower accuracy, 5% MoE) due to limited time and capacity to roll out the assessment, the purposive selection of raions was guided by a rural/urban division approach. In each oblast, two strata will be purposefully selected: One with predominately urban population and one with predominantly rural population. Within that strata, population will be selected randomly and is not representative on urban/rural divide. This appraoch has been discussed and agreed with the other Clusters.

CAA data collection (phone interviews)
CAA Areas: 11 out of 25 raions
• Areas with phone interviews in selected raions: 11 raions

What is the Primary sampling unit (PSU):
Settlement (GCA)
Household (CAA)

Sampling frame:
Do you have the population number at PSU level for **all** population groups?
x Yes □ No | **Selection:**
Probability Proportional to Size (PPS) :
x Yes (for GCA, for randomly selecting settlements within purposefully selected raions)
x No (for CAA)
Selection of PSUs with replacement?
x Yes (for GCA and CAA) □ No

GCA data collection (F2F interviews)
Aimed precision at stratification level:
1) NAA & GCCAA: 95% level of confidence, 5+/- % margin of error
2) Rest of GCA: 95% level of confidence, 7+/- % margin of error
Buffer**:** 5%
Total sample size: (Target #): 13,205 HH interviews

Resampling:
Do you have a reserve list of PSUs / households in case of inacessible area ?
x Yes (settlemenmts for GCA) 5% buffer included in sampling frame for GCA areas) □ No
Data collection method:
x Face to face

CAA data collection (phone interviews)
Aimed precision at stratification level:
1) CAA Areas: 95% level of confidence, 5+/- % margin of error (at group of raion level)

Total sample size: (Target #): 1,200 HH interviews

Resampling:
Do you have a reserve list of PSUs / households in case of inacessible area ?
□ Yes
x No
Data collection method:
x Remote data collection |
| **If Non-Probability** | **Sampling method:** | Data collection method |

Sampling **AOK approach**	□ Quota sampling x Purposive x Snowballing The sampling is stratifed: x Yes □ No If yes what are the stratifications: **Geographic: CAA Areas** CAA Areas (AOK approach): 14 raions assessed out of 25 raions • Areas with phone interviews (AOK approach) in selected raions: 14 raions		x Remote data collection: Phone interview (AOK approach)	
Data collection tool(s)	x	Structured (Quantitative)	□ Semi-structured (Qualitative)	
Questionnaire design	**Mandatory indicators** All the mandatory indicators from the 2022 MSNA indicator bank, have been included without alteration: □ Yes x No [See table in annex 2]		**XLSform for mandatory indicators** The kobo questionnaire provided for the mandatory indicators was used without alteration: □ Yes x No [See table in annex 3]	
Data management platform(s)	x	IMPACT	X	WFP (through contractor KIIS)
Expected ouput type(s)	□	Situation overview #: _ _	x Report #: 1 MSNA Bulletin; 1 MSNA Report on sectoral findings	□ Profile #: _ _
	x	Presentation (Preliminary findings) #: 1	x Presentation (Final) #: 1	x Factsheet #: National & Sectoral factsheets (including maps)
	x	Interactive dashboard #: 1	x Webmap #: 0	□ Map #: _ _
Data publication plan	x	Final (anonymised) dataset public, available on REACH resource center – *Data for CAA areas likely not be publically shared*		
	x	Final (anonymised) dataset public, through HDX connect – *Data for CAA areas likely not publically shared*		
	x	Analysis table public, available on REACH resource center – *Data for CAA areas likely not publically shared*		
	x	Analysis table public, available on HDX – *Data for CAA areas likely not be publically shared*		
Visibility	*REACH*			
	Donor: BHA			
	Coordination Framework: None			
	Partners: UN World Food Programme (WFP)			

2. Rationale

2.1 Background

Since the escalation of the conflict in Ukraine starting, 24 February 2022, 7 million people have been displaced internally across the country and 7.3 million Ukrainians are refugees in European countries[7]. In addition, the conflict rapidly led to numerous reported and documented destructions of infrastructure in conflict vicinity, such as Kyiv city and Kharkiv[8]. Moreover, in response to Russia's blockade on Ukrainian ports in the Black Sea – which immediately affected global wheat supplies – on 22 July 2022 the Black Sea Grain Initiative was launched by the Russian Federation, Türkiye, Ukraine, and the United Nations to enable the resumption of exports from Ukraine of grain, foodstuffs, and fertilizer, through a safe maritime humanitarian corridor from three key Ukrainian ports.[9] As of September, active hostilities continue in eastern and southern Ukraine, with more reports of civilian casualties and damage to civilian infrastructure – and wider-scale disruptions in power and water supplies. In relation to this, the International Atomic Energy Agency is warning that the risk of a nuclear accident at the Zaporizhzhia nuclear power plant – the largest nuclear plant in Europe – has significantly increased, due to ongoing fighting around the site.[10] Nevertheless, the chances of explosion, nuclear meltdown or radioactive release are considered low due to good backup emergency cooling systems and large concrete containment structures.[11][12] With the Ukrainian Government reportedly regaining control over some Eastern and Southern raions, there is also increasing concern abouts winterization needs of the people living in these newly accessible territories.[13]

In response to this recent escalation and the increase in humanitarian needs, REACH implemented a series of [Rapid Needs Assessments](#) of internal displacement in April 2022, 6 rounds of [Humanitarian Situation Monitoring](#) (HSM) between May and September 2022 as well as 2 rounds of [Collective Site Monitoring](#) in June and July 2022. In addition, since April 2022, REACH publishes on a monthly basis the [Joint Market Monitoring Initiative](#) to monitor price trends. Moreover, multiple assessments related to mapping country-wide hazards and impact of the conflict were conducted, including an [Infrastructure and Facility Damage Assessment of Northern districts of Kharkiv](#) and [North-West of Kyiv](#), as well as [Winterization Assessments related to energy infrastructure damage](#) and [climatic conditions](#) between July and August 2022.

Nevertheless, crucial information gaps remain as the conflict and related political, economic, and social landscapes are rapidly evolving, urging the need for a Multi-Sector Needs Assessment (MSNA) and to further inform humanitarian programming and strategic planning. Limited inter-sectoral information on household-level across the country has limited the scope of analysis to provide a comprehensive understanding of the growing humanitarian needs and the current crisis drivers. Currently only [IOM's General Population Survey](#) and WFP's continuous food security monitoring[14][15] are some of the few data sources that provides household-level information with country-wide coverage. While IOM's Gen Pop survey is representative at macro-region level[16] and the continuous food security monitoring at oblast level, the MSNA can provide more granular raion level data as well as cover a wider range of (inter)sectoral indicators.

Thus, based on the request of the Humanitarian Country Team (HCT), REACH is implementing a MSNA that aims to understand demographics, multi-sectoral needs (including the level of severity) and barriers to assistance as well as displacement patterns one a more representative, household-level scale. The MSNA will be implemented on a country-wide basis and will provide information for GCA and CCA areas to inform the Ukraine 2023 HRP and triangulate cluster

---

[7] OCHA. [Ukraine Situation Report](#). September 2022.

[8] REACH. [Ukraine: Summary on Infrastructure and Facilities Damage Analysis North-West of Kyiv](#). February-March 2022.

[9] OCHA. [Black Sea Grain Initiative: Joint Coordination Centre Factsheet.](#) September 2022.

[10] Geoff Brumfiel. [Here's why the risk of a nuclear accident in Ukraine has 'significantly increased](#). *NPR News.* 9 September 2022.

[11] Ibid.

[12] Calla Wahlquist, Donna Lu. [Zaporizhzhia nuclear power plant: everything you need to know](#). *The Guardian*. 4 March 2022.

[13] OCHA. [Ukraine Situation Report](#). September 2022.

[14] WFP. [Ukraine Food Security Report](#). May 2022.

[15] WFP. [Hunger Map Live.](#)

[16] Macro-regions cover 6 distinct areas, including Kyiv, East, North, South, West and Center areas. Specifically, a macro-region is defined as "a part of the territory of Ukraine consisting of several regions or their parts, united by common features, which have common development problems, within which special regional development programs are implemented for this territory." (Law of Ukraine - On the principles of state regional policy (Article 1, item 2)

submissions for the HNO and PiN calculations at the end of 2022. Indicators used were previously defined in coordination with cluster coordinators from the WASH, Education, Shelter/NFI, Health, Protection, Emergency Telecommunication, Food Security and Livelihoods sectors as well as the Cash Working Group as much as feasible.

Having supported a wide range of exercises in the Ukraine and other humanitarian response contexts, including HNO/HRP data collection and analysis support, household surveys, rapid assessments, coordinated partner-led initiatives, as well as both sector and multi-sector assessments, REACH has a broad base of knowledge of operating in various contexts, well-established relationships, strong local capacity, and institutional knowledge, as well as an established flexible approach to ensure the proposed methodology and activities can be rolled out in various comparable yet specific contexts.

2.2 Intended impact

Overall, the MSNA intends to improve the understanding of the current humanitarian situation in the Ukraine to inform strategic decision-making, including funding allocations, and ongoing or planned humanitarian interventions. While the findings of the MSNA will be available too late to feed directly into the analysis for the Humanitarian Needs Overview (HNO) 2023 and People-in-Need (PIN) analysis, Clusters can use the MSNA findings to triangulate their 2023 HNO/PIN calculations to inform their strategic planning for the 2023 Humanitarian Response Plan (HRP). As such, REACH is conducting the 2022 MSNA building on previous MSNA and HSM assessments, in collaboration with WFP, HCT, Inter-Cluster Coordination Group (ICCG) and United Nations Office for the Coordination of Humanitarian Affairs (OCHA).

3. Methodology

3.1 Methodology overview

This assessment will employ a **quantitative approach** to gather data on the research questions, mainly differing between areas **accessible** and **inaccessible** for Face-to-Face (F2F) household-level (HH) surveys. In accessible GCA areas F2F and HH interviews will be conducted, while in inaccessible CAA areas phone interviews will be conducted (see Map 1). For CAA areas, locations that cannot be reached through phone interviews (due to limited phone network connections) remote phone interviews following an 'Area of Knowledge' (AOK) approach will be conducted. This entails interviews with (registered) IDPs who have recently been (within the last 14 days before the start of data collection) in the raions of interest, or have had contact to family members/friends living in these raison (within the last 14 days) and are thus knowledgeable of the situation. Identification of respondents will be through WFP beneficiary lists and snowballing.

Overall, REACH does not have the capacity to sample across each raion in Ukraine due to limited time and capacity to implement the 2022 MSNA. Based on this, REACH's sampling approach for Whole of Ukraine was guided by the aim of increased targeting of data collection in areas directly affected by conflict, as REACH expects needs to be higher in these areas. Thus, the aim is to gain more granular data with a higher level of precision in NAA and GCA areas (i.e. lower 5% Margin of Error) compared to 'Rest of GCA' areas (higher 7% Margin of Error). In addition, in areas not directly affected by conflict ('Rest of GCA') the sampling approach aims to gain insight on the needs in urban as well as rural communities. While phone data collection in CAA areas, is also aimed at providing more granular data, the final sampling is driven by the ability to conduct phone interviews in these areas within the given timeframe and raions having functioning phone networks. For AOK phone interviews, also the final sampling is driven by the number of IDP beneficiaries that can be reached and have the knowledge to respond on these CAA areas. Overall, this sampling approach does not allow representative sampling of specific population groups (i.e. returnees, displaced and non-displaced populations). Map 1 and 2 (page 8) provide an overview of sampling within accessible and inaccessible areas.

Accessible GCA areas: Total of 13,205 F2F household surveys

- **Newly accessible areas (NAA) and Government Controlled Conflict Affected Areas (GCCAA)**: In GCA areas, REACH will implement **8,467** household level surveys[7] in 21 raions with a 95% Level of Confidence and 5% Margin of Error sampling frame. These raions were selected purposefully based on the number of conflict incidents since February 2022, urban/rural population considerations as well as the level of need reported in REACH's HSM. The sample will allow for geographic and demographic disaggregation. Findings will be representative at raion level.
- **Rest of GCA**: In the rest of GCA areas, REACH will also implement **4,738** F2F households-level surveys in 22 raions and Kyiv city with a 95% Level of Confidence and 7% Margin of Error sampling frame. In each oblast, two strata will be sampled: One raion with a predominantly urban and one with rural population. Findings will be representative at raion (admin 2) level, but only indicative at oblast (admin 1) level.

Inaccessible CAA areas: Total of 1,200 phone interviews +280 AOK phone interviews
- **In CAA areas**: WFP will conduct a total of 1,200 phone interviews in 11 raions (400 HH phone interviews across 3 groups of raions) with a 95% Level of Confidence and 5% Margin of Error (representative at groups of raions level, among those who have access to phones) using the tools designed by REACH in collaboration with Clusters and WFP. Phone interviews will be conducted though a local call centre, Kiyv International Institute of Sociology (KIIS), using the 'Computer Assisted Telephone Interviewing (CATI)' method[17]. CATI is a voice call interview method in which trained interviewers call randomly selected phone numbers until they reach the desired quota per strata. Using this method, sampling at raion level is not feasible, so findings will be representative at oblast level. In addition, Mykolaiv oblast it is expected that a major part of the respondents would be with residents of Mykolaiv city.
- **In CAA areas with AOK approach**: Where phone interviews are not feasible due to lack of phone network connection in the raion of interest, this assessment will follow an AOK approach. WFP will implement phone calls with IDPs displaced from the raions of interest, based on the approach and tools inspired by REACH's HSM data collection methodology. Identification of IDPs will be through WFP beneficiary lists, which will entail a non-probability sampling. Selection of the respondents will be narrowed down by the following criteria: (i) respondent was recently – in the past 14 days - in the raion of interest himself/herself OR (ii) respondent has family/relatives/friends who stayed behind and he/she is frequently in contact with them and thus aware about the situation (at least had contact within the last 14 days). Using this approach, findings are indicative, not representative, given the nature of the interviews and non-random selection of the interviewees. The remote data collection will be carried out by WFP personnel.
- In general, the MSNA questionnaire for inaccessible CAA areas will be slightly shorter than in GCA areas to reduce the burden of respondents during phone interviews. The aim is to limit the interview time to 30 minutes. In general, indicators are excluded that are too difficult or sensitive to ask per phone. Core sectoral and intersectoral indicators will be still asked during phone interviews.

---

[17] Interviews will be done via CATI data collection to ensure the safety of enumerators, since CAA are determined as inaccessible for F2F data collection.

Map 1. Sampling overview between raions accessible and inaccessible for F2F data collection

The below map shows which raions are considered *accessible* for F2F data collection (beige), including newly accessible areas (light blue) and *inaccessible* for in-person data collection, which requires phone interviews instead (red stripes).
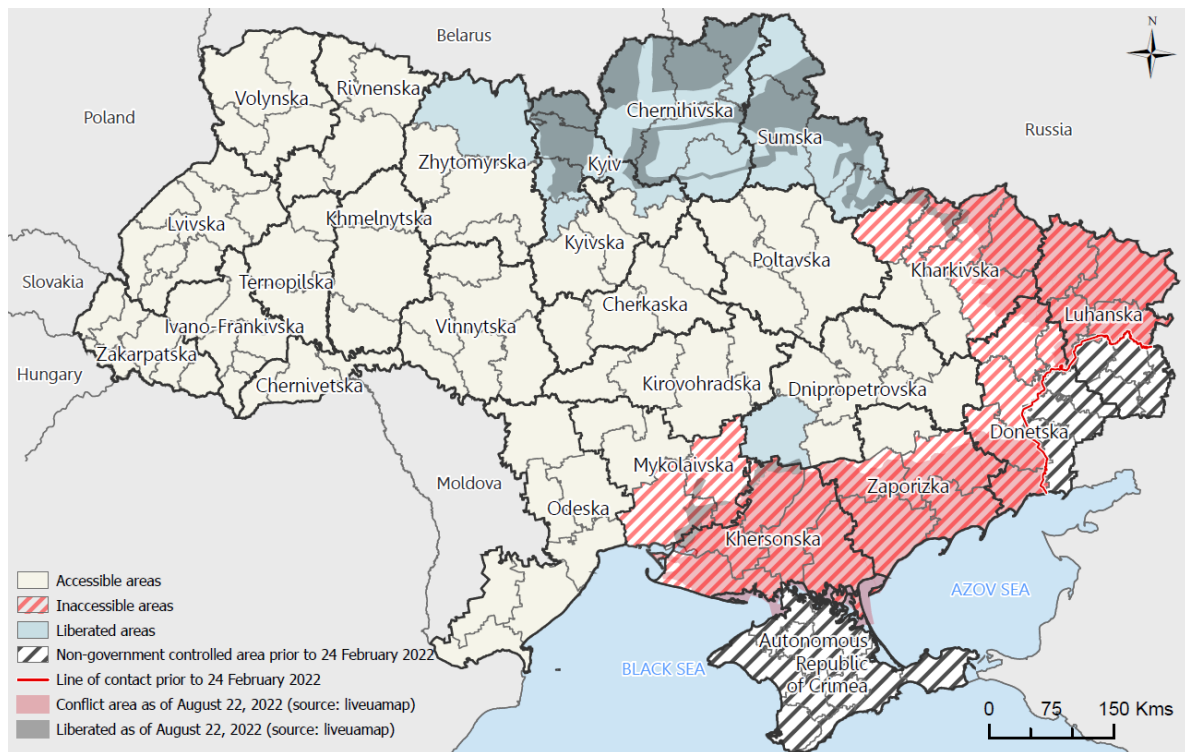
Map 2: Sampling overview

The below map provides an overview of data collection across the country. You can see the selected raions with data collection in accessible areas, including NAA (green), NGCCAA (dark blue) and Rest of GCA' (light blue) areas; as well as inaccessible areas, CAA (red striped) and CAA (AOK approach) (grey striped) raions.
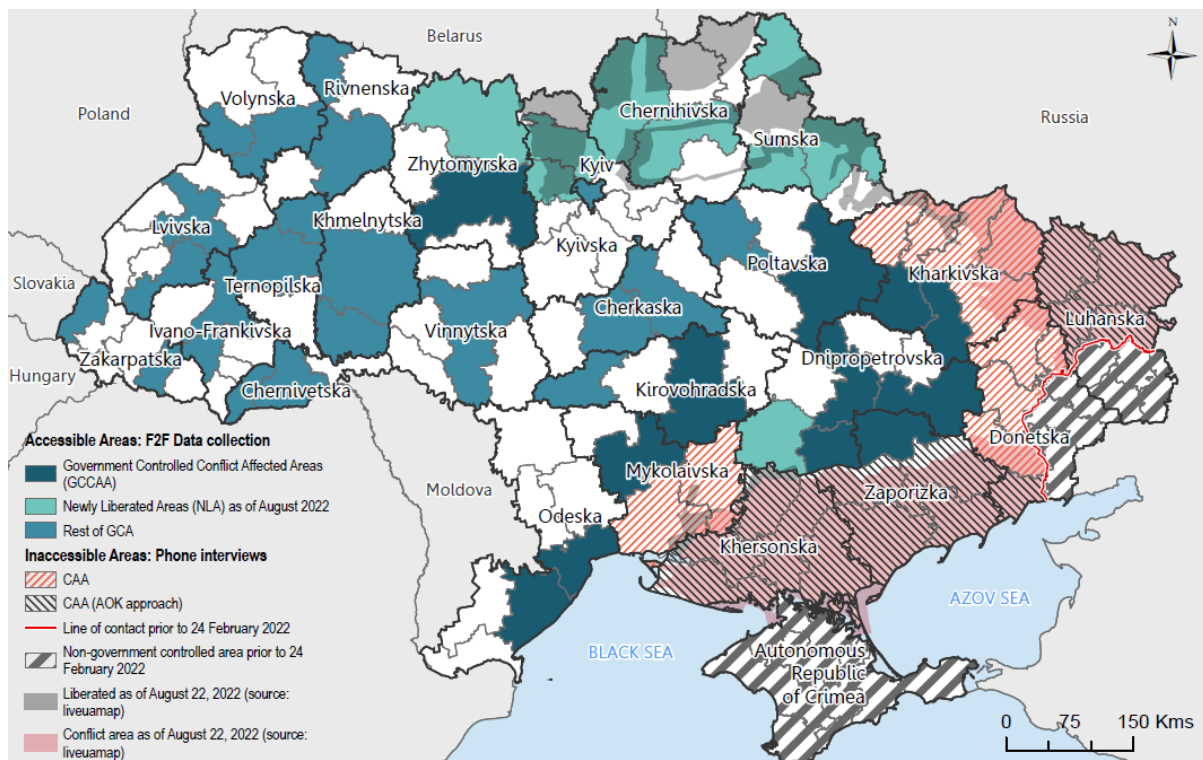
3.1.2   Key definitions

- **Accessible areas:** For the purpose of this assessment, accessible areas refer to areas where F2F data collection is possible. Accessible areas include Newly Accessible Areas (NAA), Government Controlled Conflict Affected Areas (GCAA) and Government Controlled Areas (GCA).
- **Inaccessible areas:** For the purpose of this assessment, non-accessible areas refer to areas where F2F data collection is <u>not</u> possible, and instead phone interviews are conducted. Inaccessible areas include non-government-controlled areas that became NGCA after February 2022[9], as of August 2022, and 'old' NGCA areas before February 2022.
- **Newly accessible areas (NAA):** Newly accessible areas are areas that have been occupied by the Russian army since February 2022 and since been liberated by Ukrainian forces, as of August 2022, as monitored by LiveUA.
- **Government-controlled areas (GCA):** Areas that are controlled by the Ukrainian army by August 2022, as monitored by LiveUA.
- **Non-Government Controlled Areas (NGCA):** Non-government-controlled areas currently controlled by the Russian armed forces and/or non-state actors as a result of the Russia-Ukraine war.
- **Conflict Affected Areas (CAA):** For the purpose of this assessment, conflict affected areas (CAA) refer to areas that are considered as inaccessible for F2F data collection, as of August 2022, and instead phone interviews are conducted. Based on this, CAA include non-government-controlled areas that became NGCA after February 2022[9,] as of August 2022, and 'old' NGCA areas before February 2022.
- **Internally Displaced Person (IDP):** Persons or groups of persons who have been forced or obliged to flee, or to leave their homes or places of habitual residence, in particular as a result of or in order to avoid the effects of armed conflict, situations of generalized violence, violations of human rights or natural or human-made disasters, and who have not crossed an internationally recognized State border. Operationally, for this exercise, interviewers define and understand IDPs as persons who left their habitual place of residence due to the current war. (This includes individuals who moved within their locations, across locations, within their districts, across districts, within governorates, and across governorates). [18]
- **Returnee:** A person who has undergone a migratory movement and returned back to their original place of habitual residence (place where they lived prior to being displaced). For purposes of the present analysis, REACH identified as returnees those respondents who indicated having left the place of their habitual residence since the 24th of February due to the current war for a period of a minimum of 2 weeks (14 days), but who have indicated that they had since returned. (Does include refugees who have returned from outside the Ukraine).[19]
- **AOK approach:** 'Area of Knowledge' Approach, is an approach, where respondents are interviewed who have recent knowledge of a specific area without residing their currently, based on personal experience or from stories from family/friends, given within a specific time period (14 days).

3.2 Population of interest

The below outlines the rationale for the geographical area and population assessed as well as unit of measurement.

- **Geographical area**: Overall, this assessment aims to achieve a country-wide coverage with the geographic approach being split between accessible GCA areas and CAA areas. GCA areas include 96 accessible raions that are under government-control and have been newly accessible, while CAA areas include 25 raions.
- **Population**: The population at interest are Internally Displaced Persons (IDPs), returnees as well as host communities that reside both in GCA and CAA areas. IDPs in sites are not directly targeted as a specific population group in this assessment, since IMPACT is implementing a Collective Site Monitoring (CSM) assessment, which will inform the strategic planning of the CCCM Cluster as part of the 2023 HPC process. Findings from a special household round of the CSM, scheduled for early November, will be integrated into the final MSNA report to highlight the needs among this particular sub-group.
- **Unit of measurement**: The unit of measurement will be at household level for F2F and phone interviews, but settlement level for AOK phone interviews.

---

[18] Aligned with IOM's Glossary on Migration (2019).
[19] Ibid.

3.3   Secondary data review

As part of this assessment, REACH will use the below secondary resources.

Table 1. Overview of secondary sources

Source	Relevance	Usage
IMPACT 2022 Global MSNA Indicator List	Global IMPACT guidance on core MSNA indicators	Inform questionnaire design
REACH Ukraine 2021 MSNA (GCA) questionnaire	Provides an overview of intersectoral needs in 2021 in Donetsk and Luhansk oblast (before the 2022 escalations)	Inform methodology, questionnaire and sampling design
REACH Ukraine 2022 Humanitarian Situation Monitoring (HSM)	Provides detailed information on humanitarian needs, displacement dynamics, and service access in conflict affected and IDP-hosting settlements in Ukraine.	Inform assessment methodology, including questionnaire and sampling design, verify/triangulate primary data and findings and try to compare trends over time
REACH Rapid Assessment of Internal Displacement	Provides initial, rapid information on humanitarian needs, displacement dynamics, and service access in conflict affected and IDP-hosting settlements in Ukraine.	Aid understanding of the context and inform assessment methodology
REACH Arrival and Transit Monitoring (ATM)	To understand displacement trends, as well as displacement drivers and intentions.	Aid understanding of the context
REACH Joint Market Monitoring Initiative (JMMI)	Effort to inform cash-based interventions and better understand market dynamics in Ukraine.	Aid understanding of the context
OCHA Ukraine 2022 Humanitarian Needs Overview (HNO)	Compilation of humanitarian needs (before 2022 escalations)	Aid understanding of the context and key definitions
OCHA Ukraine **REACH Ukraine** **UNHCR Ukraine Situation Flash Updates** **UNICEF Ukraine Situation Reports** **Data Friendly Space Ukraine Analyses** **ACAPS Ukraine Special Reports**	Compilation of latest information products concerning the humanitarian situation in the Ukraine	Aid understanding of the context and key definitions
IOM DTM Internal Displacement Reports Ukraine	Displacement Tracking Matrix (DTM) on Internal Displacement in Ukraine	Aid understanding of the context, specifically in relation to displacement
2022 UNFPA Population estimates	Data on demographics	Inform sampling design
WFP May 2022 food security report	Data and background on food security situation	Aid understanding of the context and inform assessment methodology
WFP Hunger Map Live	Continuous monitoring data on food security situation	Aid understanding of the context and trends
World Bank Rapid Damage and Needs Assessment	Stock taking on damages and losses due to the war	Aid understanding of the context

Cluster reports	Information on sectoral needs	Triangulate primary data and findings, and aid understanding of sectoral context

3.4. Primary Data Collection

3.4.1 Method

Data collection methods will differ between GCA and CAA areas. In accessible GCA areas, including NAA and GCCAA, REACH is planning to collect data through 13, 205 HH-level interviews (8467 for NAA & GCCAA, 4738 for rest of GCA) with the support of its own enumerators. In inaccessible CAA areas, WFP will conduct 1,200 HH-level phone interviews. In CAA areas inaccessible for phone interviews, including Luhanska, Khersonska and Zaporizka oblast, WFP & KIIS will collect data through remote phone interviews following an AOK approach.

Below you can see the **data collection periods** for each method:
- F2F interviews (GCA): 06 October 2022 – 18 November, 32 working days
- Phone interviews (CAA): 31 October 2022 – 30 December, 45 working days
- AOK approach (CAA): 10 November 2022 – 30 December 2022, 37 working days

3.4.2. Sampling

As with the overall method, sampling differs between GCA and CAA areas.

Accessible GCA areas
- In **NAA and GCCAA**, a 95% Level of Confidence and 5% Margin of Error 2-stage random sampling frame will be applied to all 21 raions. REACH purposefully (non-randomly) selected raions based on the number of conflict incidents since February 2022, urban/rural population considerations as well as the level of need reported in REACH's HSM. As part of the 2-stage random sampling approach, REACH first randomly selected settlements within raions with probability proportional to size. Second, REACH split settlements in squares and randomly selected households within those squares, where areas with higher density are proportionally more likely to be selected for interviews.
- In the **rest of GCA** areas a wider approach is taken, where in 22 out of 80 raions data will be collected following a 95% Level of Confidence and 7% Margin of Error sampling frame. REACH followed the same 2-stage random sampling approach as in NAA and GCAA areas. However, in addition, in each oblast two strata will be selected: One raion with predominantly rural population and one with predominantly urban population.
- For all GCA areas, it has to be noted that due to security reasons, in a 35 km line from Belarus and Russian borders in NAA as well as conflict lines, setllements cannot be selected, due to heightened risk to in-person data collection. This means that the sample in these areas does not allow for a full random selection of settlements. Once settlements are selected randomly (excluding settlements in above mentioned 35 km line), ACTED security will double-check the full list of potential settlements are in areas that are considered safe for F2F data collection. If any of these settlements are still considered unsafe by ACTED security, they will be excluded from the total settlement sample and from the final list the random sampling conducted.

Inaccessible CAA areas
- In **CAA areas**, a 95% Level of Confidence and 5% Margin of Error sampling frame will be applied to three groups of raisons (11 raions across 3 oblasts). Enumerators will randomdly call phone numbers until they reach their minimum sample per oblast.
- In **CAA areas with AOK approach**: 280
- Phone interviews will have their own biases, including that respondents might be living in areas with more active and not damaged phone networks. In addition, due to the randomized CATI method, sampling at raion level is not

possible, but only at oblast level. For phone interviews following an AOK approach, information will be only indicative and there is no guarantuee that the target will be reached. Lastly, the missing of visual cues via telephone interviews may result in loss of contextual and nonverbal data and may compromise rapport, probing, and interpretation of responses.

A buffer of 5% was added to the total number of interviews to be collected within each stratum in GCA areas, in case of non-responses or interviews that need to be removed from the database during cleaning. For CAA areas, WFP conducts calls until they reach the complete sample. Households will be sampled using a stratified 2-stage cluster sampling within the following strata:

Table 2. GCA Sample overview

Oblast	Strata/Raion	Area *Newly Accessible Area (NAA) / Government Controlled Conflict Affected Area (GCCAA) / Rest of GCA	Population characteristics *Urban/rural	Total Population per Raion	Confidence Level & Margin of Error	Number of HH interviews per Raion (with 5% buffer)	Sampling type
Cherkaska	Cherkaskyi	Rest of GCA	Urban	631414	0.95 & 0.07	206	Probability
	Zvenyhorodskyi	Rest of GCA	Rural	238367	0.95 & 0.07	206	Probability
Chernihivska	Chernihivskyi	NAA	Urban	410236	0.95 & 0.05	404	Probability
	Nizhynskyi	NAA	Rural	270102	0.95 & 0.05	404	Probability
Chernivetska	Cnernivetskyi	Rest of GCA	Urban	663204	0.95 & 0.07	206	Probability
	Vyzhnytskyi	Rest of GCA	Rural	93487	0.95 & 0.07	206	Probability
Dnipropetrovska	Dniprovskyi	GCCAA	Urban	1170527	0.95 & 0.05	405	Probability
	Kryvorizkyi	NAA	Rural	84940	0.95 & 0.05	403	Probability
	Nikopolskyi	GCCAA	Rural	12215	0.95 & 0.05	392	Probability
	Synelnykivskyi	GCCAA	Rural	219209	0.95 & 0.05	404	Probability
Ivano-Frankivska	Ivano-Frankivskyi	Rest of GCA	Rural	579566	0.95 & 0.07	206	Probability
	Nadvirnianskyi	Rest of GCA	Rural	129545	0.95 & 0.07	206	Probability
Kharkivska	Krasnohradskyi	GCCAA	Rural	124209	0.95 & 0.05	403	Probability
	Lozivskyi	GCCAA	Rural	157426	0.95 & 0.05	404	Probability
Khmelnytska	Kamianets-Podilskyi	Rest of GCA	Rural	331833	0.95 & 0.07	206	Probability
	Khmelnytskyi	Rest of GCA	Urban	768895	0.95 & 0.07	206	Probability
Kirovohradska	Holovanivskyi	Rest of GCA	Rural	148236	0.95 & 0.07	206	Probability
	Kropyvnytskyi	GCCAA	Urban	475577	0.95 & 0.05	404	Probability
Kyivska	Kyivska	Rest of GCA	Urban	2962180	0.95 & 0.07	206	Probability
	Buchanskyi	NAA	Rural	335200	0.95 & 0.05	404	Probability
	Vyshhorodskyi	NAA	Rural	106470	0.95 & 0.05	403	Probability

Lvivska	Lvivskyi	Rest of GCA	Urban	1159069	0.95 & 0.07	206	Probability
	Stryiskyi	Rest of GCA	Rural	344944	0.95 & 0.07	206	Probability
Mykolaivska	Voznesenskyi	GCCAA	Rural	197615	0.95 & 0.05	404	Probability
Odeska	Bilhorod-Dnistrovskyi	GCCAA	Rural	210821	0.95 & 0.05	404	Probability
	Odeskyi	GCCAA	Urban	1329523	0.95 & 0.05	405	Probability
Poltavska	Lubenskyi	Rest of GCA	Rural	225265	0.95 & 0.07	206	Probability
	Poltavskyi	GCCAA	Urban	638236	0.95 & 0.05	404	Probability
Rivnenska	Rivnenskyi	Rest of GCA	Urban	645544	0.95 & 0.07	206	Probability
	Varaskyi	Rest of GCA	Rural	92479	0.95 & 0.07	206	Probability
Sumska	Romenskyi	NAA	Rural	135345	0.95 & 0.05	404	Probability
	Shostkynskyi	NAA	Rural	93390	0.95 & 0.05	403	Probability
	Sumskyi	NAA	Urban	65225	0.95 & 0.05	402	Probability
Ternopils'ka	Kremenetskyi	Rest of GCA	Rural	158268	0.95 & 0.07	206	Probability
	Ternopilskyi	Rest of GCA	Urban	597609	0.95 & 0.07	206	Probability
Vinnytska	Tulchynskyi	Rest of GCA	Rural	183855	0.95 & 0.07	206	Probability
	Vinnytskyi	Rest of GCA	Urban	689789	0.95 & 0.07	206	Probability
Volynska	Lutskyi	Rest of GCA	Rural	460867	0.95 & 0.07	206	Probability
	Volodymyr-Volynskyi	Rest of GCA	Urban	183800	0.95 & 0.07	206	Probability
Zakarpatska	Tiachivskyi	Rest of GCA	Rural	180080	0.95 & 0.07	206	Probability
	Uzhhorodskyi	Rest of GCA	Urban	252004	0.95 & 0.07	206	Probability
Zaporizka	Zaporizkyi	GCCAA	Rural	76307	0.95 & 0.05	403	Probability
Zhytomyrska	Korostenskyi	NAA	Rural	190831	0.95 & 0.05	404	Probability
	Zhytomyrskyi	GCCAA	Urban	660420	0.95 & 0.05	404	Probability
	Grand Total					**13,205**	

Table 3. CAA & NGCA sample overview

Oblast	Strata/Raion	Area Conflict Affected Areas (CCA) / Area of Knowledge (AOK)	Population characteristics Urban/rural	Total Population per Raion	Confidence Level & Margin of Error	Number of HH interviews per Raion	Sampling type
Kharkivska	Bohodukhivskyi	CAA	Rural	147923	0.95 & 0.05	400 phone interviews	Probability
	Kharkivskyi	CAA	Urban	1755231	0.95 & 0.05		Probability
	Chuhuivskyi	CAA	Rural	217048	0.95 & 0.05		Probability

	Kupianskyi	CAA	Rural	154045	0.95 & 0.05		Probability
	Iziumskyi	CAA	Rural	200353	0.95 & 0.05		Probability
Donetska	Kramatorskyi	CAA	Urban	572320	0.95 & 0.05	400 phone interviews excl. Mariupolskyi raion)	Probability
	Bakhmutskyi	CAA	Rural	234550	0.95 & 0.05		Probability
	Pokrovskyi	CAA	Urban	414645	0.95 & 0.05		Probability
	Volnovaskyi	CAA	Rural	161550	0.95 & 0.05		Probability
	Mariupolskyi	CAA (AOK)	Urban	515894	NA	20	Non-prob.
Zaporizka	Polohivskyi	CAA (AOK)	Rural	193058	NA	20	Non-prob.
	Berdianskyi	CAA (AOK)	Rural	195405	NA	20	Non-prob.
	Vasylivskyi	CAA (AOK)	Rural	195098	NA	20	Non-prob.
	Melitopolskyi	CAA (AOK)	Rural	303643	NA	20	Non-prob.
Luhanska	Svativskyi	CAA (AOK)	Rural	97585	NA	20	Non-prob.
	Starobilskyi	CAA (AOK)	Rural	150374	NA	20	Non-prob.
	Sieverodonetskyi	CAA (AOK)	Urban	378874	NA	20	Non-prob.
	Shchastynskyi	CAA (AOK)	Rural	87287	NA	20	Non-prob.
Mykolaivska	Mykolaivskyi	CAA	Urban	666067	0.95 & 0.05	400 phone interviews	Probability
	Bashtanskyi	CAA	Rural	158438	0.95 & 0.05		Probablity
Khersonska	Beryslavskyi	CAA (AOK)	Rural	114038	NA	20	Non-prob.
	Kakhovskyi	CAA (AOK)	Rural	237877	NA	20	Non-prob.
	Henicheskyi	CAA (AOK)	Rural	139931	NA	20	Non-prob.
	Khersonskyi	CAA (AOK)	Urban	463246	NA	20	Non-prob.
	Skadovskyi	CAA (AOK)	Rural	133896	NA	20	Non-prob.
Grand Total						**1,200 phone interviews + 280 AOK phone interviews**	

For **F2F interviews**, the below sampling procedures was followed:

- The area of each settlement will be divided into a number of parts or 'squares' of 2*2 km. Population density data from World Population 100x100m Raster Grid will then be used to weigh the number of interviews (performed by computerised random selection with R) to be conducted in each "square" that each settlement is divided into. This means that within each stratum, areas with higher density are proportionally more likely to be selected for interview, thereby reducing the likelihood of a computer-selected point being in an uninhabited area (i.e. squares within large cities located in downtown areas will get more sample points, while squares situated in outskirts of these cities less).

- Within each square, a random selection of GPS points was assigned equaling the total number of interviews that have to be conducted in that area. For security reasons, areas that are highlighted as 'No Go areas' in ACTED's Risk Map (i.e. potential military targets) were excluded. It has to be noted that this Risk Map only highlights cities, where ACTED has bases, and thus does not cover the whole country. Overall, households that are considered to be living in areas at risk of being a military target can thus not be interviewed as part of this assessment, to protect REACH's enumerators'.

- Enumerators will be given a smartphone with downloaded map layer for Maps.Me application, that will show these randomly selected GPS points for each HH interview. Enumerators should go to these GPS points to find households to interview. If GPS points are falling close to military targets (i.e. military facility, big electric facilities, etc) or in uninhabited land they should look for a HH close by.

- REACH will then compare the 'sampled' GPS points with the 'actual' GPS points (where the HH interview was conducted in the end) to see whether the 'actual' GPS points are generally falling within the right sample frame and the interviews are admissible. If an enumerator collected information in the wrong location (due to an inadmissible reason such), this interview will have to be retaken.

For **phone interviews**, WFP through the local call centre managed by KIIS will randomly call households per group of raions until they reach the total sample. Due to this sampling technique, in Mykolaivska oblast there will be a higher a chance to contact households living in Mykolaiv city. For phone interviews with AOK approach, WFP beneficiaries will be called until the minimum target per oblast is reached (to the extent possible).

Any respondent selected will be at least 18 years old, the head of household or any other adult member that is able to speak on behalf of their household. For phone interviews with AOK approach, selection of the respondents will be narrowed down by following criteria: (i) respondent was recently – in the past 14 days - in the rayon of interest himself/herself OR (ii) respondent has family/relatives/friends who stayed behind and he/she is frequently in contact with them and thus aware about the situation (at least had contact within the last 14 days). Where an area cannot be reached due to concerns around either conflict-related security or COVID-19 outbreak, these settlements will be excluded from the assessment.

3.4.3. Tool

Cluster partners are given the opportunity to provide feedback on the 2022 MSNA questionnaire. The questionnaire will include suggestions from cluster partners to the extent possible, bearing in mind the burden of lengthy HH interviews on respondents.

- **F2F data collection** will be conducted using KOBO, which will have access limited to enumerators and previously defined list of REACH team, who will each have their own level of access needed to perform relevant tasks.[20] During data collection enumerators will use smartphones for data input through KOBO and location check through online mapping services.
- **Phone interviews** will be conducted by KIIS operators using the CATI method using MoDA. **Phone interviews with AOK approach** will be either performed by WFP staff of KIIS enumerators. For all phone interviews a shorter questionnaire is designed to reduce the total length of the interview to maximum 30 minutes.

3.4.4. Briefing/debriefing of enumerators

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. Trainings on Protection from Sexual Exploitation and Abuse (PSEA) and Accountability to Affected Populations (AAP) will be conducted separately.

Enumerators will be asked to adhere to strict health and hygiene protocols to reduce the likelihood of COVID-19 transmission between staff members travelling to the field and to survey respondents. To reassure residents in remote settlements, information leaflets handed out by enumerators will include reference to the measures taken by REACH to reduce risk of transmission. Similarly, to allay any concerns, on arriving in remote settlement, the REACH team leader will seek to brief local authorities on REACH and the assessment, and seek permission to post the information leaflet in a prominent public space (such as a community notice board). Enumerators will be required to monitor their health and wellbeing at the start of each day and report any interactions with members of the public who appear unwell.

In addition, due to the heightened security situation in the Ukraine, REACH is adapting its Personal Safety and Security in the training and include a First Aid training, a training on behavior during air raids, as well as Mine and UXOs training. In addition, WhatsApp communication channels will be used to monitor the movement of enumerators during data collection, who will remain in close contact with the ACTED security team through their relevant Field Officers.

---

[20] See Kobo Access Rights in the 7. Data Management Plan section for more details.

During data collection each enumerator will be monitored by a Team leader or Assessment Officer to ensure their adherence to IMPACT/REACH data collection standards. After monitoring a report will be filled through KOBO tool. Enumerators will have a special field in the KOBO tool for any feedback about the visited area/settlement, the questionnaire, a respondent and general information\impression about the survey.

KIIS enumerators will be trained separately on the MSNA tool and guidance online to ensure they have the same understanding of the questions as REACH enumerators. For phone interviews using the AOK approach, **WFP** personnel will be trained to conduct the interviews by both WFP and REACH. In both cases, since interviews are conducted via phone, no security, First Aid- or COVID-19 related training is needed.

3.5. Data Processing & Analysis

3.5.1 Data entry and cleaning process

Primary data for **F2F interviews** will be collected through Kobo and directly exported to Excel for GCA (areas with F2F data collection). During primary data collection, the REACH Database Officer will review data daily to ensure the data collection methodology is being followed by enumerators and investigate any extreme outliers or other problematic data, including ensuring random sampling is being carried out in accordance with the sampling plan. The data cleaning team will keep a log of any changes, including cleaning of data, aligning to the IMPACT Data Cleaning Minimum Standards Checklist for Data Cleaning and Processing for Structured (Quantitative) Data as well as IMPACT's Data Protection SOPs. Cleaning of data will include conducting cross checks during data collection to ensure logical coherence and avoid errors, checking metadata is fully completed, "other" responses are recoded accordingly, and all personalized data is removed from the dataset.

Phone interviews conducted by KIIS will be collected with the CATI method using Mobile Operational Data Acquisition (MoDA)[21]. KIIS is tasked with the data collection, once completed, preliminary cleaned raw data will be handed over to WFP for data cleaning and processing. WFP has worked on numerous assessments together with KIIS and have gone through weeks of monitoring data quality, evaluation and retraining for enumerators working on the continuous food security monitoring. For the purpose of the MSNA data collection, WFP will retain already trained enumerators and implement a pilot data collection phase. In addition, REACH and KIIS have worked together on numerous assessments in past years, including the previous two research cycles (RNA and HSM). KIIS is therefore familiar with and is instructed to adhere to REACH data quality standards. For the purposes of AOK interviews, considering the sampling frame will be WFP beneficiaries, WFP personnel will conduct the interviews.

3.5.2 Data analysis process

In order to support the 2023 HPC process in the Ukraine, REACH will conduct an analysis of the primary data collected to estimate overall magnitude and severity of humanitarian needs across sectors as measured through the **Multi Sector Needs Index** (MSNI).

Moreover, REACH aims to identify the main driver(s) of needs, the magnitude of drivers, and the most common needs profiles. Findings will be disaggregated by various demographic criteria, age, gender and different types of vulnerabilities. In addition to offering detailed demographic data on age, gender, disabilities and vulnerabilities, as well as specific indicators on perceptions of safety, access to education and healthcare among women, girls and boys, the MSNA data will be further analysed by calculating the severity in Living Standards Gap (LSG) for each sector on a 5 points scale 1 – 4+. The final Multi-Sector Needs Index (MSNI) score will equal that of the highest LSG for each household. Both respondents and individual household members can be disaggregated by age and gender, enabling a comparison of means across demographics, household types, and geographies. This analysis will be applied to the overall MSNI, potentially a cumulative MSNI, as well as LSGs specific to a sector; such as Protection, health to ensure any potential differences relevant to humanitarian programming aren't overlooked.

---

[21] MoDA is WFP's own data collection platform: MoDa (wfp.org).

Overall, REACH's internal analysis framework will allow to calculate sectoral living standard gaps (LSG) as well as overlapping sectoral needs through the calculation of the Multi-Sector Needs Index (MSNI), as explained below:

- o Each HH surveyed is classified for each sector (Health, WASH, etc.) using a severity scale of LSG of 1 – 4+ (1 being Minimal/None and 4+ being Extreme and risk of catastrophic).
- o Using the individual HHs severity scale classification for each sector, an overall HH severity ranking is calculated.
- o The number of households residing in each category of severity scale within each stratum is calculated to estimate the severity of need in that stratum.

For a detailed overview on the LSG classification for each sector, which is needed to implement the MSNI framework, please see **Annex IV**.

In addition, WFP will complement the MSNI analysis by exploiting the CARI suite of food security indicators as well as select indicators from the Essential Needs Framework, as enabled by the data.

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?	No	In general, data collection methods are designed to not put data collectors at risk. While in GCA areas data collection will be conducted F2F due to the improved security situation, there remains the possibility of bombardment anywhere in Ukraine due to the recent escalations. Nevertheless, REACH is monitoring the security situation daily and data collectors are trained on how to react in an emergency situation. In NGCA or inaccessible areas data collection will take place per phone to protect data collectors.
… Does not **expose respondents / their communities to any risks as a direct result** of participation in data collection?	No	Personal information (name and phone number) will be collected at the interview for building trust/better communication during the interview (name of respondent) and in case of a need to clarify any data/response after the interview during cleaning (phone number). To mitigate the risk of exposure of personally identifiable data IMPACT SOPs for management of such information are followed, as well as an option to refuse to provide this information is given together with asked consent with details on how the phone number will be used and stored. In addition, respondents are not asked sensitive political or ideological questions that could put them at risk or make them feel uncomfortable.
… Does not involve **collecting information on specific topics which may be stressful and/ or re-traumatising** for research participants (both respondents and data collectors)?	No	The assessment includes questions on vulnerability, income, chronic illnesses, effects of UXO on a HH, safety and security concerns for women, any of which can be sensitive for a respondent. Risk is mitigated by careful phrasing of the questions and adding an option to refuse to answer. In addition, enumerators are trained on how to approach sensitive topics during interviews.

… Does not involve **data collection with minors** i.e. anyone less than 18 years old?	Yes	
… Does not involve **data collection with other vulnerable groups** e.g. persons with disabilities, victims/ survivors of protection incidents, etc.?	No	While vulnerable groups are not purposefully sampled as part of this assessment, Heads of households (HoH) or household members that are interviewed could be represent an at-risk group. Respondents have the right to refuse the whole interview or answering specific questions.
… 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	SAO, RM	RM	ICCG, Research Design & Data Unit (RDDU) at IMPACT HQ, SRM, Country Coordinator, WFP Ukraine Country Office	
Supervising data collection	Senior Field Offcier, SAO, RM, *for WFP: HoR*	RM*, for WFP: HoR*	SRM, Country Coordinator	IMPACT HQ
Data processing (checking, cleaning)	Database Officer, *for WFP: DA*	RM*, for WFP: HoR*	SRM, Country Coordinator, RDDU	
Data analysis	Database Officer, *for WFP: DA*	RM*, for WFP: HoR*	SRM, Country Coordinator, RDDU, WFP Regional Bureau Cairo	
Output production	SAO, *for WFP: DA*	RM*, for WFP: HoR*	SRM, Country Coordinator, Research Reporting unit (RRU) at IMPACT HQ, WFP Ukraine Country Office	
Dissemination	SAO, RM, *for WFP: HoR*	RM*, for WFP: HoR*	SRM, Country Coordinator, Research Reporting unit (RRU) at IMPACT HQ	HQ Communication
Monitoring & Evaluation	SAO, RM, *for WFP: HoR*	RM *for WFP: HoR*	SRM, Country Coordinator, WFP Ukraine Country Office	Research Department at IMPACT HQ
Lessons learned	SAO, RM	RM	SRM, Country Coordinator	Research Department at IMPACT HQ

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*

5. Data Analysis Plan

Available upon request

7. Monitoring & Evaluation Plan

IMPACT Objective	External M&E Indicator	Internal M&E Indicator	Focal point	Tool	Will indicator be tracked?
umanitarian 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		☐ Yes
		# of page clicks on x product from REACH global newsletter	Country request to HQ		☐ 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		x 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	*Ukraine 2023 HPC*
		# 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	Perceived relevance of IMPACT country-programs	Country team	Usage_Feedback *and* Usage_Survey template	*Usage survey to be conducted in January 2022, following the release of the report, dashboard and factsheets, targeting all Clusters*
		Perceived usefulness and influence of IMPACT outputs			
		Recommendations to strengthen IMPACT programs			
		Perceived capacity of IMPACT staff			

	documents (HNO, HRP, 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