

Research Terms of Reference

Protection Assessment of Populations Residing in Isolated Settlements in along the Contact Line
UKR1803
Ukraine

January 2019
V01

REACH Informing
more effective
humanitarian action

Executive Summary

Country of intervention	Ukraine		
Type of Emergency	<input type="checkbox"/> Natural disaster	<input checked="" type="checkbox"/> Conflict	
Type of Crisis	<input type="checkbox"/> Sudden onset	<input type="checkbox"/> Slow onset	<input checked="" type="checkbox"/> Protracted
Mandating Body/ Agency	ECHO		
Project Code	64 iAHT		
Overall Research Timeframe	01/09/2018 to 28/06/2019		
Research Timeframe	1. Start collect data: 21/01/2019	5. Preliminary presentation: 10/03/2019	
	2. Data collected: 18/03/2019	6. Outputs sent for validation: 16/04/2019	
	3. Data analysed: 25/03/2019	7. Outputs published: 06/08/2019 (est.)	
	4. Data sent for validation: 15/03/2019	8. Final presentation: 06/08/2019	
Number of assessments	<input checked="" type="checkbox"/> Single assessment (one cycle)		
	<input type="checkbox"/> Multi assessment (more than one cycle)		
Humanitarian milestones	Milestone	Deadline	
	<input type="checkbox"/> Donor plan/strategy		
	<input type="checkbox"/> Inter-cluster plan/strategy		
	<input checked="" type="checkbox"/> Cluster plan/strategy	Protection Cluster programming for 2019/2020	
	<input type="checkbox"/> NGO platform plan/strategy		
	<input type="checkbox"/> Other (Specify):		
Audience Type & Dissemination	Audience type	Dissemination	
	<input checked="" type="checkbox"/> Strategic	<input checked="" type="checkbox"/> General Product Mailing (e.g. mail to NGO consortium; HCT participants; Donors)	
	<input checked="" type="checkbox"/> Programmatic	<input checked="" type="checkbox"/> Cluster and Sub-clusters Mailing (Education, Shelter and WASH) and presentation of findings at next cluster meeting	
	<input checked="" type="checkbox"/> Operational	<input checked="" type="checkbox"/> Presentation of findings (e.g. at HCT meeting; Cluster meeting)	
	<input type="checkbox"/> [Other, Specify]	<input checked="" type="checkbox"/> Website Dissemination (Relief Web & REACH Resource Centre)	
		<input type="checkbox"/> [Other, Specify]	
Detailed dissemination plan required	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

General Objective	<p>For this assessment an isolated settlement is understood to be settlements with significant access restrictions due to limited public transportation, poor road conditions, military presence, checkpoints and mine contamination. They have lower rates of access to basic services, a lack of established local authorities and a limited presence of humanitarian actors.¹</p> <p>To inform protection programming for people living in isolated settlements along the contact line through demographic profiling and indepth investigation of the specific protection risks, challenges in accessing services and coping strategies of this population</p>
Specific Objective(s)	<ol style="list-style-type: none"> 1. Develop an in depth understanding of the main protection risks/concerns faced by conflict affected populations including IDPs and returnees, in isolated settlements located along the contact line 2. Understand key demographic characteristics (gender, age, rural, urban) and displacement patterns of the population residing in the isolated settlements along the contact line to understand their underlying vulnerabilities and the drivers of the risks they face 3. Outline experiences and priority needs of people living in isolated settlements along the contact line and carry out a mapping of access to basic services to inform protection cluster programming 4. Identify the coping strategies being used by different groups of the affected population residing in isolated settlements
Research Questions	<ol style="list-style-type: none"> 1. What are the demographic, geographic and socio-economic profiles of the population living in isolated settlements? 2. What are the displacement patterns of the populations living in isolated settlements? 3. What are the specific protection risks faced by conflict-affected populations living in isolated settlements? (by protection issue)² 4. How do protection concerns differ between vulnerable categories³, and settlement types of populations living in isolated settlements? 5. What are the specific drivers of the protection concerns faced by different population groups/categories living in isolated settlements? 6. What are the coping strategies being used by conflict-affected populations living in isolated settlements (by vulnerable groups)? 7. What are the specific protection needs of the conflict-affected population living in isolated settlements (by vulnerable groups)? 8. What are the main issues faced by conflict-affected people living in isolated settlements in relation to access basic services? 9. What basic services used as means of support are disrupted by the conflict?
Geographic Coverage	<p>Isolated settlements (about 60) near the contact line in Volnovaskiy, Mariinskiy, Yasynuvatskiy, Bakhmutskiy rayons, Toretsk agglomeration of Donetsk oblast and Popasnyanskiy, Novoaydarskiy and Stanychno-Luhanskiy rayons of Luhansk oblast.</p>

¹ PUI, 2017. Hard-to-reach settlements quick multisector needs assessment: Contact line, Donetsk and Luhansk Oblasts, Government Controlled Areas. Available [online](#)

² Security risks as a primary driver of protection issues relating to physical security, perception of safety and the psychological and environmental risks of the conflict.

³ Pensioners, people with disabilities, children, Men who have Sex with Men (MSM), people with chronic illnesses, unemployed people.

	Specific list of settlements provided by Protection Cluster, and developed based on Protection monitoring			
Secondary data sources	<ul style="list-style-type: none"> • Premiere Urgence Internationale. Hard to Reach Quick Multi-Sector Needs Assessment. 2017UNICEF. The Children of the Contact Line in East Ukraine 2017 Assessment • REACH. Area Based Assessment. 2017 • REACH. Capacity and Vulnerability Assessment. 2018 • INSO Data on security incidents • OHCHR data on casualties • REACH Ukraine. Trend Analysis 2018 • HelpAge Older voices in humanitarian crises: Calling for change. 2016. • HelpAge Missing millions 2018 • HelpAge Baseline Report on Humanitarian Needs of Older Women and Men Living in Donetsk and Luhansk GCA • DRC Legal Assistance Needs Assessment, People Living Along the Contact Line, Donetsk oblast, GCA Ukraine (2017), Risk of Adolescent Involvement in Military Activities in Ukraine, (2016) • IMC Report on Mental Health (2018) • OSCE. Environmental Assessment and Recovery Priorities for Eastern Ukraine. (2017) • Ukrainian Government. Environmental Damage in Eastern Ukraine and Recovery Priorities. (2017) • Masculinity Today, Mens Attitudes to Gender Stereotypes and Violence Against Women, 2018 • UNFPA, Economic Costs of Violence Against Women in Ukraine, 2017 • UNFPA, Believing in a Better Future, 2016 • Coalition 'Justice for Peace in Donbas', Unspoken pain, Gender Based Violence in Conflict Zone of Eastern Ukraine. • OHCHR, Quarterly reports. • Education Cluster Survey 2017/2018 (upcoming) 			
Population(s)	<input type="checkbox"/>	IDPs in camp	<input type="checkbox"/>	IDPs in informal sites
<i>Select all that apply</i>	<input checked="" type="checkbox"/>	IDPs in host communities	<input type="checkbox"/>	IDPs
	<input type="checkbox"/>	Refugees in camp	<input type="checkbox"/>	Refugees in informal sites
	<input type="checkbox"/>	Refugees in host communities	<input type="checkbox"/>	Refugees [Other, Specify]
	<input checked="" type="checkbox"/>	Host communities	<input checked="" type="checkbox"/>	Conflict affected populations, including Returnees
Stratification <i>Select type(s) and enter number of strata</i>	<input type="checkbox"/>	Geographical #: 4 Population size per strata is known? X Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/>	Group #: 1 Population size per strata is known? X Yes <input type="checkbox"/> No
	<input type="checkbox"/>		<input type="checkbox"/>	[Other Specify]#: __ Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No
Data collection tool(s)	<input checked="" type="checkbox"/>	Structured (Quantitative)	<input checked="" type="checkbox"/>	Semi-structured (Qualitative)
	Sampling method		Data collection method	
Structured data collection tool # 1 <i>Select sampling and data collection method and specify target # interviews</i>	<input type="checkbox"/> Purposive <input type="checkbox"/> Probability / Simple random <input checked="" type="checkbox"/> Probability / Stratified simple random <input type="checkbox"/> Probability / Cluster sampling		<input type="checkbox"/> Key informant interview (Target #): <input type="checkbox"/> Group discussion (Target #): <input checked="" type="checkbox"/> Household interview (Target #):1,508 <input type="checkbox"/> Individual interview (Target #):	

	<input type="checkbox"/> Probability / Stratified cluster sampling <input type="checkbox"/> Two-Stage cluster random sampling	<input checked="" type="checkbox"/> Direct observations (Target #): 60 <input type="checkbox"/> [Other, Specify] (Target #):
Semi-structured data collection tool (s) # 1	<input checked="" type="checkbox"/> Purposive <input type="checkbox"/> Snowballing <input type="checkbox"/> [Other, Specify]	<input checked="" type="checkbox"/> Key informant interview (Target #): 100 <input type="checkbox"/> Individual interview (Target #):_____ <input type="checkbox"/> Focus group discussion (Target #):_____ <input type="checkbox"/> [Other, Specify] (Target #):_____
Semi-structured data collection tool (s) # 2 <i>Select sampling and data collection method and specify target # interviews ***If more than 2 structured tools please duplicate this row and complete for each tool.</i>	<input type="checkbox"/> Purposive <input checked="" type="checkbox"/> Snowballing <input type="checkbox"/> [Other, Specify]	<input type="checkbox"/> Key informant interview (Target #):_____ <input type="checkbox"/> Individual interview (Target #):_____ <input checked="" type="checkbox"/> Focus group discussion (Target #): 18 <input type="checkbox"/> [Other, Specify] (Target #):_____
Target level of precision if probability sampling	95% level of confidence	5 +/- % margin of error
Data management platform(s)	<input checked="" type="checkbox"/> IMPACT <input type="checkbox"/> [Other, Specify]	<input type="checkbox"/> UNHCR
Expected output type(s)	<input type="checkbox"/> Situation overview #: __ <input checked="" type="checkbox"/> Report #: 01 <input type="checkbox"/> Profile #: __ <input checked="" type="checkbox"/> Presentation (Preliminary findings) #: <input checked="" type="checkbox"/> Presentation (Final) #: 01 <input type="checkbox"/> Factsheet #: __ <input type="checkbox"/> Interactive dashboard #: _ <input type="checkbox"/> Webmap #: __ <input type="checkbox"/> Map #: __	
Access	<input checked="" type="checkbox"/> Public (available on REACH resource center and other humanitarian platforms) <input type="checkbox"/> Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)	
Visibility <i>Specify which logos should be on outputs</i>	<i>Protection Cluster, UNICEF, UNHCR, Save the Children, DRC, NRC, R2P, Proliska, Slavic Heart, Donbas SOS, Vostok SOS, PUI</i>	

1. Rationale

1.1. Rationale

As the conflict in Eastern Ukraine continues, protection risks remain a serious concern, especially for populations living in isolated settlements along the contact line, where there are significant threats to physical safety, disruptions to basic services, water supplies and damage to shelter due to intense military fighting. According to the 2019 Humanitarian Needs Overview, 3.5 million people are in need of humanitarian assistance and protection due to ongoing security risks and the increasing barriers to accessing basic services⁴

REACH's most recent trend analysis carried out in September 2018 highlighted that protection risks due to the populations exposure to conflict are a regular concern for three in four households living in Government Controlled Areas (GCA).⁵ Along with the deterioration of economic security due to fewer employment opportunities and an increase in the price of goods and services, households are experiencing deteriorating food security and increased barriers to accessing basic services⁶. The onset of the conflict in 2014 exacerbated an already strained system that was unable to adjust to the humanitarian situation and the increased protection needs of vulnerable, conflict-affected populations.

The introduction of the Joint Forces Operation (JFO) and adoption of the "Special Order on implementation of the security and defence measures" in April 2018, have resulted in additional restrictions on the freedom of movement for people living in isolated settlements along the contact line in GCA. Access to many of which is only permitted for people who have documents confirming their residence in their settlements. Houses are frequently damaged, destroyed or used by the military without due documentation or compensation to the civilian owners. People continue to report additional checks when passing through these checkpoints in the GCA, which consequently leads to delays in movement, ability to travel for employment and access to essential services. Studies on the impact of the contact line have shown that the de-facto border that now separates the urban centres of gravity⁷ in Non-Governmental Areas (NGCA) and their peripheries in government controlled areas have led to a complete reorganization of basic service access networks^{8,9}.

Although there have been assessments indicating protection needs and vulnerabilities, due to the recent developments and limited access, there is a lack of representative data concerning the protection situation of people living in isolated settlements. With increased need for prioritization in humanitarian interventions in eastern Ukraine, an in-depth assessment focusing on those isolated settlements is relevant for advocacy and programming purposes to design evidence-based projects prioritizing life-saving activities and targeting the most vulnerable locations and groups.

The underlying premise of this assessment is to understand protection concerns faced by the populations residing in isolated settlements along the contact line of GCA. This will include developing an in depth understanding of the most prominent protection risks experienced, displacement patterns, detailed socio-economic profiling of groups most affected by these risks, how these might be shaped by particular vulnerable characteristics or drivers and finally, the subsequent consequences and overlooked needs of such identified populations. This information will serve to inform interventions by Protection Cluster partners operational in the isolated settlements given the unique nature of the effect of conflict on such communities and the lack of background material informing it.

⁴ OCHA, Humanitarian Needs Overview, 2019. Available [here](#).

⁵ REACH Humanitarian Trend Analysis 2018, Available [here](#)

⁶ Food Security Cluster 2017. Food Security and Socio-Economic Trend Analysis in Eastern Ukraine. Available [here](#)

⁷ Pivotal economic centres within a larger entity that attract people.

⁸ REACH, Area Based Assessment. 2017. Available [here](#)

⁹ REACH. Capacity and Vulnerability Assessment, 2018. [here](#)

2. Methodology

2.1. Methodology overview

The assessment will adopt a mixed methods approach that incorporates household surveys, Key Informant Interviews (KII) and Focus Group Discussions (FGDs) to achieve its objectives. It will begin with a Secondary Data Review (SDR) of information recently collected across GCA and NGCA that will provide an underlying contextual understanding of the protection issues faced by vulnerable populations living in isolated settlements along the contact line of eastern Ukraine. This SDR will also contribute to identifying the main protection risks experienced by conflict-affected populations living in remote settlements along the contact line.

In order to clarify these main protection risks faced by conflict affected populations within isolated settlements, this SDR will be triangulated by carrying out consultations with key partners with expert knowledge within the protection cluster. This will help to define the most critical protection risks faced. REACH will also consult with the protection cluster to identify the 60 most isolated settlements along the contact line.

Drawing from the SDR and protection cluster experts, the assessment will take an in depth look at the isolated settlements identified to understand the main protection issues being faced, the drivers (freedom of movement restrictions, poverty, loss of family support, loss of pensions, lack of functional utilities, lack of access to basic services, lack of employment, military presence) that increase their vulnerability to protection risks, their access to services in these areas and the ways in which households cope with a lack of financial resources (i.e. reduction of food consumption, risky jobs, crossing the contact line).

Upon completion of the SDR 1,474 household surveys will be conducted in Donetsk and Luhansk oblast GCA. Households will be randomly sampled to be representative on a household level disaggregated by four strata: rural and urban settlements, and Luhansk and Donetsk oblasts. The purpose of the household survey is to analyse household demographics and vulnerabilities, and to identify the main drivers of protection concern.

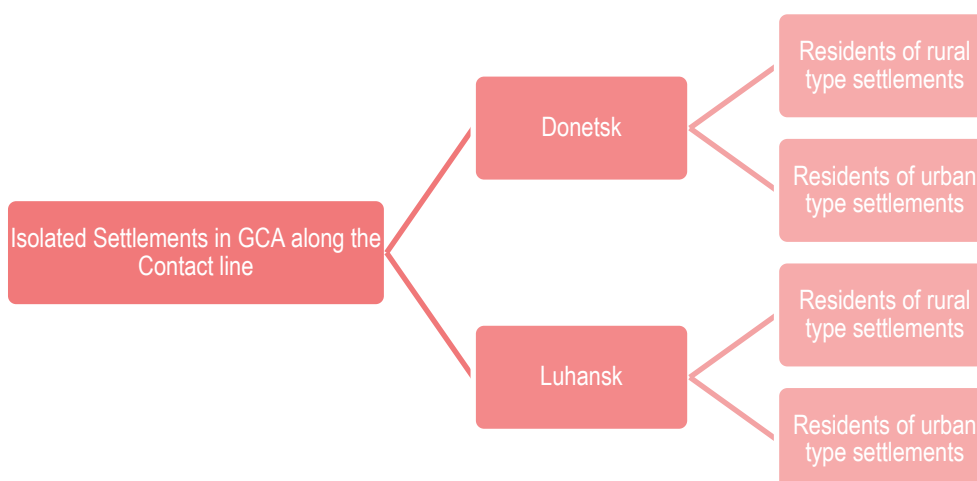
This will be followed by key informant interviews (KII) with representatives of local and international protection NGOs and service providers (representatives of national and international NGOs/humanitarian actors and service providers) specialized in specific protection issues to understand each protection risk in more detail and identify the main protection needs of people living in isolated populations.

REACH will then carry out FGDs with specific vulnerable groups (including children) in four types of geographies (urban/rural, Donetsk/Luhansk) to explore the consequences and subsequent needs related to such protection risks that include: exposure to violence, access to support, GBV, child protection, restrictions in movement, psychological impacts of war, and security concerns.

2.2. Population of interest

The assessment will focus on the conflict-affected population living in isolated settlements of Luhansk and Donetsk oblasts.

Figure 1. Population of Interest



2.3. Secondary data review

The secondary data review will include a comprehensive analysis of the available data from humanitarian actors that addresses relevant and specific protection concerns. REACH will review protection related data from both before and since the conflict began to compare changes in protection issues related to the conflict. REACH will also use this data to pinpoint previously identified protection risks and the most affected vulnerable groups that will inform on the primary data collection that aims to fill the gaps in the understanding of protection concerns. Following this, using secondary data, REACH will develop an understanding of the main drivers and subsequent needs as a result of such vulnerabilities in relation to the conflict.

Table 1. Secondary data review sources.

Organisation	Title
International Organisation For Migration (IOM)	Survey On Migration And Human Trafficking In Ukraine, 2017
UNICEF	The Children of the Contact Line in East Ukraine 2017 Assessment.
REACH Ukraine	Trend Analysis 2018, Area Based Assessment 2017 and Capacity and Vulnerability Assessment 2018
HelpAge	Older voices in humanitarian crises: Calling for change. 2016.
HelpAge	Missing millions 2018
HelpAge	HelpAge Baseline Report on Humanitarian Needs of Older Women and Men Living in Donetsk and Luhansk GCA, 2018
DRC	DRC Legal Assistance Needs Assessment, People Living Along the Contact Line, Donetsk oblast, GCA Ukraine (2017), Risk of Adolescent Involvement in Military Activities
Org. For Security and Cooperation in Europe (OSCE)	Environmental Assessment and Recovery Priorities for Eastern Ukraine. (2017)
Ukrainian Govt.	Environmental Damage in Eastern Ukraine and Recovery Priorities. (2017)
Premiere Urgence Internationale	Hard to Reach Quick Multi-Sector Needs Assessment, (2017)
UNHCR/R2P	Crossing the Contact Line (2018)
INSO	Database on security incidents (2018)
OHCHR	Report on the human rights situation in Ukraine (2017)
Masculinity Today	Mens Attitudes to Gender Stereotypes and Violence Against Women (2018)
UNFPA	Economic Costs of Violence Against Women in Ukraine, (2017). Believing in a Better Future, (2016).
Coalition 'Justice for Peace in Donbas'	Unspoken pain, Gender Based Violence in Conflict Zone of Eastern Ukraine.
OHCHR	Quarterly reports.
Education Cluster Survey	2017/2018 (upcoming)

Primary Data Collection

Household Survey

The household survey component of the assessment will be used to take an in depth look at households living in isolated settlements. This will include more detailed profiling of the vulnerable households characteristics and an exploration of the main drivers (freedom of movement restrictions, poverty, loss of family support, loss of pensions, lack of functional utilities, lack of access to basic services, lack of employment, military presence) they experience that are likely to increase their vulnerability to protection risks, their access to services and develop an understanding of how and why households resort to using negative coping strategies and their subsequent needs as a result.

The household survey will target HHs living in 54 of the most isolated settlements along the contact line identified by UNHCR and the Protection Cluster. Households will be disaggregated by four strata: rural and urban settlements, and Luhansk and

Donetsk oblasts, in order to compare the protection related concerns between different geographic areas on a household level. Using these four strata households will be randomly sampled with a confidence level of 95% and a 5% margin of error. This would lead to an approximate sample size of 1,600 HH surveys.

The questionnaire will be designed to collect information about the general characteristics of households with the risks defined by protection experts and identified/selected from previous REACH data, and will be used to assess and compare demographics, exposure to drivers (freedom of movement restrictions, poverty, loss of family support, loss of pensions, lack of functional utilities, lack of access to basic services, lack of employment, military presence), access to services and coping strategies between specific population groups. These findings can then be used to inform the better targeting of support to the most vulnerable communities.

Key Informant Interviews

REACH will then conduct KIIs with two types of key informants: international/national humanitarian aid providers operational in isolated settlements, and government service providers that serve isolated settlements. KIIs with both will collect information on their perception of the changes in needs since the conflict began, the main risks/issues noticed, and challenges noticed for HHs accessing their services with a particular focus on isolated settlements.

Table 2. Humanitarian organisations participating in KIIs by category of knowledge (vulnerable group)

Area of concern	Organisation /Partner
Child protection	UNICEF, Save the Children, Child Smile, Terres des Hommes, DRC, PIN
Women	UNHCR, UNWOMEN, Slavic Heart, Proliska, Right to Protection
Older people	UNHCR, HelpAge International, Proliska
Mine risk	HALO Trust, DDG
Women/GBV/MHPSS	International Medical Corps, UNFPA, Proliska, ICRC
IDPs	NRC, DRC, People in Needs (PIN), Right to Protection, Slavic Heart
All vulnerable groups	League of social workers of Ukraine, UNHCR, CARITAS, Premiere Urgence Internationale, Istok

Table 3. Area of concern for service providers

A list of service providers that will be surveyed are: Providers	Area of concern
Educational services	Children, female teenagers
Social services	Children, domestic violence survivors, sexual violence survivors, trafficking survivors, +60 years old (living alone and with others), people with disabilities, IDPs, MSM
Police services	domestic violence survivors, sexual violence survivors, trafficking survivors, people affected by military use of civilian property or military presence
Health services	Children, domestic violence survivors, sexual violence survivors, trafficking survivors, +60 years old, people with disabilities, chronically ill, IDPs, LGBTI, people living with HIV (breakdown by population groups).
Humanitarian services	Children, +60 years old, people with disabilities, unemployed people 40-60 years old, IDPs
Employment services	IDPs, Unemployed, day labourers,
Financial services	IDPs, pensioners, social benefits beneficiaries, employed
Administrative services	IDPs, populations from isolated settlements accessing services
Heat and electricity services	Isolated settlements, +60 years old, Pensioners, and all HHs

WASH services	Isolated settlements, near the LoC, +60 years old, Pensioners and all HHs
Environmental services	All HHs near areas of chemical pollution or other type of environmental hazards like fire or flooding.
Communication services	Isolated settlements, +60 years old, pensioners and All HHs
Community services	IDPs, pensioners, disabled, +60 years old (living alone), LGBTI

Focus Group Discussions

Focus group discussions (FGDs) will also be carried out with the following groups:

1. Identified vulnerable groups—to gather more detailed information on the subsequent needs of the population specific to
2. their vulnerability related to the protection risks they face. The FGDs will explore lived experiences and consequences of such protection issues, and the dynamics between specific needs and barriers to accessing support.
3. Protection partners working in the isolated settlements – to facilitate FGDs in the remote communities where they have established rapport with the affected communities.
REACH enumerators—to gather observational information about which questions are particularly sensitive and the living conditions of assessed populations.

For the geographies that have been identified the assessment will organize focus group discussion with specific groups highlighted below:

Figure 2. Matrix of FGDs

	Women (aged 18-59)	Men (aged 18-59)	Children (Save the Children) ¹⁰	Elderly (HelpAge)	Unemployed (Proliska)	High Risk Groups: MSM	High Risk Groups: CSW	REACH enumerators
Urban Donetsk	1	1	1	1	1	1	1	1 per settlement
Urban Luhansk	1	1	1	1	1			1 per settlement
Rural Donetsk	1	1	1	1	1	1		1 per settlement
Rural Luhansk	1	1	1	1	1			

3.5. Data Processing & Analysis

Secondary data will be analysed by REACH staff prior to conducting primary data collection to identify gaps and shape the direction for the primary assessment. This gap analysis will include analysis of the comparability of data collected by the various humanitarian actors, including REACH data.

In terms of primary data, REACH staff will work closely with the Protection Cluster to design the HH questionnaire based on its experience. This discussion will shape the household survey population profiling that will be analysed and mapping of the most vulnerable locations.

Primary data will be entered into Excel instantaneously from Kobo Toolbox. During primary data collection, the REACH Assessment Officer will review the 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

¹⁰ FGDs with representatives of vulnerable groups (children, Elderly, Unemployed, MSM and CSW) that were conducted by experts from member organisations of the protection cluster.

in accordance with the sampling plan. The Assessment Officer will keep a log of any changes during the daily cleaning of data.

Analytical Framework

The main lense of analysis will focus on the geographic stratification from the research and will disaggregate the key informant interviews based on the basic service unit approach from the area based assessment in 2017.

3. Roles and responsibilities

Table 2: Description of roles and responsibilities

<i>Task Description</i>	<i>Responsible</i>	<i>Accountable</i>	<i>Consulted</i>	<i>Informed</i>
<i>Secondary Data Review</i>	Assessment Officer	Assessment Officer	Country Focal Point	
<i>Questionnaire adjustment</i>	Assessment Officer	Country Focal Point	HQ, Partners	
<i>Data Collection</i>	Area coordinator	Area Coordinator	Country Focal Point	HQ, Partners
<i>Data Cleaning</i>	Data Analyst	Data Analyst	HQ	
<i>Data Analysis</i>	Data Analyst	Data Analyst	HQ, Partners	
<i>Reporting</i>	Assessment Officer	Assessment Officer	Country Focal Point	HQ
<i>Draft Review</i>	Country Focal Point	Country Focal Point	HQ, Partners	
<i>Report Validation</i>	Country Focal Point	Country Focal Point	Global Coordinator	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

4. Data Analysis Plan

Available on the [REACH Resource Centre](#).

5. Data Management Plan

Administrative Data			
Research Cycle name	Protection Assessment		
Project Code	64 iAHT		
Donor	ECHO		
Project partners	Protection Cluster, UNHCR, UNICEF, Save the Children, DRC		
Research Contacts	Jeremy Wetterwald - Country Focal Point (CFP); jeremy.wetterwald@reach-initiative.org Katherine Henshaw – Assessment Officer Katherine.henshaw@reach-initiative.org		
Data Management Plan Version	Date: __/__/____	Version: 01	
Related Policies	IMPACT Research Cycle Guidelines 2017 IMPACT Data Protection Policy 2017		
Documentation and Metadata			
What documentation and metadata will accompany the data? <i>Select all that apply</i>	<input checked="" type="checkbox"/>	Data analysis plan	<input checked="" type="checkbox"/> Data Cleaning Log, including: <input checked="" type="checkbox"/> Deletion Log <input checked="" type="checkbox"/> Value Change Log
	<input type="checkbox"/>	Code book	<input type="checkbox"/> Data Dictionary
	<input type="checkbox"/>	Metadata based on HDX Standards	<input type="checkbox"/> [Other, Specify]
Ethics and Legal Compliance			
Which ethical and legal measures will be taken?	<input checked="" type="checkbox"/>	Consent of participants to participate	<input checked="" type="checkbox"/> Consent of participants to share personal information with other agencies
	<input checked="" type="checkbox"/>	No collection of personally identifiable data will take place	<input checked="" type="checkbox"/> Gender, child protection and other protection issues are taken into account
	<input checked="" type="checkbox"/>	All participants reached age of majority	[Other, Specify]
Who will own the copyright and Intellectual Property Rights for the data that is collected?	IMPACT		
Storage and Backup			
Where will data be stored and backed up during the research?	<input checked="" type="checkbox"/>	IMPACT/REACH Kobo Server	<input type="checkbox"/> Other Kobo Server: <i>[specify]</i>
	<input type="checkbox"/>	IMPACT Global Physical / Cloud Server	Country/Internal Server
	<input type="checkbox"/>	On devices held by REACH staff	<input type="checkbox"/> Physical location <i>[specify]</i>
Which data access and security measures have been taken?	<input type="checkbox"/>	Password protection on devices/servers	<input checked="" type="checkbox"/> Data access is limited to
	<input type="checkbox"/>	Form and data encryption on data collection server	
Preservation			
Where will data be stored for long-term preservation?	<input checked="" type="checkbox"/>	IMPACT / REACH Global Cloud / Physical Server	<input type="checkbox"/> OCHA HDX
	<input checked="" type="checkbox"/>	REACH Country Server	<input type="checkbox"/> [Other, Specify]
Data Sharing			
Will the data be shared publically?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/> No, only with mandating agency/body
Will all data be shared?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> No, only anonymized/ cleaned/ consolidated data will be shared
Where will you share the data?	<input checked="" type="checkbox"/>	REACH Resource Centre	<input type="checkbox"/> OCHA HDX
	<input checked="" type="checkbox"/>	Humanitarian Response	<input checked="" type="checkbox"/> ReliefWeb
Responsibilities			
Data collection	Svitlana Vershynina, Senior Assessment Officer, svitlana.vershynina@reach-initiative.org		
Data cleaning	Anton Vasyliiev, GIS and Database Manager, anton.vasyliiev@reach-initiative.org		
Data analysis	Katherine Henshaw, Assessment Officer, katherine.henshaw@reach-initiative.org		
Data sharing/uploading	Katherine Henshaw, Assessment Officer, katherine.henshaw@reach-initiative.org		

6. Monitoring & Evaluation Plan

IMPACT Objective	External M&E Indicator	Internal M&E Indicator	Focal point	Tool	Will indicator be tracked?
Humanitarian stakeholders are accessing IMPACT products	Number of humanitarian organisations accessing IMPACT services/products Number of individuals accessing IMPACT services/products	# of downloads of x product from Resource Center	Country request to HQ	User_log	x Yes
		# of downloads of x product from Relief Web	Country request to HQ		x Yes
		# of downloads of x product from Country level platforms	Country team		
		# of page clicks on x product from REACH global newsletter	Country request to HQ		x Yes
		# of page clicks on x product from country newsletter, sendingBlue, bit.ly	Country team		x Yes
		# of visits to x webmap/x dashboard	Country request to HQ		
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	All cluster/sector strategies
		# references in single agency documents			Protection Cluster strategy planning document
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 IMPACT country-programs	Country team	Usage_Feedback and Usage_Survey template	Usage survey to be conducted in October 2019
		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 (<i>providing resources, participating to presentations, etc.</i>)	# of organisations providing resources (i.e.staff, vehicles, meeting space, budget, etc.) for activity implementation	Country team	Engagement_log	x Yes
		# of organisations/clusters inputting in research design and joint analysis			
		# of organisations/clusters attending briefings on findings;			x Yes