

# Research Terms of Reference

## 2018 Analysis of Humanitarian Trends: Government Controlled Areas of Donetsk and Luhansk Oblasts Ukraine

June 2018  
v1

**REACH** Informing  
more effective  
humanitarian action

### 1. Summary

<b>Country of intervention</b>	Ukraine					
<b>Type of Emergency</b>		Natural disaster	X	Conflict		Emergency
<b>Type of Crisis</b>		Sudden onset		Slow onset	X	Protracted
<b>Mandating Body/ Agency</b>	ECHO					
<b>Project Code</b>	64iAHI 2E2					
<b>REACH Pillar</b>	X	Planning in Emergencies		Displacement	X	Building Community Resilience
<b>Research Timeframe</b>	June-October 2018					
<b>General Objective</b>	To understand and track changes from September 2017 to June 2018 in the humanitarian needs of populations living in conflict affected parts of the government controlled areas of Ukraine to inform the humanitarian needs overview and response plan for 2019.					
<b>Specific Objective(s)</b>	<ol style="list-style-type: none"> <li>1. To measure the changes in vulnerabilities and needs of households residing in government controlled communities of Donetsk and Luhansk oblasts since 2016, comparing the geographic variation of needs between areas along the contact line and beyond 20km.</li> <li>2. To measure changes in households' resilience and usage of coping mechanisms to meet basic needs as per the food security index CARI methodology</li> <li>3. To provide estimates of households with unmet needs within each sector in order to identify overlapping humanitarian needs and households' overall sectoral need.</li> </ol>					
<b>Research Questions</b>	<ol style="list-style-type: none"> <li>1. What is the individual composition of HHs and displacement trends in surveyed areas?</li> <li>2. How have household shelter and NFI needs changed since 2017?</li> <li>3. How have household utility needs changed since 2017?</li> <li>4. How have household WASH needs changed since 2017?</li> <li>5. How have household food security needs (immediate and medium-term) and the use of coping mechanisms changed since 2017?</li> <li>6. How has household access to education changed since 2017?</li> <li>7. How has household access to health changed since 2017?</li> <li>8. How have household livelihoods needs changed since 2017?</li> <li>9. How have household protection concerns changed since 2017?</li> <li>10. What is the proportion of households with an unmet need within each sector?</li> <li>11. What is the proportion of households with overlapping unmet needs (proportion of households with unmet needs in more than one sector)?</li> <li>12. What are the geographic differences in the proportion of households with unmet needs in one or more sector?</li> </ol>					

<b>Research Type</b>	Quantitative	Qualitative	X	Mixed methods
<b>Geographic Coverage</b>	Donetsk and Luhansk Government Controlled Areas (GCA)			
<b>Target Population(s)</b>	Local population of Donetsk and Luhansk GCA			
<b>Data Sources</b>	<p><b>Secondary Data:</b> State Statistics Service of Ukraine, Ministry of Social Policy, OCHA, UNHCR, IOM, PUI, R2P, Foundation 101, REACH</p> <p><b>Primary Data:</b></p> <ul style="list-style-type: none"> <li>Household survey of 841 households in Donetsk and Luhansk oblasts within 5km of the contact line.</li> <li>Household survey of 1,724 households in Donetsk and Luhansk oblasts within areas beyond the contact line (5km from the contact line and 5-20km from the contact line).</li> <li>Focus-group discussions with REACH enumerators.</li> </ul>			
<b>Expected Outputs</b>	1 factsheet, 1 report, 1 dataset, 1 presentation.			
<b>Key Resources</b>	Enumerators, vehicles, facilities for training and focus group discussions			
<b>Humanitarian milestones</b>	<b>Milestone</b>		<b>Timeframe</b>	
		Cluster plan/strategy		
	X	Inter-cluster plan/strategy	HNO/HRP 2019	
	X	Donor plan/strategy	HIP 2019	
		NGO plan/strategy		
		Other		
<b>Audience</b>	<b>Audience type</b>		<b>Specific actors</b>	
		Operational		
		Programmatic		
	X	Strategic	ECHO and Humanitarian Country Team	
		Other		
<b>Access</b>	X	Public (available on REACH Resource Center and other humanitarian platforms)		
		Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)		
		Other		
<b>Visibility</b>	REACH, ECHO, HCT			
<b>Dissemination</b>	REACH Resource Center, Presentations			

## 2. Background & Rationale

As the conflict in Eastern Ukraine is into its fourth year, ongoing and widespread ceasefire violations along the ‘contact line’ and the restrictions on movement of people and goods continue to pose significant risks to civilian populations in Donetsk and Luhansk oblasts. 2017 and 2018 saw the conflict intensify, leading to a significant loss of lives, major concerns over the protection of civilians and significant damage to critical infrastructure. Overall, 3.4 million people are in need of humanitarian assistance and protection<sup>1</sup>.

<sup>1</sup> United Nations, Humanitarian Needs Overview (Ukraine, 2018)

[https://www.humanitarianresponse.info/sites/www.humanitarianresponse.info/files/documents/files/ukraine\\_humanitarian\\_needs\\_overview\\_2018\\_en\\_1.pdf](https://www.humanitarianresponse.info/sites/www.humanitarianresponse.info/files/documents/files/ukraine_humanitarian_needs_overview_2018_en_1.pdf)

It is therefore necessary to update the previous multi-sector needs assessment reports (IAVA, Trend Analysis, Winter Assessment) with new and relevant data, and further investigate the trends of the changing humanitarian situation on the ground through both secondary data review from other humanitarian actors, as well as primary data collection to fill the gaps identified in the humanitarian literature available.

### 3. Research Objectives

#### General Objective

To understand and track changes from September 2017 to June 2018 in humanitarian needs of populations living in conflict affected parts of the government controlled areas of Ukraine to inform the humanitarian needs overview and response plan for 2019.

#### Specific Objectives

1. To measure the changes in vulnerabilities and needs of households residing in government controlled communities of Donetsk and Luhansk oblasts since 2016, comparing the geographic variation of needs between areas along the contact line and between 5-20km.
2. To measure changes in households' resilience and usage of coping mechanisms to meet basic needs as per the food security index CARI methodology
3. To provide estimates of households with unmet needs within each sector in order to identify overlapping humanitarian needs and households' overall sectoral need.

### 4. Research Questions

#### Research Questions

1. What is the individual composition of HHs and displacement trends in surveyed areas?
2. How have household shelter and NFI needs changed since 2017?
3. How have household utility needs changed since 2017?
4. How have household WASH needs changed since 2017?
5. How have household food security needs (immediate and medium-term) and the use of coping mechanisms changed since 2017?
6. How has household access to education changed since 2017?
7. How has household access to health changed since 2017?
8. How have household livelihoods needs changed since 2017?
9. How have household protection concerns changed since 2017?
10. What is the proportion of households with an unmet need within each sector?
11. What is the proportion of households with overlapping unmet needs (proportion of households with unmet needs in more than one sector)?
12. What are the geographic differences in the proportion of households with unmet needs in one or more sector?

### 5. Methodology

#### 5.1. Methodology overview

This study will use a mixed-methods approach to gather data on the research questions. First, the study will involve a secondary data review analysing completed and ongoing assessments to take into account information recently collected on Donetsk and Luhansk GCA. This will include reports issued in the end of 2017 and beginning of 2018 by REACH partners and stakeholders. This secondary data review will enable REACH to identify gaps in the current available data and to make

sure that data collected within IAVA3 will be comparable to previous REACH assessments and those conducted by partners. To fill the gaps identified in the secondary data, REACH will collect and analyze primary data made up of both quantitative and qualitative data collection methods.

The quantitative component will be implemented through 841 face to face household interviews within 5km of the contact line of the GCA, sampled to be statistically representative of urban and rural households along the contact line within these 5km areas, that has been identified as the area with the highest rates of humanitarian need in the region in the humanitarian needs overview and humanitarian response plan<sup>2</sup>. The same approach will be implemented in areas further from the contact line, (between 5-20km) conducting 1724 interviews, further stratifying urban areas by those greater and less than 100,000 in population to account for a large variation in the size of urban settlements across Donetsk and Luhansk Oblasts.

The qualitative component of the assessment will involve FGDs with REACH enumerators following data collection in order to gather their descriptive insights and observations of the humanitarian situation for the households they visit.

## **5.2. Population of interest**

The populations of interest in this study are defined as:

- Displaced persons in Luhansk and Donetsk Oblasts, including those displaced from the NGCA (both registered and non-registered) and within the GCA, especially those living in the areas along the contact line.
- Non-displaced persons in Luhansk and Donetsk Oblasts, especially those directly conflict-affected along the contact line and the community indirectly conflict-affected in the areas beyond 20km from the contact line, as well as returnees.

Within the area along the contact line in each oblast, populations will be compared by urban and rural settings, as per the groupings used during Winter Assessment, Analysis of Trends and IAVA over the last two years. The area along the contact line has been selected for specific assessment due to the severity of the impact in this region and the findings of previous reviews of humanitarian data in Ukraine regarding the most impacted populations.

## **5.3. Secondary data review**

The secondary data review will include a comprehensive systematic survey and analysis of the indicators listed in the various reports from humanitarian actors since 2016 to identify and compare data across timeframes and geographic regions. The available data will then be compared with REACH data collected within 5km of the contact line in September 2017 and January 2018, to identify both trends and gaps in the data. The data review will then be compared to primary data.

- 2018 United Nations Humanitarian Needs Overview Ukraine
- 2018 REACH Winter Assessment Donetsk and Luhansk Oblasts, GCA 5-km zone
- 2017 IOM National Monitoring System of the Situation with Internally Displaced Persons Ukraine
- 2017 UNHCR Desk Research of the Surveys of IDPs Ukraine
- 2017 PUI Hard-to-Reach Settlements Multisector Needs Assessment Donetsk and Luhansk Oblasts, GCA
- 2017 R2P Internally Displaced and Conflict Affected Populations Donetsk and Luhansk Oblasts, GCA
- 2017 REACH Analysis of Humanitarian Trends Donetsk and Luhansk Oblasts, GCA 5-km zone
- 2016 REACH Inter-Agency Vulnerability Assessment Donetsk and Luhansk Oblasts, GCA and NGCA
- 2018 State Statistics Services of Ukraine. Population data.

## **5.4. Primary Data Collection**

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<sup>2</sup> United Nations, Humanitarian Response Plan (Ukraine, 2018)

[https://www.humanitarianresponse.info/sites/www.humanitarianresponse.info/files/documents/files/ukraine\\_humanitarian\\_response\\_plan\\_2018\\_0.pdf](https://www.humanitarianresponse.info/sites/www.humanitarianresponse.info/files/documents/files/ukraine_humanitarian_response_plan_2018_0.pdf)

Primary data will be collected through a household survey of 2,656 households in government controlled areas of Donetsk and Luhansk Oblasts. Within the region, households will be selected through a stratified sample (95% confidence interval, 5% margin of error for each stratum) with the following strata:

Table 1. Summary of the sample

<b>Stratum 1</b>	<b>Stratum 2</b>	<b>SAMPLE</b>
<b>&lt;5 km area</b>	Rural	363
	Urban < 100,000	478
	Urban > 100,000	0*
<b>5-20 km area</b>	Rural	265
	Urban < 100,000	472
	Urban > 100,000	220
<b>&gt;20 km area</b>	Rural	246
	Urban < 100,000	313
	Urban > 100,000	208
<b>TOTAL</b>		<b>2,656</b>

\* No settlements > 100,000 in 5 km area

More specifically, population data will be taken from the official population data provided by the State Statistics Service of Ukraine updated on a yearly basis using birth, death and migration data. This data will be used to weight a computerized random point selection within each region using QGIS, meaning 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. Enumerators on the ground will identify the household at each selected point or locate the nearest household to the point to conduct data collection in the case that the randomly selected location is uninhabited.

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

Furthermore, the qualitative component of data collection will be comprised of FGDs with REACH enumerators following their visits to the field in order to gather descriptive details on the humanitarian situation based on their direct observations. The FGDs will address issues observed relating to security, access to services, infrastructure as well as general description of each visited settlement, its population and personal stories from respondents that can reveal challenges not covered by the questionnaire that people face in daily life.

## 5.5. Data Analysis Plan

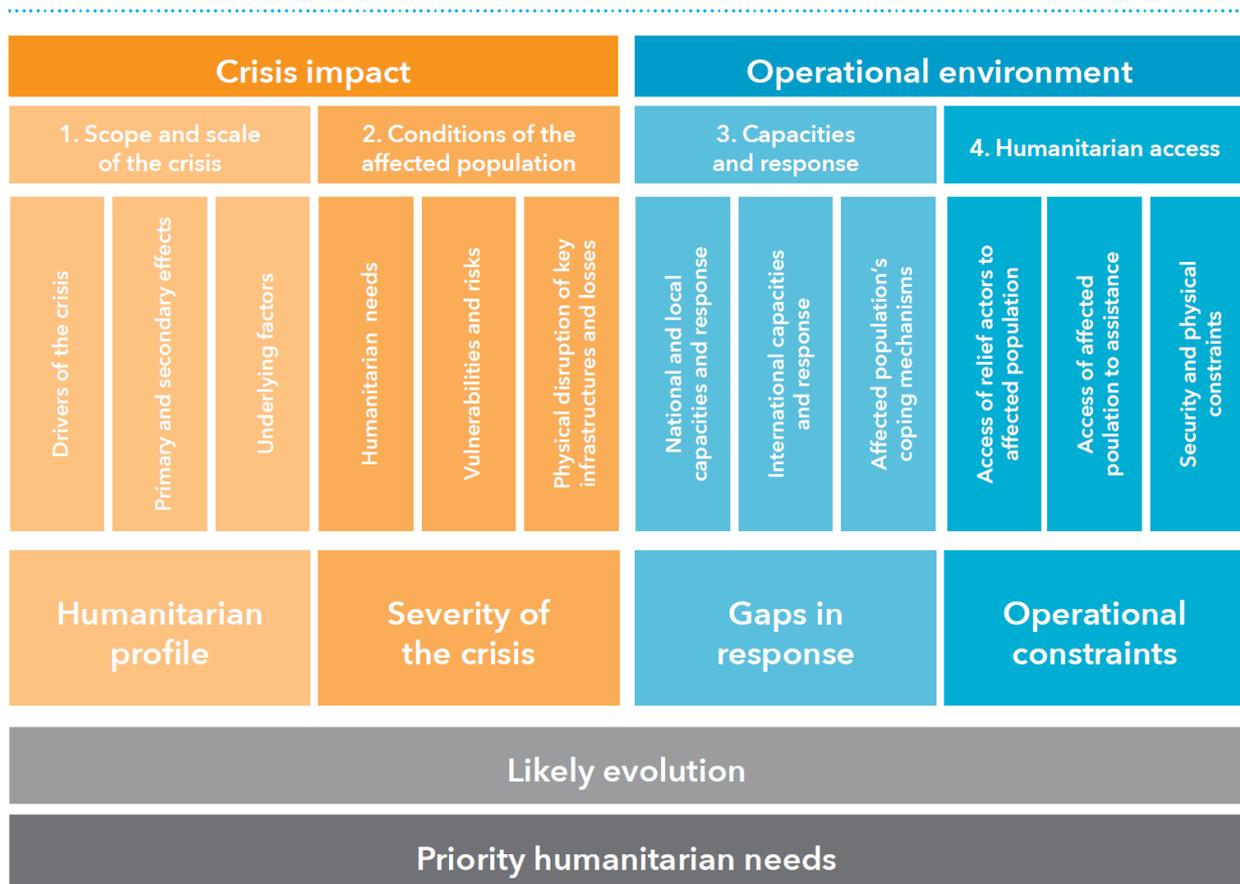
Secondary data will be analysed by REACH staff prior to conducting primary data collection to identify gaps and needs for the primary assessment. This gap analysis will include analysis of the comparability of data collected by the various humanitarian actors, including REACH data. Primary data will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

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

### 5.5.1 Analytical Framework

The data will be analysed according to the MIRA framework developed by the Inter Agency Standing Committee to provide a comprehensive overview of both the impact of the crisis and the operational environment, specifically identifying households with unmet needs within each sector, in order to identify households' overall sectoral need as well as overlapping humanitarian needs. The estimates will highlight households with concurrent needs that could be useful for humanitarian actors to collaboratively plan and encourage strategic partnerships. Working with Cluster Coordinators, the Assessment Officer will identify and compile a set of sector related indicators for each respective sector to classify households with unmet needs.

Figure 1. MIRA Framework



## 6. Product Typology

Table 2. Type and number of products required

<b>Type of Product</b>	<b>Number of Product(s)</b>	<b>Additional information</b>
<i>Factsheet</i>	1	Key indicators and PIN/PUN calculations to be shared prior to HNO/HRP deadlines
<i>Report</i>	1	The report will summarize and analyze the data from the household survey and focus group discussions
<i>Presentation</i>	1	To be presented at relevant forums
<i>Dataset</i>	1	To be shared with relevant stakeholders

## 7. Management arrangements and work plan

### 7.1. Roles and Responsibilities

Table 3. Description of roles and responsibilities

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

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

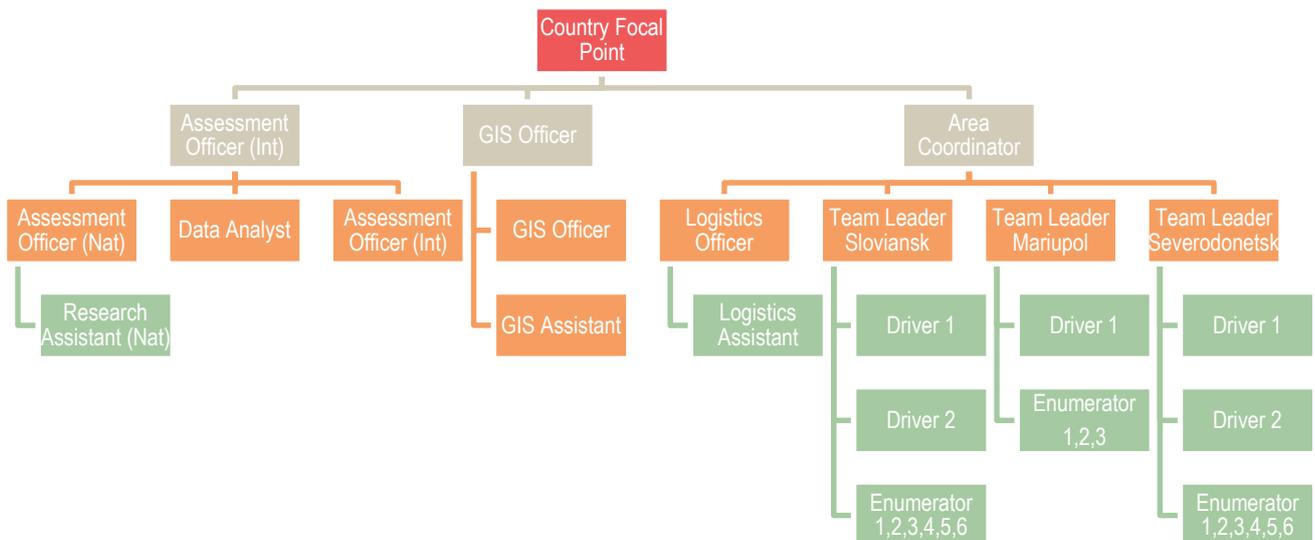
**Accountable:** the person who validate the completion of the task and is accountable of the final output or milestone

**Consulted:** the person(s) who must be consulted when the task is implemented

**Informed:** the person(s) who need to be informed when the task is completed

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

Figure 2. HR Organogram



### 7.3. Work plan

	April 2018	May 2018	June 2018	July 2018	August 2018	Sept. 018	October 2018
<b>Research Design</b>							
<b>Questionnaire Adjusting</b>							
<b>Questionnaire Validation</b>							
<b>Data Collection</b>							
<b>Data Cleaning</b>							
<b>Data Analysis</b>							
<b>Report Drafting</b>							
<b>Review</b>							
<b>Final Release</b>							

## 8. Risks & Assumptions

Table 3 : List of risks and mitigating action

<b>Risk</b>	<b>Mitigation Measure</b>
<i>Uptake in violence along the contact line does not allow for data collection</i>	Close monitoring of security development and review of plans depending on logistical constraints
<i>Lack of buy in from external stakeholders</i>	Clear communication of purpose and sharing of data to inform their strategic decision making
<i>Different understanding of the assessment leads to different/competing/unclear objectives</i>	Validation of the ToR with all key stakeholders and regular communication with all stakeholders

## 9. Monitoring and Evaluation

Table 4 : Monitoring and evaluation targets

<b>Impact Objective</b>	<b>External M&amp;E Indicator</b>	<b>Internal M&amp;E Indicator</b>	<b>Methodology</b>	<b>Focal Point</b>	<b>Tool</b>	<b>Research Specific Information</b>
<b>Humanitarian stakeholders are accessing IMPACT products</b>	Number of humanitarian organisations accessing IMPACT services/products	# of downloads of x product from Resource Center	User monitoring	Country request to HQ	User log	Y
		# of downloads of x product from Relief Web		Country request to HQ		Y
		# of downloads of x product from Country level platforms		Country team		N
	Number of individuals accessing IMPACT services/products	# of page clicks on x product from REACH global newsletter		Country request to HQ		Y
		# of page clicks on x product from country newsletter, sendingBlue, bit.ly		Country team		Y
		# of visits to x webmap/x dashboard		Country request to HQ		N
<b>IMPACT activities contribute to better program implementation and coordination of the humanitarian response</b>	Number of humanitarian organisations utilizing IMPACT services/products	# references in HPC documents (HNO, SRP, Flash appeals, Cluster/sector strategies)	Reference monitoring	Country team	Reference log	HNO/HRP
		# references in single agency documents				OCHA, Cluster system

Humanitarian stakeholders are using IMPACT products	Humanitarian actors use IMPACT evidence/products as a basis for decision making, aid planning and delivery	Perceived relevance of IMPACT country-programs	Usage M&E	Country team	Usage feedback and Usage Survey template	Partner usage survey to be completed in December, 2018
		Perceived usefulness and influence of IMPACT outputs				
		Recommendations to strengthen IMPACT programs				
		Perceived capacity of IMPACT staff				
		Perceived quality of outputs/programs				
Number of humanitarian documents (HNO, HRP, cluster/agency strategic plans, etc.) directly informed by IMPACT products	Recommendations to strengthen IMPACT programs					
Humanitarian stakeholders are engaged in IMPACT programs throughout the research cycle	Number and/or percentage of humanitarian organizations directly contributing to IMPACT programs (providing resources, participating to presentations, etc.)	# of organisations providing resources (i.e. staff, vehicles, meeting space, budget, etc.) for activity implementation				1
		# of organisations/clusters inputting in research design and joint analysis				14
		# of organisations/clusters attending briefings on findings;				14

## 10. Documentation Plan

Document	Name	Type	Storage
Research Terms of Reference	REACH_UKR_TOR_2018TrendAnalysis_Final	.docx	Ukraine online storage (Z:) + REACH resource centre
Data Analysis Plan	REACH_UKR_Data_2018TrendAnalysis_Final	.xlsx	Ukraine online storage (Z:) + REACH resource centre
HH Dataset	REACH_UKR_2018TrendAnalysis_HHDataset_Final	.xlsx	Ukraine online storage (Z:) + REACH resource centre
MSNA Factsheet	REACH_UKR_Factsheet_2018TrendAnalysis_Final	.pdf	Ukraine online storage (Z:) + REACH resource centre
MSNA Report	REACH_UKR_Report_2018TrendAnalysis_Final	.docx	Ukraine online storage (Z:) + REACH resource centre

## 11. Annexes

1. Data Management Plan
2. Questionnaire(s) / Tool(s)
3. Dissemination Matrix

### Annex 1 : Data Management Plan

Administrative Data	
Project Name	Provision of multisector assistance in Eastern Ukraine, Ukraine
Project Code	64iAHI 2E2
Donor	ECHO
Project partners	None
Project Description	The project seeks to inform humanitarian stakeholder operating in Ukraine as part of their drafting of humanitarian needs overview and humanitarian response plans for 2019

Project Data Contacts	Jeremy Wetterwald - Country Focal Point (CFP); jeremy.wetterwald@reach-initiative.org
DMP Version	Draft version 1 (V.01)
Related Policies	
<b>Data Collection</b>	
What data will you collect or create?	<b>Secondary data review-</b> ACAPS, FSLC, IOM <b>Primary data-</b> Qualitative and Quantitative data using HH interviews and FGDs <b>Data format-</b> word document, excel and SPSS. These formats enable sharing and long-term access to data. The possible implication of storing data in excel could be loss of preserved formats, but the risk is mitigated by preserving datasets in SPSS.
How will the data be collected or created?	The data will be collected using KOBO at the household level.
<b>Documentation and Metadata</b>	
What documentation and metadata will accompany the data?	<b>Value change log.</b> Documents changes to the dataset in order to track all the amendments made to the data values. <b>Data cleaning log.</b> Documents data cleaning process i.e. checking for inconsistencies, running logical checks, renaming variables, dropping variables if need be, generating new variables, merging or appending datasets if need be. <b>Analysis log</b> Documents the analyses commands, either auto-generated by R/STATA or in a do-file. The log will make it possible to replicate the analyses command for other projects too. <b>Data dictionary</b> (for an actual dataset, this object highly connected with “Tool” sheet) – should contain information on data types and metadata for each variable. Usually represented in a structured format with the next fields: <ul style="list-style-type: none"> <li>• Variable ID</li> <li>• Variable Name</li> <li>• Section</li> <li>• Data Type (e. g.): <ul style="list-style-type: none"> <li>○ Integer</li> <li>○ Numeric</li> <li>○ Logical (TRUE/FALSE)</li> <li>○ Text</li> <li>○ Date</li> <li>○ Time</li> <li>○ DateTime</li> </ul> </li> <li>• Semantic Data Type (e. g.): <ul style="list-style-type: none"> <li>○ Single Choice</li> <li>○ Multiple Choice</li> <li>○ Id</li> <li>○ Geopoint</li> </ul> </li> <li>• Technical Data Type (e. g.): <ul style="list-style-type: none"> <li>○ Auto fill</li> <li>○ Calculated</li> <li>○ User Input</li> </ul> </li> <li>• Reference Field – in case we have related variables, for example one variable with concatenated multiple choices and set of binary responses for each choice, or variable that triggers another answer (like “yes” → reason or “Other” → Specify), this field should contain reference to the primary variable (id).</li> </ul> <b>Codebook-</b> A document that describes data content- values, type of variables, missing values.
<b>Ethics and Legal Compliance</b>	
How will you manage any ethical issues?	- Consent-All the respondents were asked for their consent prior to the interviews, consent was coded as a question in the questionnaire.

	<ul style="list-style-type: none"> <li>- Anonymisation-all the personally identifiable information (PII) will be removed or anonymised.</li> <li>- Sensitive data will be stored and transferred using encryption / Truecrypt</li> </ul>
How will you manage copyright and Intellectual Property Rights (IPR) issues?	IMPACT Initiatives (REACH) owns the data. The data will be made public.
<b>Storage and Backup</b>	
How will the data be stored and backed up during the research?	Digitised data will be stored on a secure cloud-based server and backed up on a daily basis.
How will you manage access and security?	All data on the cloud server is password protected and only accessible to REACH staff working on the project.
<b>Selection and Preservation</b>	
Which data should be retained, shared, and/or preserved?	We either anonymise or remove all the PII (Personally Identifiable Information) fields in the dataset such as respondent's name, address, number, enumerator's information, any other information that maybe personal to the respondent including political views, health status. The datasets are shared on the password protected server, which only REACH staff has access to.
What is the long-term preservation plan for the dataset?	Datasets will be preserved on network server in Excel and SPSS formats.
<b>Data Sharing</b>	
How will you share the data?	Data will be shared through a preliminary analysis presentation and finalized report.Clean datasets will be published on REACH, HDX, and can also be made available to partners on request.
Are any restrictions on data sharing required?	N/A
<b>Responsibilities</b>	
Who will be responsible for data management?	Data Analyst, GIS Officer, Assessment Officer, Country Focal Point

Adapted from:

DCC. (2013). Checklist for a Data Management Plan. v.4.0. Edinburgh: Digital Curation Centre. Available online: <http://www.dcc.ac.uk/resources/data-management-plans>

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

### Tool 1. Household Questionnaire

We are conducting this survey on behalf of REACH initiative, in order to improve our understanding of the situation facing your household and others who have been affected by conflict in the East. Your household has been randomly selected to participate in this survey. Your contribution will enable us to deliver more effective assistance to those who need it the most. This survey will take approximately 25 minutes, and includes questions about your household and your access to basic services. Do you agree to participate?

Have you been resided in this settlement during the last 3 months?

Name of HH representative

Second name

First name

Patronymic

Gender

Age

Phone number

Head of household profile

What is the age of the HH head?

What is the sex of the HH head?

What is the marital status of the HH head?

Does the HH head have a vulnerability?	Since receiving an increase in pension payments, what has the additional money helped to purchase?
Other, specify	Other, specify
**Are you sure that the Head of HH is not a pensioner? If he/she is, please, tick the vulnerability status in the previous question.**	Is your HH head eligible to get benefit payments?
**Are you sure that the Head of HH is a pensioner? If not, please untick the vulnerability status in the previous question.**	Does your HH head receive benefit payments?
Which of these chronic illnesses does the Head of HH have?	What is the income of Head of Household per month from benefit payments? (UAH) (all money from gov not including pensions)
Please, specify other respiratory condition	How does your HH head receive benefit payments?
Other, specify	Other, specify
What type of disability does the HH head have?	Has your HH head missed benefit payments in last 6 months?
Other, specify	If yes, why?
Why isn't the HH Head registered?	Other, specify
Other, specify	What is the level of education of the HH head?
In which group of disability is the HH head classified?	Has the Head of HH experienced a communicable illness in the past 30 days?
Does the HH head have a carer?	
Does the HH head have a social worker?	How many additional members does the HH have (total minus HH Head)?
Which of these descriptions best describes the situation for the HH Head (in the last seven days)?	Member of household profile
Other, specify	What is the age of the HH member?
In what settlement is HH the head employed?	What is the sex of the HH member?
In what settlement is HH the head employed?	Does the HH member have a vulnerability?
List the names of settlements for Donetsk GCA, please	Other, specify
List the names of settlements for Luhansk GCA, please	**Are you sure that the HH member is not a pensioner? If he/she is, please, tick the vulnerability status in the previous question.**
Write names of settlement for Donetsk NGCA, please	**Are you sure that the HH member is a pensioner? If not, please untick the vulnerability status in the previous question.**
Write names of settlement for Luhansk NGCA, please	Which of these chronic illnesses does the HH member have?
Write names of settlements for other oblasts, please	Please, specify other respiratory condition
Write names of settlements for states other than Ukraine, please	Other, specify
Why is HH head unemployed?	What type of disability does the HH member have?
Other, specify	Other, specify
Has the HH head actively looked for employment in the last 30 days?	Why isn't the HH member registered?
If the HH head recieved an offer for employment, would they be available to begin working in the next 2 weeks?	Other, specify
In which sector is the Head of Household employed?	In which group of disability is the HH member classified?
Other, specify	Does the HH member have a carer?
What is the income of Head of Household per month? (UAH) without pensions, benefits and other socail payments?	Does the HH member have a social worker?
Is your HH head eligible to get Gov pension?	Which of these descriptions best describes your situation (in the last seven days)?
Did your HH head get GOV pension?	Other, specify
How does your HH head receive pension payments?	In what settlement is HH member employed?
Other, specify	In what settlement is HH member employed?
Has your HH head missed Gov pension in the last 6 months?	List the names of settlements for Donetsk GCA, please
Why did the HH Head miss Gov pension?	List the names of settlements for Luhansk GCA, please
Other, specify	Write names of settlement for Donetsk NGCA, please
What is the income of Head of Household per month from pensions for retirees? (UAH)	Write names of settlement for Luhansk NGCA, please
Has the HH head recieved an increase in pension payments since October 2017?	Write names of settlements for other oblasts, please

Write names of settlements for states other than Ukraine, please	Where was HH displaced from?
Why is HH member unemployed?	Please write a settlement for Donetsk NGCA.
Other, specify	Please write a settlement for Luhansk NGCA.
If the HH member recieved an offer for employment, would he/she be available to begin working in the next 2 weeks?	Please write a settlement for Donetsk GCA.
In which sector is the HH member employed?	Please write a settlement for Luhansk GCA.
Other, specify	Please write a settlement for Crimea.
How much money does the member of HH bring to the HH per month? (UAH) without pensions, benefits, other social payments?	In what year was HH first displaced?
Is your HH member eligible to get Gov pension?	Other, specify
Did your HH member get Gov pension?	In what month?
How does your HH member receive pension payments?	In what year did this HH arrive in this community?
Other, specify	Other, specify
Has your HH member missed Gov pension in the last 6 months?	Why did your HH choose this community (top 5)?
Why did HH member miss Gov pension?	Other, specify
Other, specify	How many times has this HH moved since leaving your AoO?
What is the income of member of Household per month from pensions? (UAH)	Does your HH have plans to move in next 6 months?
Has the HH member recieved an increase in pension payments since October 2017?	If your HH has no plans to move, what are the top 3 reasons why?
Since receiving an increase in pension payments, what has the additional money helped to purchase?	Other, specify
Other, specify	Accommodation
Is your HH member eligible to get benefit payments?	What type of home does your HH live in currently?
Does your HH member receive benefit payments?	Other, specify
What is the income of member of Household per month from payment benefis? (UAH)	Do you have a Ukrainian-government recognised contract to prove ownership in which you live in currently?
How does your HH member receive benefit payments?	Do you have a formal rental agreement with the owner?
Other, specify	What is the cost of one month's rent for your current accommodation? (UAH)
Has the HH member missed benefit payments in last 3 mo?	If 0 for rent, why?
If yes, why?	Is your HH living in damaged accommodation?
Other, specify	What is damaged?
What is the level of education of the HH member?	Other, specify
Does the HH member receive formal education?	What caused the damage to your house?
Why not?	Other, specify
Other, specify	Do you have justification documents (act of damages)?
Has the HH member experienced a communicable illness in the past 30 days?	When it rains do you experience leaks in your current accommodation?
Are there lacting women in your HH?	What type of home did your HH most recently live in your AoO?
Are there pregnant women in your HH?	Other, specify
Does your HH have access to care services for pregnant women?	Has your home in your AoO been damaged by the current conflict?
Are care services for pregnant women affordable?	Has the damage been repaired?
Is the HH displaced?	How many rooms does your current accommodation have? Exclude hallways, kitchens, and bathrooms
Experince of displacement	Please indicate which of the following items you DO NOT HAVE at least ONE for your whole HH
Is any HH member eligible to receive IDP benefits?	Please indicate which of the following items you DO NOT HAVE for every member of your HH
If yes, do all eligible hh members receive IDP benefits?	Please indicate which of the following items you NEED BUT DO NOT HAVE in your HH
Has any of your HH members missed IDP benefits in the last 6 months?	Utilities

Which of these services does your HH use?	On how many of the past 7 days did your HH eat SUGAR OR SWEETS (cakes, chocolate, sugary cold drinks) prepared and consumed at home?
If you pay utility bills, how much did you pay in total last month? (UAH)	On how many of the past 7 days did your HH eat CONDIMENTS AND SPICES (tea/coffee, spices), prepared and consumed at home?
If less than 200 UAH for utility bills, why?	In the past 7 days, if there have been times when you did not have enough food or money to buy food?
How much was your average monthly heating bill last winter? (UAH)	Has your household had to: Rely on less preferred, less expensive food? (7 days)
If 0 for heating, why?	Borrow food or relied on help from family/friends (7 days)
What type of fuel does your HH use most for heating?	Reduce number of meals eaten per day? (7 days)
Other, specify	Reduce portion size of meals? (7 days)
What type of fuel does your HH use most for cooking?	Reduced food intake for adults to economy some food for children? (7 days)
Other, specify	In the past 30 days, did anyone in your household have to engage in any of the following coping strategies? Sold household assets/goods (radio/furniture/TV...)?
In the past 30 days has your HH experienced electricity shortages?	Spent savings? (30 days)
In the past 30 days has your HH experienced gas shortages?	Purchased food on credit or borrowed food? (30 days)
What is your HH's main source of drinking water?	Sent HHs members to eat/live with another family? (30 days)
Other, specify	Sold any productive assets / means of transport (sewing machine/car)? (30 days)
Does your HH treat drinking water before use?	Removed children from school/kindergarten? (30 days)
What is (are) your main treatment method (s)?	Reduced essential health expenditures? (30 days)
Other, specify	Reduced essential education expenditures (30 days)
What is your HH's main source of water for cooking, cleaning, and non-drinking purposes?	Sold house or land? (30 days)
Other, specify	Entire household migrated/displaced (30 days)
Are you satisfied with a quality of water available to your HH?	Anyone in your household moved elsewhere in search of work? (30 days)
If you aren't satisfied with a quality of water, why?	Did anyone in your household resort to a high risk or low-skilled job? (30 days)
Other, specify	During the last 12 months, was there a time when you or others in your HH were worried you would not have enough food to eat because of a lack of money or other resources?
In the past 30 days has your HH experienced water shortages?	Does your HH include any members with specific dietary requirements?
What coping strategies do you use to deal with water shortages or lack of water?	Are you able to obtain the foods they need to meet their requirements?
Other, specify	Does your HH have an access to a plot of land for growing food?
What type of toilet does your HH use?	What is your HH using the plot for?
Other, specify	Other_specify
Is your HH's toilet private or shared?	Has the conflict affected your HH's ability to use agricultural land?
On how many of the past 7 days did your HH eat CEREALS (grains, bread, pasta), prepared and consumed at home?	Please specify how your ability to use the land has been impacted
On how many of the past 7 days did your HH eat ROOTS AND TUBERS (potato, onion, beet), prepared and consumed at home?	Other_specify
On how many of the past 7 days did your HH eat VEGETABLES AND LEAVES (tomato, lettuce, spinach, carrot), prepared and consumed at home?	Do you grow produce that requires irrigation?
On how many of the past 7 days did your HH eat FRUITS (apple, orange, strawberry), prepared and consumed at home?	Do you have sufficient water for the produce you are growing?
On how many of the past 7 days did your HH eat MEAT OR FISH (chicken, pork, beef, fish), prepared and consumed at home?	Did last winter affect your crops?
On how many of the past 7 days did your HH eat EGGS, prepared and consumed at home?	Does your HH currently own livestock?
On how many of the past 7 days did your HH eat PULSES, NUTS, SEEDS (lentils, beans, nuts), prepared and consumed at home?	Please select the type(s) of livestock your HH owns
On how many of the past 7 days did your HH eat DAIRY PRODUCTS prepared and consumed at home?	Other_specify
On how many of the past 7 days did your HH eat OIL AND FAT (salo, butter, sunflower oil), prepared and consumed at home?	In the past 30 days has your HH sold produce you have grown?
	In the past 30 days has your HH sold produce you have generated from your livestock?

Does your HH have access to the agricultural inputs (seeds, tools) needed to use your plot/raise livestock?

Will your HH have sufficient preserved food for the coming winter?

Will your HH have sufficient supplies of frozen food for the coming winter?

Access to services

Which education facility(-ies) does the HH access?

Education

Were any of the children in your HH unable to attend school for more than 1 month this academic year?

If yes, what was the reason for this gap in attendance?

Other\_specify

If yes, how long was the gap? Please give maximum if multiple gaps

Which of these services are available at your school?

What are the main problems you experience at your school?

Other, specify

What are the main safety and security concerns in the vicinity of the education facility (area) or on your child's commute to school, if any?

Other, specify

Is your HH able to buy all the school supplies needed by children in education? (uniform, stationary, textbooks etc)

Please indicate which of the following methods of transport children in this HH use to reach schools

Other, specify

Healthcare

Approximately how far is it to the nearest functional primary healthcare centre?

Approximately how far is it to the nearest functional government multi-speciality hospital?

Approximately how far is it to the nearest functional private clinic?

Approximately how far is it to the nearest functional private multi-speciality hospital?

Please indicate which of these types of specialised care are available to you.

Have any members of your HH experienced difficulties in accessing healthcare in 2018?

If yes, what difficulties did they/ do they experience?

Other, specify

If your HH members needed psychosocial support, would they be able to access PSS services?

Food market

How far is the nearest food market from your HH?

Does your HH experience any problems accessing the food market?

What are the 3 most significant problems with the food market your HH uses?

Other, specify

Spending

How much did your HH spend on food in the past 30 days?

How much did your HH spend on drinking water in the past 30 days? (In UAH)

How much did your HH spend on technical water in the past 30 days? (In UAH)

How much did your HH spend on healthcare and medications in the past 30 days? (In UAH)

How much did your HH spend on education in the 2017-18 school year?

How much did your HH spend on clothes and shoes in the past 30 days?

How much did your HH spend on hygiene items in the past 30 days?

How much did your HH spend on household items (furniture, cleaning supplies, bedlinen) in the past 30 days?

How much did your HH spend on Alcohol and Tobacco in the past 30 days?

How much did your HH spend on travel and transport in the past 30 days? (In UAH)

If 0 for transport, why?

Protection

Is your HH currently in debt?

How much did your HH spend on debt repayment in the past 30 days?

If 0 for debt repayment, why?

Approximately how much debt does your HH currently have (UAH)? How much should you pay more?

Who is your main lender?

Other, specify

How much money has your HH saved? (UAH)

Does your HH need an employment/starting own business assistance?

What type of employment assistance?

Other, specify

Do members of your HH need to pass a GCA checkpoint to access services/livelihood opportunities?

Which services are affected? To access which services should you cross a checkpoint?

Other, specify

How long is the average waiting time at a GCA checkpoint?

Has any HH member experienced harassment or intimidation at a GCA checkpoint?

Is your HH caring for any unrelated minors under the age of 18?

Why do you care for unrelated minors?

Other, specify

How many boys under 18?

How many girls under 18?

Do you face any problems related to caring for the unrelated minor?

Other, specify

Have you seen mines/ERW in this community?

Where have you seen mines/ERW in this community?

To what extent do landmines / UXO affect your everyday life?

If ans= 4 or above, then why?

Other, specify	Other, specify
If you saw a mine/ERW, who would you report it to?	Has anyone in your HH received humanitarian assistance in the last 12 months?
Other, specify	If yes, what type(s)?
What are the top 3 most serious security concerns for your community?	Other, specify
Other, specify	If yes, was there a complaint system that could be used to give feedback if necessary?
How safe do you feel in your settlement during daytime?	Was your HH consulted about your needs and preferences before the aid was distributed?
How safe do you feel in your settlement after dark?	When was the last time you received support?
How many members of your HH have not valid or missing documentation?	What was an amount in UAH you received last time as a humanitarian assistance?
If one or more members have not valid or missing documents, what documents are they missing or are not valid?	What type of 'mode of delivery' of cash assistance do you prefer?
Other, specify	Which organization(s) have you received cash assistance from?
Why are the documents invalid or missing?	Other, specify
Does anyone in your HH require legal assistance in terms of justice, court procedures, lawyers?	How many times did you receive cash assistance?
Does anyone in your HH require legal assistance in terms of issuance of documents?	

## TOOL 2. ENUMERATOR FOCUS GROUP DISCUSSION QUESTIONNAIRE

- Focus Group Name/Code
- Location
- Facilitator Name
- Assistant Facilitator Name

### Settlement introduction

- Provide us, please, with brief description of the settlement according to your perception.
  - Is it small or big? Is the majority of population elderly or there are a lot of kids? Is the atmosphere depressive or positive? Other facts about the settlement?
- If enumerators couldn't visit the settlement. Why couldn't you enter the settlement? Did it happen because of military or other reasons?

### Data collection process

- Have you managed to conduct required number of interviews? If not, why?
- For HH interviews. How did people behave before and during the interview?
- How much time did you spend to find a respondent?
- Were people friendly? Did they agree to answer all questions?
- If not, which questions were the most sensitive for them?"
- For KI interviews. How did KIs behave before and during the interview?
  - Administration?
  - Education?
  - Health?
  - Social Service?

### Security

- What is the situation in terms of security in the settlement?
- Have you heard the sound of shelling?
- Have you seen military or any military vehicles in the settlement?
- Have you seen any exploded or unexploded landmines / other EWR?
- How did you feel being there?
- Are there any comments from population regarding security situation in the settlement?
- Do you have any other comments concerning security issues?

#### Access to services

- Have you seen any queues? (ATM, bank, social service facilities, post office, etc.?)
- Have you seen closed, not functioning service facilities? (ATM, bank, social service facilities, post office, etc.?)
- Describe, please, the conditions of each facility you have visited today (state of renovation, do the toilets work, etc.).
- Have you seen any private recruitment companies?

#### Infrastructure

- What is the quality of roads to the settlement and inside the settlement (evaluate from 1 to 5, where 1 is 'no asphalt surface', 2 is 'there are more holes than asphalt', 3 is 'asphalt surface but a lot of holes', 4 is 'good surface with minor holes', and 5 is 'excellent')?
- What is the situation with transport inside the settlement and to the nearest bigger settlements?
- \*What is the main transport people use to go out of the settlement?
- \*Is there any public transport available? To which settlements does it run?
- \*Is there any alternative transport (e.g. shared private cars)?
- What is the situation with employment and employment opportunities in the settlement?
- Do you have any other comments concerning issues connected to infrastructure?

#### Personal Stories from KIs

- Are there any (personal) stories from KIs?
- What are the biggest concerns and issues of the population in the settlement? (shelling, absence of employment, staff reduction on local enterprises, persons are leaving the settlement, insufficient medical care, lack of markets, lack of transport, etc.)?
- How do you think, does the majority of population have sufficient conditions of living? Enough sources for satisfaction of basic needs and access to services?
- Do you have any other comments?

## Annex 3 : Dissemination Matrix

Dissemination Channel	Comments
Resource Centre	Upload all data to the resource centre
HDX	Upload all data to HDX
Sendin Blue	Share data through Sendin Blue

## Annex 4:

Data Analysis Plan Available [here](#).