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| --- | --- |
| **Research Terms of Reference**  **Thematic Assessment on Livelihoods**  **Support to Information Management, Ukraine** | |
| **4-17 February 2017**  **V.01** | **C:\Users\Megan\AppData\Local\Microsoft\Windows\INetCache\Content.Word\REACH logo white (for a coloured background).jpg** |

# 1. Summary

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Country of intervention** | *Ukraine* | | | | | | |
| **Type of Emergency** |  | Natural disaster | X | Conflict | |  | Emergency |
| **Type of Crisis** |  | Sudden onset |  | Slow onset | | X | Protracted |
| **Mandating Body/ Agency** | *ECHO/OFDA* | | | | | | |
| **Project Code** | *64iAAT and 64iABY* | | | | | | |
| **REACH Pillar** |  | Planning in Emergencies |  | Displacement | | X | Building Community Resilience |
| **Research Timeframe** | December 2016 – February 2017 | | | | | | |
| **General Objective** | To inform interventions on livelihood programming to support the needs of local enterprises and the active population of Luhansk, Donetsk, Kharkiv, Dnipropetrovsk, and Zaporizhzhia Oblasts | | | | | | |
| **Specific Objective(s)** | 1. To identify specific issues that have affected local economic activity and demand for labour since the beginning of the conflict; 2. To identify specific issues that have affected local supply of labour and employment trends since the beginning of the conflict; 3. To identify specific small to medium scale interventions that could support the local economies in restoring their pre-conflict level of activity. | | | | | | |
| **Research Questions** | 1. How has the conflict and economic blockade of the NGCA and Crimea affected the local economic activity and supply chains? 2. How have the main sectors of activity changed or adapted since the conflict? 3. How has the demand for labour changed due to the decrease in economic output recorded in 2015? 4. Has access to financing for businesses, entrepreneurs and individuals changed since the beginning of the conflict? 5. How has the working age population been affected and adapted to the economic disruption caused by the conflict? 6. How has the conflict affected skills development? 7. What is the role of institutional setups (labour centres, chambers of commerce, employment laws, social protection etc.), trade unions, and banks in supporting the restoration of the local economy | | | | | | |
| **Research Type** |  | Quantitative |  | Qualitative | | X | Mixed methods |
| **Geographic Coverage** | Luhansk, Donetsk, Kharkiv, Dnipropetrovsk, and Zaporizhzhia Oblasts | | | | | | |
| **Target Population(s)** | Businesses and active population | | | | | | |
| **Data Sources** | **Secondary Data:**  *World Bank, UNDP, ILO, Govenrment of Ukraine*  **Primary Data:** | | | | | | |
| * *HH Survey for Individual data* * *KII- Key Informant Interviews with business enterprises* * *Focused Group Discussions* | | | | | | |
| **Expected Outputs** | 1 assessment report for GCAs, 5 maps | | | | | | |
| **Key Resources** | REACH team, partner vehicles | | | | | | |
| **Humanitarian milestones** |  | | | | | | |
| **Milestone** | | | | **Timeframe** | | |
|  | Cluster plan/strategy | | |  | | |
|  | Inter-cluster plan/strategy | | |  | | |
|  | Donor plan/strategy | | |  | | |
| X | NGO plan/strategy | | | PIN, DRC,NRC,CWG,FSL for 2017 plans | | |
|  | Other | | |  | | |
| **Audience** |  | | | | | | |
| **Audience type** | | | | **Specific actors** | | |
|  | Operational | | | *Specify here.* | | |
| X | Programmatic | | |  | | |
|  | Strategic | | |  | | |
|  | Other | | |  | | |
| **Access** | X | Public (available on REACH research center and other humanitarian platforms) | | | | | |
|  | Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms) | | | | | |
|  | Other (please specify) | | | | | |
| **Visibility** | REACH, ECHO and OFDA logos will be used in the report. REACH Template and layout will be applicable on the report. | | | | | | |
| **Dissemination** | The findings will be disseminated via cluster level meetings, general coordination meetings both at field (Kramatorsk, Sloviansk) and in Kiev-:   1. Food Cluster 2. Livelihoods Working Group 3. Information Management Group 4. REACH website, and HDX | | | | | | |

# 2. Background & Rationale

This study aims to inform interventions on livelihood programming to support the needs of local enterprises and the working age population of Luhansk, Donetsk, Kharkiv, Dnipropetrovsk, and Zaporizhzhia Oblasts. The assessment will use a combination of secondary data review, face-to-face interviews, and focus group discussions (FGDs) to provide a situational analysis on the overall business environment and the labour market after two and half years of conflict in Eastern Ukraine.

Following the REACH Interagency Vulnerability Assessment (IAVA) produced in November 2016, several UN, NGO and donor partners expressed interest in conducting a livelihood assessment that would provide additional information to support actors specifically looking at the conflict impact on the local economy and the labour market. As the crisis will soon hit the 3-year mark, medium-term recovery activities that target the need for sustainable livelihoods of conflict affected populations should be informed by strong field level evidence on the needs of local employers and the labour force.

The assessment seeks to serve as a source of information for the development of livelihood programmes in 2017. It will be a situation report that provides a comprehensive snapshot on the needs and barriers faced by local enterprises and the labour force to rebuild their economy given the disintegration of the region and resulting economic isolation. The primary stakeholders and audience for this report are organisations with ongoing or planned livelihood programmes that wish to access detailed information on the issues facing enterprises and the labour force because of the conflict to identify strategic areas of intervention that address the needs of the local communities. The secondary audience will be the enterprises and labour force that wish to better understand the economic dynamics in their areas.

# 3. Research Objectives

**General objective**

To inform interventions on livelihood programming to support the needs of local enterprises and the working age population of Luhansk, Donetsk, Kharkiv, Dnipropetrovsk, and Zaporizhzhia Oblasts.

**Specific Objectives**

* To identify specific issues that have affected local economic activity and demand for labour since the beginning of the conflict;
* To identify specific issues that have affected local supply of labour and employment trends since the beginning of the conflict;
* To identify specific small to medium scale interventions that could support the local economies in restoring their pre-conflict level of activity.

# 4. Research Questions

##### The key research questions are organised as follows:

1. How have the local economic activity and supply chains been affected by the economic blockade on Donbas and Crimea and the conflict?
2. How have the main sectors of activity changed or adapted since the conflict?
3. How has the demand for labour changed due to the decrease in economic output recorded in 2015?
4. Has access to financing for businesses, entrepreneurs and individuals changed since the beginning of the conflict?
5. How has the working age population been affected and adapted to the economic disruption caused by the conflict?
6. How has the conflict affected skills development?
7. What is the role of institutional setups (labour centres, chambers of commerce, employment laws, social protection etc.) and trade unions in supporting the restoration of the local economy?

##### Indicators for research questions

|  |  |
| --- | --- |
| **Research questions** | **Indicators** |
| 1. How have the local economic activity and supply chains been affected by the economic blockade on Donbas and Crimea and the conflict? | % change in output since the conflict  % change in firm revenues since the conflict  % of supply chains disrupted by the conflict |
| 2. How have the main sectors of activity changed or adapted since the conflict? | % of interviewed firms that had to diversify activities since the conflict  % change in production per sector |
| 3. How has the demand for labour changed due to the decrease in economic output recorded in 2015? | % change of staff in firms  % of interviewed firms who find it difficult to recruit the relevant skills set  % of interviewed firms who find it easy to recruit the relevant skills set |
| 4. Has access to financing for businesses, entrepreneurs and individuals changed since the beginning of the conflict? | % of interviewed firms who find it difficult to access credit  % of interviewed entrepreneurs who find it difficult to access credit  % of interviewed individuals who find it difficult to access credit |
| 5. How has the working age population been affected and adapted to the economic disruption caused by the conflict? | % of interviewed who lost their job due to the economic situation  % of interviewed who changed occupation in relation to the conflict  % of interviewed who migrated for economic reasons  % of interviewed who left their job to care for someone due to conflict  % of interviewed who declare their salary is not enough to cover household needs  % use of different coping strategies in case of reduced household income  % of unemployed who would be willing to retrain  % of unemployed who would be willing to open a business |
| 6. How has the conflict affected skills development? | % of universities or training centres with reduced capacity to operate  % change in enrollment levels  % change in completion levels |
| 7. What is the role of institutional setups (labour centres, chambers of commerce, employment laws, social protection etc.) and trade unions in supporting the restoration of the local economy? | % of working age population who find the labour centres efficient in helping find employment  % of working age population who find trade unions efficient in advocating for their rights |

**Main Lenses**

The suggested research questions will be looked at from different lenses:

**Local Enterprises**

* Sector of the economy (primary, secondary, tertiary)
* Primary area of activity
* Size of the enterprise
* Location
* Private vs public

**Local Labour Force**

* Sector of the economy (primary, secondary, tertiary)
* Primary area of activity based on previous, current or planned employer
* Location
* Age
* Level of education/vocational training
* Gender
* Displacement status

# 5. Methodology

* 1. Methodology overview

The study will adopt a mixed-methods approach to gather data on its research questions. Secondary data review will first be conducted to get a thorough literature understanding and if necessary adjust data collection methods. Face-to-face interviews will be conducted with local enterprises in the 5 oblasts, covering the major sectors of the economy based on pre-conflict data. In parallel face-to-face interviews will be conducted with both active and inactive members of the labour force. In addition, interviews will be held with universities, vocational training centre, labour centres and other key actors to get data on the institutional side of the labour market. Following this round of individual data collection, a round of FGDs with both local enterprises and job seekers/employees will explore specific issues identified in face-to-face interviews.

5.2. Population of interest

Luhansk, Donetsk, Kharkiv, Dnipropetrovsk, and Zaporizhzhia Oblasts selected for this research have been shown to be the most affected by the conflict in Government Controlled Areas. This choice has also been cross-referenced against the operational priorities of government and aid agencies currently active in Ukraine.

The populations of interest for this study is defined as:

* Local heads of enterprises
* Public firms
* Private sector small enterprises
* Private sector big enterprises
* Self-employed persons
* Local employees and job seekers
* Local departments of labour centers (raion level)
* Universities, vocational training centres, banks and trade unions

Figure 1: Targeted groups[[1]](#footnote-1)

* 1. Secondary data review

Secondary data review (SDR) has initially involved a review of sources based on the IAVA exercise which was relevant to the thematic assessment. Use of SDR provided by ACAPS and extensive consultations with partners in Kyiv, Sloviansk and other relevant areas covered in this assessment. Key sources listed below, see annex 6 for detailed sources

|  |
| --- |
| List of key sources- Agencies and Organisations |
| EBRD – European Bank for Reconstruction and Development |
| German Advisory Group Ukraine |
| Economic Bulletin of Donbass, Ukraine |
| Kyiv National University |
| Ministry of Economic Development and Trade of Ukraine |
| IOM – International |
| FAO – Food and Agricultural Organisation of the UN |
| PIN- People in Need, Czech Republic |
| World Bank |
| WTO- World Trade Organisation |

Primary Data Collection

The data collection phase will take place in several phases:

1. Design of the data collection method
2. Identification of interviewees
3. Training of enumerators
4. Field data collection through face-to-face interviews in target locations
5. Identification of FGD questions and design of data collection method
6. Identification of participants to FGDs
7. FGD facilitation and data collection

|  |  |  |
| --- | --- | --- |
| **Method** | **Sampling** | **Comments** |
| Business Leader Survey | Random stratified by oblast at 90% confidence level and 7% margin of error | From business registry database |
| HH Survey | Random stratified by oblast at 90% confidence level and 7% margin of error | From admin4 (settlement level) population 2015 database |
| Key Informant Interviews | Purposive based on area of expertise triangulated by at least 3 sources (75 total) | For specific sectors such as banking and employment centres |
| FGD | Purposive on joint FGD with businesses and employers in 5 oblasts | To collect joint data from employers and employees |

5.5. Data Analysis Plan

The data analysis plan will be established with the participating partners to establish the overall analysis plan and draft structure of the report based on the programmatic priorities from the field.

Phase 1: Data cleaning and processing

|  |  |
| --- | --- |
| **Data Source** | **Process** |
| HH survey: | The GIS assistant will take care of data cleaning with technical support from the data analyst. The samples will be weighted to ensure distributions are corrected. All changes to the data set will be registered in the log. |
| Key Informant Interviews | The area coordinator will be responsible for collecting, processing the KI surveys |
| Focused Group Discussions (FGD) | The Area Coordinator will be responsible for collecting and processing the FGD surveys |

Phase 2: Data analysis

|  |  |
| --- | --- |
| **Data Source** | **Analyses** |
| HH and Business survey: | The data analyst will produce frequency tables of the main indicators by relevant lenses. |
| Key Informant Interviews | The area coordinator will produce a summary of KI results |
| Focused Group Discussions (FGD) | The area coordinator will produce a summary of FGD results |

Phase 3: Report writing

|  |  |
| --- | --- |
| Draft | Review |
| 1st draft: Junior Assessment Officer | 1st draft review: CFP |
| 2nd draft: Junior Assessment Officer | 2nd draft review: CFP |
| 3rd draft: Junior Programme Officer | 3rd draft: CFP |
| 4th draft: Global Coordinator | 4th draft review: CFP |

# 6. Product Typology

The main outputs of the study will be as follows:

• One full-length assessment report, produced in English and Ukrainian language

• Power-point presentation of preliminary findings

• Maps and factsheets on report findings

• FSC meeting presentation in Kyiv and Kramatorsk, presentation of findings, conclusion

Table 1 : Type and number of products required

|  |  |  |
| --- | --- | --- |
| **Type of Product** | **Number of Product(s)** | **Additional information** |
| Report | 1 | To provide in depth analysis beyond simple descriptive statistics |
| Presentation | 3 | To present proposed assessment, engage partners in methodological framework or to share key findings. |
| Maps | 5 | To present spatial data related to specific geographic with limited text |

# 7. Management arrangements and work plan

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

Table 2: Description of roles and responsibilities

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task Description** | **Responsible** | **Accountable** | **Consulted** | **Informed** |
| Define research scope | CFP | CFP | Clusters, donors, partners, REACH team | Partners |
| Define questionnaire | CFP | CFP | Operational livelihood partners | Donors, partners |
| Define sampling frame | CFP | CFP | GIS Officer, GIS Assistant, Area Coordinator | Cluster IMO, Partners |
| Organize data collection | Field Coordinator | Field Coordinator | CFP, Logistic Officer | CFP |
| Conduct data cleaning | GIS Assistant | GIS Assistant | CFP, Data Analyst | CFP |
| Draft Skeleton Report | Junior Assessment Officer | Junior Assessment Officer, CFP | REACH Team | CFP |

***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*

* 1. Resources: HR, Logistic and Financial

In terms of resources mobilisation- the drivers, enumerators will be hired on contracts- and some enumerators, team leaders from partner organisations will also engage in the field research. The data collection tools such as the mobile phones have already been purchased; the office spaces in few oblasts are shared by organisations such as DRC, PIN, Caritas. (See Annex 6 for full budget and logistic plan)

##### Work plan

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **November** | **December** | | **January** | | **February** | |
| **#** | **Activity** | **2nd half** | **1st half** | **2nd half** | **1st half** | **2nd half** | **1st half** | **2nd half** |
| **1** | Consultation and SDR |  |  |  |  |  |  |  |
| **2** | Research design |  |  |  |  |  |  |  |
| **3** | Face to Face Interviews |  |  |  |  |  |  |  |
| FGD data collection |  |  |  |  |  |  |  |
| Data Cleaning |  |  |  |  |  |  |  |
| **4** | Analysis and Report Writing |  |  |  |  |  |  |  |
| **5** | Validation and dissemination |  |  |  |  |  |  |  |

# 8. Risks & Assumptions

Table 3 : List of risks and mitigating action

|  |  |
| --- | --- |
| **Risk** | **Mitigation Measure** |
| **Cold weather** | Avoid sending enumerators far in extremely cold days |
| **Working age population not at home during working hours weekdays** | Conducting assessment during weekends |
| **Businesses not willing to engage** | Train enumerators on how to explain and engage with business representatives about importance of the assessment |
| **Icing on roads** | Strictly follow speed limits, avoid sending people far in such road conditions |
| **Early evenings** | Conduct assessment after 4 pm closer to places where enumerators plan overnight |
| **Bad quality/absence of roads** | Planning the route in advance |

# 9. Monitoring and Evaluation

Table 4 : Monitoring and evaluation targets

|  |  |  |  |
| --- | --- | --- | --- |
| **Objective** | **Indicator** | **Target** | **Data collection methodology** |
| Humanitarian stakeholders consulted | # of humanitarian organisations consulted | 10 | * Email and meeting minutes |
| Humanitarian stakeholders providing inputs to the report | # of humanitarian organisations providing inputs to the assessment | 10 | * Word track changes |
| Humanitarian stakeholders provide resource assistance | # of humanitarian organisations providing support to resources mobilisation | 5 | * Enumerators * Office space * Other logistical or HR support |
| Humanitarian stakeholders reference our products | # of documents with reference to REACH products  # of downloads on the web portals | 10  10 | * Google scholar search * Cluster documents * Reliefweb * Humaniatrian Response * UN and other organisations |
| Humanitarian organisations use evidence to inform decision making | # of humanitarian organisations that use evidence/ products to inform their aid delivery, decision making, or initiate/ reform program activities  # number of presentations made | 15 | * Feedback survey * Track changes in decisions, aid delivery pattern, and visible programmatic changes |

# 10. Documentation Plan

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **November** | **December** | | **January** | | **February** | | **March** |
| **#** | **Activity** | **2nd half** | **1st half** | **2nd half** | **1st half** | **2nd half** | **1st half** | **2nd half** | **1st half** |
| **1** | Terms of reference |  |  |  |  |  |  |  |  |
| **2** | Stakeholder presentation |  |  |  |  |  |  |  |  |
| **3** | HH survey questionnaire |  |  |  |  |  |  |  |  |
| FGD tool |  |  |  |  |  |  |  |  |
| KII tool |  |  |  |  |  |  |  |  |
| **4** | Initial finding presentation |  |  |  |  |  |  |  |  |
| **5** | Final report |  |  |  |  |  |  |  |  |
| **6** | Lessons learnt minutes |  |  |  |  |  |  |  |  |

# 11. Annexes

1. Data Management Plan
2. Questionnaire(s) / Tool(s)
3. Dissemination Matrix
4. M&E Matrix
5. *Budget & Logistics*
6. *Secondary Data Sources*

# Annex 1 : Data Management Plan

|  |  |
| --- | --- |
| **Administrative Data** | |
| Project Name | Thematic Assessment- Livelihoods |
| Project Code | *64iAAT and 64iABY* |
| Donor | *ECHO/OFDA* |
| Project partners | *PIN, DRC, CARITAS, R2P* |
| Project Description | The assessment seeks to serve as a source of information for the development of livelihood programmes in Eastern Ukraine in 2017. It will be a situation report that provides a comprehensive snapshot on the needs and barriers faced by local enterprises and the labour force to rebuild their economy given the disintegration of the region and resulting economic isolation. |
| Project Data Contacts | Jeremy Wetterwald - Country Focal Point (CFP);  jeremy.wetterwald@reach-initiative.org |
| DMP Version | Draft version 1 (V.01) |
| Related Policies | Not Applicable, as there are no particular policy guidelines from the donor. |
| **Data Collection** | |
| What data will you collect or create? | * **Secondary data review**- World Bank, ILO, UNDP, Government of Ukraine * **Primary data**- Qualitative and Quantitative data using KIIs, FGDs, and HH interviews * **Data format**- word document, excel and R/ STATA. These formats do 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 R / STATA. |
| How will the data be collected or created? | * The data will be collected using KIIs (structured interview tools) using KOBO- both at the individual level and the enterprise level. |
| **Documentation and Metadata** | |
| What documentation and metadata will accompany the data? | **Value change log.** Documents changes to the dataset in order to track all the amendments made to the data values.  **Data cleaning log.** Documents data cleaning process i.e. checking for inconsistencies, running logical checks, renaming variables, dropping variables if need be, generating new variables, merging or appending datasets if need be.  **Analysis log** Documents the analyses commands, either auto-generated by R/STATA or in a do-file. The log will make it possible to replicate the analyses command for other projects too.  **Data dictionary** (for an actual dataset, this object highly connected with “Tool” sheet) – should contain information on data types and metadata for each variable. Usually represented in a structured format with the next fields:   * Variable ID * Variable Name * Section * Data Type (e. g.):   + Integer   + Numeric   + Logical (TRUE/FALSE)   + Text   + Date   + Time   + DateTime * Semantic Data Type (e. g.):   + Single Choice   + Multiple Choice   + Id   + Geopoint * Technical Data Type (e. g.):   + Auto fill   + Calculated   + User Input * Reference Field – in case we have related variables, for example one variable with concatenated multiple choices and set of binary responses for each choice, or variable that triggers another answer (like “yes” → reason or “Other” → Specify), this field should contain reference to the primary variable (id).   **Codebook-** A document that describes data content- values, type of variables, missing values. |
| **Ethics and Legal Compliance** | |
| How will you manage any ethical issues? | * Consent-All the key informants, and respondents at the enterprise and individual level were asked for their consent prior to the interviews. * Anonymisation-all the personally identifiable information (PII) will be removed or anonymised. * Sensitive data will be stored and transferred using encryption / Truecrypt |
| How will you manage copyright and Intellectual Property Rights (IPR) issues? | IMPACT Initiatives (REACH) owns the data. The data will be made public. |
| **Storage and Backup** | |
| How will the data be stored and backed up during the research? | During data collection, all paper forms will be securely stored in locked premises. Once digitised, these will be destroyed. Digitised data will be stored on a secure cloud-based server and backed up on a daily basis. |
| How will you manage access and security? | All data on the cloud server is password protected and only accessible to REACH staff working on the project. |
| **Selection and Preservation** | |
| Which data should be retained, shared, and/or preserved? | We either anonymise or remove all the PII (Personally Identifiable Information) fields in the dataset such as respondent’s name, address, number, enumerator’s information, any other information that maybe personal to the respondent including political views, health status. The datasets are shared on the password protected server, which only REACH staff has access to. |
| What is the long-term preservation plan for the dataset? | Datasets will be preserved on cloud server in Excel and R / STATA formats. |
| **Data Sharing** | |
| How will you share the data? | Data will be shared through a preliminary analysis presentation and finalized report.  Clean datasets will be published on REACH, HDX, and can also be made available to partners on request. |
| Are any restrictions on data sharing required? | N/A |
| **Responsibilities** | |
| Who will be responsible for data management? | Data Analyst, GIS Assistant, 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)

1. How have the local economic activity and supply chains been affected by the economic blockade on Donbas and Crimea and the conflict?
   1. Changes in output/production/profits (In UAH and % of pre-conflict revenues/profits)
      1. Main reasons for changes
      2. For SME, level of monthly revenue
   2. Impact on supply chains
      1. Infrastructure affected (damage to roads, industries, rails, communications etc.)
      2. Changes in activity of other firms contributing to the supply chain
   3. Changes in customer base/demand for production; able to recover pre-conflict suppliers and customers since 2016? Why not?
   4. Type of business registration
   5. Main barriers to restoration of pre-conflict activity
   6. Administrative difficulties to operate close to the contact line
2. How have the main sectors of activity changed or adapted since the conflict?
   1. Changes in demand and supply of main economic sectors (before and after the conflict)
   2. Competition environment – have competitors closed down, emergence of monopoles?
   3. Enterprise having to change/adapt/diversify to new economic activity
3. How has the demand for labour changed due to the decrease in economic output recorded in 2015?
   1. Changes in number of staff?
   2. Changes in staff salary (on average)? Paid “official” salary? How will the increasing of minimum salary from 01/01/2017 affect the business?
   3. Changes in types of contracts?
   4. Hours worked on average? Changes in hours worked by staff?
   5. Seasonality of labour?
   6. Barriers to staff reduction?
   7. Barriers to job creation?
      1. Administrative issues
      2. Activity too constrained
   8. Barriers to recruitment?
      1. Qualifications, experience, skills, motivation, salary expectations, willingness to stay in area etc.
      2. Minimum skills/experience required from staff to meet employer expectations?
      3. What types of skills or professional profiles are easy/difficult to find locally?
      4. Preference to recruit men or women? Displaced or not?
      5. Number of applications (on average) for one position advertised?
      6. What sources do they use to advertise positions (newspapers, employment websites, labour centres etc.)?
4. Has access to financing for businesses, entrepreneurs and individuals changed since the beginning of the conflict?
   1. Loans accessible? Banks willing to loan? Reasonable/affordable interest rates? Reasonable repayment schedules?
   2. External investments?
   3. Environment for entrepreneurial initiatives
5. How has the working age population been affected and adapted to the economic disruption caused by the conflict?
   1. Employment/unemployment/reduced worked hours/change in salary (for employed)
   2. Change in occupation/sector since conflict?
   3. Change in number of household members working
   4. Displacement due to unemployment (labour migration)
   5. Leaving job to care for someone due to conflict
   6. In case of reduced household income, what have been the coping strategies? Debt (explore access to credit; affordability of consumption loans)? Additional sources of income? Other types of livelihoods (incl. subsistence farming, handicrafts, small services etc.)
   7. Level of salary? Is salary enough to cover household needs? What would be level of salary needed to cover household needs? Minimum salary expectations?
   8. If employed
      1. Are they looking for new opportunities? Which? Why?
      2. Networking/job fairs opportunities? How are job seekers and employers connected in local/regional job markets?
   9. If unemployed
      1. Are you currently looking for new work? Why, why not?
      2. Barriers to recruitment?
      3. Do you use labour center services? How do they evaluate the support received (financial, to find work, accessibility)? Is it useful in finding work? Is the level of unemployment benefit enough to cover your needs? Is it accessible? Do you have enough information about the services offered and the laws in place?
      4. What sources do you use to look for work (newspapers, employment websites, labour centre etc.)?
      5. Networking/job fairs opportunities? How are job seekers and employers connected in local/regional job markets?
      6. Would you be able to start to work immediately? If no, why not?
      7. Would you be interested in vocational training? Paid? Unpaid?
      8. Would you consider employment in other areas if it were available?
   10. What are currently to most in-demand jobs in local sources (newspapers, employment websites)?
   11. What are the main skills required for the jobs in demand?
   12. Do you correspond to the criteria demanded for your occupation? If not, Why?
   13. Would you be interested to start your own business? What kind of business would you prefer? What would be the investments required? What additional skills would you need to start?
   14. What are locally available professional development opportunities?
   15. What are locally available support network in entrepreneurship?
   16. Is your occupation supported by a trade union? How effective are they to advocate for employees’ rights and interests?
6. How has the conflict affected skills development?
   1. Universities and vocational training centres
      1. Do they operate at pre-conflict level in terms of availability of courses, professors, funding, infrastructure?
      2. Change in enrolment? Men vs women?
      3. Change in completion levels? Men vs women?
      4. Changes in perceived skills required?
      5. Change in courses offered to adapt to new demands?
      6. Do they provide support to students to find employment? If yes, do they track employment of former students? What % of former students are currently employed?
      7. What do they perceive as main barriers to employment of their students?
      8. How could they improve employment outcomes?
7. What is the role of institutional setups (labour centres, chambers of commerce, employment laws, social protection etc.) and trade unions in supporting the restoration of the local economy?
   1. Labour centres
      1. Changes in number of persons looking for employment
      2. Changes in number of persons requiring unemployment benefits
      3. Changes in internal capacity to adapt to new demands
      4. How do they support job search?
      5. Self-assessment of their efficiency/results
      6. What could be improved?
   2. Chambers of commerce – for employers
      1. What support do you receive from chambers of commerce?
   3. Assessment of employment laws from different audiences
      1. Employers
      2. Employees
      3. Unemployed
      4. Labour centres
      5. Universities and vocational training centres
      6. What could be improved?
      7. Public incentives for job creation/recruitment?
   4. Trade unions
      1. Assessment of changes in labour market situation
      2. Changes in demands for trade unions
      3. Self-assessment of their efficiency/results
      4. Changes in internal capacity

What could be improved?

# Annex 3 : Dissemination Matrix

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

# Annex 4 : M&E Matrix

# Annex 5: Budget and Logistics

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Resource Mobilisation Plan | | | | | | | |
| ID | **OBLAST** | **BASE** | **Team** | **RESOURCE** | **PARTNER** | **Quantity** | **Smartphone** |
| 1 | Kharkivska | Kharkiv |  | Driver/monitor | REACH | 1 | 1 |
| 2 | Kharkivska | Kharkiv |  | Driver/monitor | REACH | 1 | 3 |
| 3 | Kharkivska | Kharkiv |  | Enumerator | Caritas | 1 | 1 |
| 4 | Kharkivska | Kharkiv |  | Enumerator | Caritas | 1 | 1 |
| 5 | Kharkivska | Kharkiv |  | Office Space |  | 1 | 0 |
| 6 | Kharkivska | Kharkiv |  | Vehicle |  | 1 | 0 |
| 7 | Kharkivska | Kharkiv |  | Gusthouse/office | REACH | 1 | 0 |
| 8 | Kharkivska | Field Locations |  | Gusthouse/office | REACH | 1 | 0 |
| 9 | Dnipro | Dnipro |  | Driver/monitor | REACH | 1 | 1 |
| 10 | Dnipro | Dnipro |  | Driver/monitor | REACH | 1 | 1 |
| 11 | Dnipro | Kryvoi Roh |  | Driver/monitor | REACH | 1 | 1 |
| 12 | Dnipro | Dnipro |  | Office Space | R2P | 1 | 0 |
| 13 | Dnipro | Dnipro |  | Gusthouse/office | REACH | 1 | 0 |
| 14 | Dnipro | Kryvoi Roh |  | Gusthouse/office | REACH | 1 | 0 |
| 15 | Dnipro | Field Locations |  | Gusthouse/office | REACH | 1 | 0 |
| 16 | Zaporiska | Zaporizzia |  | Driver/monitor | REACH | 1 | 1 |
| 17 | Zaporiska | Zaporizzia |  | Driver/monitor | REACH | 1 | 1 |
| 18 | Zaporiska | Zaporizzia |  | Driver/monitor | REACH | 1 | 1 |
| 19 | Zaporiska | Zaporizzia |  | TeamLeader | REACH | 1 | 1 |
| 20 | Zaporiska | Zaporizzia |  | Gusthouse/office | REACH | 1 |  |
| 21 | Zaporiska | Zaporizzia |  | Vehicle | REACH | 1 |  |
| 22 | Zaporiska | Field Locations |  | Gusthouse/office | REACH | 1 |  |
| 23 | Donetska | Mariupol |  | Office Space | DRC | 1 |  |
| 24 | Donetska | Mariupol |  | Driver/monitor | DRC | 1 |  |
| 25 | Donetska | Mariupol |  | Enumerator | DRC | 1 | 1 |
| 26 | Donetska | Mariupol |  | Driver/monitor | REACH | 1 | 1 |
| 27 | Donetska | Mariupol |  | Gusthouse/office | REACH | 1 |  |
| 28 | Donetska | Berdiansk |  | Gusthouse/office | REACH | 1 |  |
| 29 | Donetska | Sloviansk |  | Driver/monitor | REACH | 1 | 1 |
| 30 | Donetska | Krasnoarmiisk |  | Driver/monitor | REACH | 1 | 1 |
| 31 | Donetska | Krasnoarmiisk |  | Gusthouse/office | REACH | 1 | 0 |
| 32 | Donetska | Sloviansk |  | Enumerator | PIN | 1 | 1 |
| 33 | Donetska | Sloviansk |  | Team Leader | PIN | 1 | 1 |
| 34 | Donetska | Sloviansk |  | Contact Center |  |  |  |
| 35 | Donetska | Sloviansk |  | Vehicle |  |  |  |
| 36 | Donetska | Sloviansk |  | Office Space | REACH | 1 |  |
| 37 | Luhanska | Severodonetsk |  | Driver/monitor | REACH | 1 | 1 |
| 38 | Luhanska | Severodonetsk |  | Driver/monitor | REACH | 1 | 1 |
| 39 | Luhanska | Severodonetsk |  | Driver/monitor | REACH | 1 | 1 |
| 40 | Luhanska | Severodonetsk |  | Office Space |  | 1 |  |
| 41 | Luhanska | Field Locations |  | Gusthouse/office | REACH | 1 |  |
|  | TOTAL |  |  |  |  |  | 22 |

# Annex 6 : Secondary Data Sources

|  |  |
| --- | --- |
| 1 | UNDP (21 July 2016). Overcoming obstacles to business development in Donbas: review and recommendations. Ukraine |
| 2 | EBRD (20 May 2016). EBRD and EU team up to support thousands of Ukrainian SMEs |
|  | <http://www.ebrd.com/news/2016/ebrd-and-eu-team-up-to-support-thousands-of-ukrainian-smes-.html> |
| 3 | [The Institute for Economic Research and Policy Consulting (March 2016) New Realities for Ukraine’s External Trade. Kyiv, Ukraine](http://4liberty.eu/author/the-institute-for-economic-research-and-policy-con/) |
|  | <http://4liberty.eu/new-realities-for-ukraines-external-trade/> |
| 4 | German Advisory Group (March 2015). Strong reduction in export in 2014 despite severe deprecation |
|  | <http://www.beratergruppe-ukraine.de/wordpress/wp-content/uploads/2014/06/Newsletter_77_2015_German-Advisory-Group.pdf> |
| 5 | US Department of State (May 2015) Investment Climate Statements for 2016 |
|  | [https://www.state.gov/e/eb/rls/othr/ics/investmentclimatestatements/index.htm#wrapper](https://www.state.gov/e/eb/rls/othr/ics/investmentclimatestatements/index.htm%23wrapper) |
| 6 | German Advisory Group (April 2015). Impact of Russian trade and transit restriction on Ukraine |
|  | <http://www.beratergruppe-ukraine.de/wordpress/wp-content/uploads/2016/04/Newsletter_90_German-Advisory-Group.pdf> |
| 7 | Investment Frontier (9 February 2016) Ukraine update: Still a basket case, but getting interesting |
|  | <http://www.investmentfrontier.com/2016/02/09/ukraine-update-still-a-basket-case-but-getting-interesting/> |
| 8 | Financial Space (April 2014). The escalation of the conflict in the east of Ukraine: socio-economic impacts |
|  | <http://fp.cibs.ubs.edu.ua/files/1404/14gsfekn.pdf> |
| 9 | Ministry of Economic Development and Trade of Ukraine (August 2016). Summary of Economic development of Ukraine in a view of regions (results of the 1st half of 2016 year). Ukraine |
|  | <http://www.me.gov.ua/Documents/List?lang=uk-UA&tag=Sotsialno-ekonomichniiRozvitokRegioniv> |
| 10 | World Bank (March 2015) Recovery and Peacebuilding Assessment. Analysis of crises impact and needs in Eastern Ukraine. Ukraine |
|  | <http://www.un.org.ua/images/documents/3738/UkraineRecoveryPeace_A4_Vol2_Eng_rev4.pdf> |
| 11 | PIN (May 2016) Recovery of conflict-affected livelihoods in the Donbas region of Ukraine. Ukraine |
| 12 | UNDP (April 2016) 2015 Achievements report. Ukraine |
|  | <http://www.ua.undp.org/content/dam/ukraine/docs/PR/annual_UNDP_PRINT-01-04-2016.pdf> |
| 13 | The Cabinet of Ministers of Ukraine (27 May 2016). Resolution of the Cabinet of Ministers #418: Plan of the priority actions of the Government for 2016 year. Kyiv, Ukraine |
|  | <http://www.kmu.gov.ua/control/uk/cardnpd?docid=249104044> |
| 14 | Liga Zakon (August 2015). Mobilization: labour and warranty. Ukraine |
|  | <http://bz.ligazakon.ua/ua/magazine_article/BZ008151> |

1. *Persons displaced within the GCA are not formally recognised as internally displaced persons by the Ukrainian Government.* [↑](#footnote-ref-1)