

Research Terms of Reference

BRA1801 - UNHCR - Managed Sites (Abrigos) Profiling, Brazil

June 2018
V1

REACH Informing
more effective
humanitarian action

1. Summary

Country of intervention	Brazil		
Type of Emergency	<input type="checkbox"/> Natural disaster	<input type="checkbox"/> Conflict	
Type of Crisis	<input type="checkbox"/> Sudden onset	<input checked="" type="checkbox"/> Slow onset	<input checked="" type="checkbox"/> Protracted
Mandating Body/ Agency	UHNCR		
Project Code	42iAGR 3H8		
Overall Research Timeframe (from research design to final outputs / M&E)	01/05/2018 to 20/10/2018		
Research Timeframe Add planned deadlines (for first cycle if more than 1)	1. Start collect data: 30/06/2018	4. Data sent for validation: 05/07/2018	
	2. Data collected: 30/06/2018	5. Outputs sent for validation: 06/07/2018	
	3. Data analysed: 04/07/2018	6. Outputs published: 13/07/2018	
Number of assessments	<input type="checkbox"/> Single assessment (one cycle)		
	<input checked="" type="checkbox"/> Multi assessment (more than one cycle) Monthly data collection and monthly secondary data analysis.		
Humanitarian milestones Specify what will the assessment inform and when e.g. The shelter cluster will use this data to draft its Revised Flash Appeal;	Milestone	Deadline	
	<input checked="" type="checkbox"/> Donor plan/strategy	Ongoing	
	<input type="checkbox"/> Inter-cluster plan/strategy	__/__/__	
	<input type="checkbox"/> Cluster plan/strategy	__/__/__	
	<input type="checkbox"/> NGO platform plan/strategy	__/__/__	
<input type="checkbox"/> Other (Specify):	__/__/__		
Audience Type & Dissemination Specify who will the assessment inform and how you will disseminate to inform the audience	Audience type	Dissemination	
	<input checked="" type="checkbox"/> Strategic <input type="checkbox"/> Programmatic <input checked="" type="checkbox"/> Operational <input type="checkbox"/> [Other, Specify]	<input checked="" type="checkbox"/> General Product Mailing (e.g. mail to NGO consortium; HCT participants; Donors) <input type="checkbox"/> Cluster Mailing (Education, Shelter and WASH) and presentation of findings at next cluster meeting <input type="checkbox"/> Presentation of findings (e.g. at HCT meeting; Cluster meeting) <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	To enable a more in-depth understanding of the resident populations in “abrigos” sites in Boa Vista city and elsewhere in Roraima state, providing regularly updated information to contribute to ongoing UNHCR planning and programming in these locations.		

Specific Objective(s)	<ul style="list-style-type: none"> To provide regular updates on sites hosting migrant¹ and asylum-seeking² populations in Roraima, including population profiles, key humanitarian indicators and access to services; To compare these needs and vulnerabilities across different sites and identifying communities and groups most in need. 		
Research Questions	<ul style="list-style-type: none"> What and where is the infrastructure and services provision available for venezuelan migrants and asylum seekers in the “abrigos” sites managed by UNHCR? What are the main gaps and challenges in service provision and infrastructure in the abrigos sites? 		
Geographic Coverage	6 out of 8 sites hosting Venezuelan displaced population currently managed by UNHCR and located in the City of Boa Vista and Pacaraima, in Roraima State.		
Main data sources	<ul style="list-style-type: none"> UNHCR ProGres database UNHCR Kobo monthly database Municipality data on service provision in Roraima state Brazil Army data on service provision in Roraim state 		
Population(s) <i>Select all that apply</i>	<input type="checkbox"/> IDPs in camp	<input type="checkbox"/> IDPs in informal sites	
	<input type="checkbox"/> IDPs in host communities	<input type="checkbox"/> IDPs [Other, Specify]	
	<input checked="" type="checkbox"/> Refugees in camp (<i>abrigo</i>)	<input type="checkbox"/> Refugees in informal sites	
	<input type="checkbox"/> Refugees in host communities	<input type="checkbox"/> Refugees [Other, Specify]	
	<input type="checkbox"/> Non-displaced (hosting)	<input type="checkbox"/> Non-displaced (not hosting)	
	<input type="checkbox"/> Returnees	<input type="checkbox"/> Migrants in host communities	
Stratification <i>Select type(s) and enter number of strata</i>	<input type="checkbox"/> Geographical #:6 sites Population size per strata is known? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Group #: _ _ _ Population size per strata is known? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> [Other Specify] #: _ _ Population size per strata is known? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Data collection tool(s)	<input type="checkbox"/> Structured (Quantitative)		<input type="checkbox"/> Semi-structured (Qualitative)
	Sampling method		Data collection method
Structured data collection tool (s) # 1 <i>Infrastructure mapping tool</i>	<input type="checkbox"/> Purposive <input type="checkbox"/> Snowballing <input checked="" type="checkbox"/> Census		<input checked="" type="checkbox"/> Census (Target #): One survey per site, identifying each type of infrastructure in the location (tents, WASH, community space, child-friendly space, hammock area, storage, educational facility, health facility, administration/registration office). <input type="checkbox"/> Individual interview (Target #):_ _ _ _ _ <input type="checkbox"/> Focus group discussion (Target #):_ _ _ _ _ <input type="checkbox"/> [Other, Specify] (Target #):_ _ _ _ _
Data management platform(s)	<input checked="" type="checkbox"/> UNHCR (ProGres)		
	<input type="checkbox"/> [Other, Specify]		
Expected output type(s)	<input type="checkbox"/> Situation overview #:	<input type="checkbox"/> Report #: _ _	<input type="checkbox"/> Profile #:

¹ Individuals who move, usually across an international border, to join family members abroad, search for a livelihood, escape a natural disaster, or for a range of other purposes (UNHCR Emergency Handbook).

² An asylum seeker is someone whose request for sanctuary has yet to be processed (UNHCR Emergency Handbook).

	<input type="checkbox"/> Presentation (Preliminary findings) #: __	<input type="checkbox"/> Presentation (Final) #: __	<input checked="" type="checkbox"/> Factsheet #: 6
	<input type="checkbox"/> Interactive dashboard #: _	<input type="checkbox"/> Webmap #: __	<input type="checkbox"/> Map #: __
	<input type="checkbox"/> [Other, Specify] #: __		
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 Specify which logos should be on outputs	UNHCR, REACH		

2. Rationale

As a consequence of social, economic and political turmoil, an increasing number of Venezuelans are crossing the border into Brazil since 2015 to seek asylum and/or better livelihoods opportunities. Currently, it is estimated that over 70,000 Venezuelans are in Brazil, 30,000 of whom in its northern city of Boa Vista, capital of Roraima state. Part of these Venezuelans live on one of seven sites (abrigos) that have been established in order to provide shelter and assistance to most vulnerable Venezuelans. There is a current lack of consistent and systematic information on the population of concern and services available inside and across the abrigos, although various data sources currently exist. As such, identification of information gaps and creation of effective information management and visualisation is needed to better inform the response that takes places in these sites.

3. Methodology

3.1 Methodology overview

A combination of direct mapping of infrastructure and services in the abrigos with secondary data analysis provided by UNHCR KI and the Brazilian Army, will be used to map and assess the conditions of the vulnerable Venezuelan population residing at these sites.

The mapping, which will be conducted by the REACH GIS team, will focus on identifying the common abrigos facilities such as tents, health care facilities, latrines and shower areas, community spaces, administrative structures, distribution/storage areas, education facilities.

Complimentary, secondary data for each site will be compiled, cleaned, aggregated and analyzed, and will complement the site profile with information on demographics, indicators for WASH, Shelter, Protection and Health, socio economic background, vulnerabilities, and relocation programs such as the *Programa de Interiorização*.

3.2 Population of interest

As outlined, the population of interest are Venezuelan asylum seekers and migrants in Roraima state, who currently live in one of the official sites called "abrigos". This population of interest is located across six sites (five in Boa Vista city and one in Pacaraima town).

3.3 Secondary data review

Several sources will be used to populate the database and create the profile. All indicators used are listed below. Overall, most of the data come from ProGres - the UNHCR registration server compiled and regularly updated by the UNHCR registration team and shared with REACH team members. Information related to vaccination and willingness to participate in the *interiorização* programme are collected in parallel of the registration by the UNHCR registration team who deployed a questionnaire using Kobo tool in each Site.

Health data, particularly the most commonly reported health concerns in each Site, is collected and updated by the Brazilian Army operating in each site in Roraima state.

3.4 Primary Data Collection

The mapping activity and analysis are conducted by the REACH GIS team who monthly update the Site infrastructure and layout of each location in order to capture the available infrastructure and services present in the Site. Data collection will take place over an estimated 3 days by a team composed by the one GIS assistant and one REACH field officer.

UNHCR KI Interview

To complement data available on the UNHCR ProGres system, one KI interview with UNHCR representatives will be conducted for each site to gather additional information not included on the ProGres system.

Infrastructure Mapping and Functionality Assessment

The mapping elements of the assessment include satellite imagery analysis, AUTOCAD infrastructure layouts analysis (CAD files provided by UNHCR) and direct mapping by field teams. Through a KOBO questionnaire, REACH GIS team will record the locations of common community infrastructure, including:

- Tents
- Health care facilities
- Latrines and shower areas
- Community spaces
- Administrative structures
- Distribution/storage areas

3.5. Data Processing & Analysis

Using the data provided by UNHCR (both ProGres and Kobo), the REACH GIS team will conduct an exhaustive data cleaning process on both datasets. Finally, the two datasets will be merged into a single clean dataset and prepared for the analysis. Once the final merged dataset is prepared, the data analysis will be conducted using a standardized excel factsheet.

Using the infrastructure data collected from the GIS team, the REACH GIS officer will download the data from the server and check for any errors, contacting field officers for follow-up questions if necessary. Following the cleaning of infrastructure mapping data, REACH GIS team will produce an infrastructure map of each of the assessed sites.

The infrastructure maps together with the analysis of the secondary data from UNHCR will then be used to produce a two pages-factsheet of each assessed site. Following validation, a total of 7 factsheets (one per site) will be uploaded to the REACH Resource Centre and disseminated to UNHCR and humanitarian partners in Roraima State.

Sector	Indicator	Data source	Section in the Profile
Demographics	# of individuals	ProGres	Site overview
	# of households	ProGres	Site overview
	Date opened	UNHCR KI	Site overview
	Population	UNHCR KI	Site overview

	Planned capacity	UNHCR KI	Site overview
	Population breakdown / age group	ProGres	Demographics
	Entry/exit flow of individuals	ProGres	Entry/Exit flow
Education	% of children aged 6-14 enrolled in school*	Municipality	Sectoral overview
	% of children aged 15-17 enrolled in school*	Municipality	Sectoral overview
Health	% of individuals fully vaccinated ^{3*}	UNHCR KI	Sectoral overview
	% of pregnant women accessing pre-natal care*	Army	Sectoral overview
	Most commonly reported health problems	Army	Health
	% of individuals vaccinated (per type) ^{4*}	UNHCR KI	Health
WASH	# of persons per functional latrine**	GIS analysis	Sectoral overview
	# of persons per functional shower**	GIS analysis	Sectoral overview
	Frequency of solid waste disposal per week	Army	Sectoral overview
Shelter	Average area covered per person**	GIS	Sectoral overview
	% of site overcrowded ^{5**}	ProGress/UNHCR KI	Sectoral overview
Protection	Presence of child-friendly spaces	KOBO	Sectoral overview
	Community groups established (Yes/No)	UNHCR KI	Sectoral overview
Socio-economic background	% of individuals by highest education level completed ⁶	ProGres	Socio-economic background
	% of individuals by each professional background ⁷	ProGres	Socio-economic background
Programa de Interiorização	# Beneficiaries in previous month	ProGres	Programa de Interiorização
Socio-economic background	% Individuals interested in the program	KOBO	Programa de Interiorização
	% of interested individuals by professional background	ProGres	Programa de Interiorização

4. Roles and responsibilities

Table 2: Description of roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed
Research design	Project Coordinator/GIS Officer	GIS Officer	UNHCR project team	REACH Geneva research support unit
Supervising data collection	GIS Officer	Project Coordinator	Project Coordinator	UNHCR project team

³ Percentage of individuals fully vaccinated of Yellow fever, Triple viral vaccine (MMR) and Diphtheria.

⁴ Percentage of individuals vaccinated per vaccine (Yellow fever, Triple viral vaccine (MMR) and Diphtheria).

⁵ Percentage of site overcrowding, calculated based on the planned capacity of the site (data acquired from UNHCR KI) and the number of individuals inside the site (acquired from ProGres).

⁶ Higher/technical, Secondary, Primary and No education

⁷ Agricultural workers, Craft and trade related workers, Unskilled labor, Service and sales workers, Professionals, Technicians/associated professionals and No occupation

*Achievement green for Minimum standard reached; Orange, more than 50% minimum standard reached; Red, less than 50% of minimum standard reached or not at all

**Achievement green for standard reached or if the difference between Target and Current round is equal or less than 5%; 6-10% Orange; 11% or higher Red.

Data processing (checking, cleaning)	GIS Officer	Project Coordinator	Field Coordinator	REACH Geneva data support unit
Data analysis	GIS Officer	Project Coordinator	UNHCR project team	REACH Geneva data support unit
Output production	GIS Officer	Project Coordinator	UNHCR project team	UNHCR project team; REACH Geneva reporting support unit
Dissemination	Project Coordinator	Project Coordinator		UNHCR project team; REACH Geneva reporting support unit
Monitoring & Evaluation	Project Coordinator	Project Coordinator		REACH Geneva M&E support unit
Lessons learned	Project Coordinator	Project Coordinator	UNHCR project team	REACH Geneva M&E support unit

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

NB: Only one person can be Accountable; the only scenario when the same person is listed twice for a task is when the same person is both Responsible and Accountable.

4. Data Collection and Analysis Tools

Infrastructure and mapping questionnaires, as well as the UNHCR Key Informant interview questionnaires, will be created by REACH Assessment/GIS teams in close coordination with UNHCR. Data collection will be conducted using the Kobo mobile data collection platform.

5. Data Management Plan

Administrative Data			
Research Cycle name	Brazil BRA1801		
Project Code	42iAGR 3H8		
Donor	UNHCR		
Project partners	-		
Research Contacts	Carla Coelho carla.coelho@reach-initiative.org Paula Costa brazil.gis-officer@reach-initiative.org		
Data Management Plan Version	Date: 29/06/2018	Version: 1	
Related Policies	-		
Documentation and Metadata			
What documentation and metadata will accompany the data? Select all that apply	<input type="checkbox"/>	Data analysis plan	X Data Cleaning Log, including: x Deletion Log x 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 type="checkbox"/>	Consent of participants to participate	<input 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 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?	UNHCR		
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	<input type="checkbox"/> Country/Internal Server
	<input checked="" type="checkbox"/>	On devices held by REACH staff	<input checked="" type="checkbox"/> Physical location – <i>Folder in Boa Vista, Roraima state</i>
	<input type="checkbox"/>	[Other, Specify]	
Which data access and security measures have been taken?	<input type="checkbox"/>	Password protection on devices/servers	<input type="checkbox"/> Data access is limited to <i>[specify, e.g. REACH staff]</i>
	<input type="checkbox"/>	Form and data encryption on data collection server	
	<input type="checkbox"/>	[Other, Specify]	
Preservation			
Where will data be stored for long-term preservation?	<input 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 type="checkbox"/> No, only anonymized/ cleaned/ consolidated data will be shared
	<input checked="" type="checkbox"/>	No, Only data collected through FGD conducted with the population of concern will be shared	
Where will you share the data?	<input checked="" type="checkbox"/>	REACH Resource Centre	<input type="checkbox"/> OCHA HDX
	<input type="checkbox"/>	Humanitarian Response	<input checked="" type="checkbox"/> Email transfer to the UNHCR protection team
Responsibilities			
Data collection	Paulo Cardoso		
Data cleaning	Paula Costa and Paulo Cardoso		
Data analysis	Paula Costa		
Data sharing/uploading	Paula Costa and Carla Coelho		

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	# of downloads of activity products from Resource Center	Country request to HQ	User_log	<input type="checkbox"/> Yes
	Number of individuals accessing IMPACT services/products	# of downloads of activity products from Relief Web	Country request to HQ		<input type="checkbox"/> Yes
IMPACT activities contribute to better program implementation and coordination of the humanitarian response	Number of humanitarian organisations utilizing IMPACT services/products	# references in single agency documents	Country team	Reference_log	<input type="checkbox"/> Yes
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	<i>Usage survey to be conducted in July 2018, following the release of one complete set of outputs, targeting UNHCR-Brazil staff</i>
		Perceived usefulness and influence of IMPACT outputs			
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,	# of organisations/clusters inputting in research design and joint analysis	Country team	Engagement_log	<input checked="" type="checkbox"/> Yes
		# of organisations/clusters attending briefings on findings;			<input checked="" type="checkbox"/> Yes

participating to presentations, etc.)					
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Annex

Work plan

Task	June				July				August				September				October			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
REACH Data collection/Mapping update																				
REACH to finalise Maps on ArcGIS																				
UNHCR to confirm ProGres data are ready to be downloaded																				
UNHCR to send Kobo data																				
REACH to download ProGres data																				
REACH to start the cleaning and merging progress																				
REACH to send UNHCR CleaningLog																				
UNHCR to give feedback on CleaningLog																				
REACH to incorporate CleaningLog																				
REACH Factsheets production																				

Planned
 Done