

Research Terms of Reference

Rapid migration assessment briefs for MERF

GLO1801

Regional: Libya, Chad, Niger

29 August 2018
final

REACH Informing
more effective
humanitarian action

1. Executive Summary

Country of intervention	Libya, Niger, Chad		
Type of Emergency	<input type="checkbox"/> Natural disaster	<input checked="" type="checkbox"/> Conflict	
Type of Crisis	<input checked="" type="checkbox"/> Sudden onset	<input type="checkbox"/> Slow onset	<input type="checkbox"/> Protracted
Mandating Body/ Agency	START Network		
Project Code	GLO1801		
Research Timeframe <i>Add planned deadlines (for first cycle if more than 1)</i>	1. Start collect data: __/__/____ ¹	4. Data sent for validation: __/__/____	
	2. Data collected: __/__/____	5. Outputs sent for validation: __/__/____	
	3. Data analysed: __/__/____	6. Outputs published: __/__/____	
Number of assessments	<input type="checkbox"/> Single assessment (one cycle)	<input checked="" type="checkbox"/> Multi assessment (more than one cycle)	
Humanitarian milestones <i>Specify what will the assessment inform and when e.g. The shelter cluster will use this data to draft its Revised Flash Appeal;</i>	Milestone	Deadline	
	<input type="checkbox"/> Donor plan/strategy	__/__/____	
	<input type="checkbox"/> Inter-cluster plan/strategy	__/__/____	
	<input type="checkbox"/> Cluster plan/strategy	__/__/____	
	<input checked="" type="checkbox"/> NGO platform plan/strategy	ongoing	
	<input type="checkbox"/> Other (Specify):	__/__/____	
Audience Type & Dissemination <i>Specify who will the assessment inform and how you will disseminate to inform the audience</i>	Audience type	Dissemination	
	<input checked="" type="checkbox"/> Strategic	<input checked="" type="checkbox"/> General Product Mailing (e.g. mail to NGO consortium; HCT participants; Donors)	
	<input type="checkbox"/> Programmatic	<input type="checkbox"/> Cluster Mailing (Education, Shelter and WASH) and presentation of findings at next cluster meeting	
	<input checked="" type="checkbox"/> Operational	<input type="checkbox"/> Presentation of findings (e.g. at HCT meeting; Cluster meeting)	
	<input type="checkbox"/> Other (specify):	<input type="checkbox"/> Website Dissemination (Relief Web & REACH Resource Centre)	
Detailed dissemination plan required	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
M&E Matrix required	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
General Objective	To support START Network members ² in making an evidence-based decision on whether to release funds for a rapid emergency situation to respond to the needs of		

¹ Please note that no clear timeframe is associated with these TORs, as this will be an ongoing exercise which may be triggered by partners and hence starting date will be ad hoc. For further information please see methodology outlined below.

² The Start Network is a network of 42 INGOs, please see here: <https://startnetwork.org/>

	people in mixed migration flows, following an alert raised by Start network member calling for the allocation of funds under the MERF (Migration Emergency Fund)		
Specific Objective(s)	<p>-to provide context analysis of the situation in which crisis occurred</p> <p>-to provide understanding as to the causes, perpetuating and aggravating factors of the crisis</p> <p>-to provide understanding of the resulting humanitarian needs</p> <p>- provide understanding of the response capacity by existing government and humanitarian actors and associated remaining humanitarian gaps in the response</p> <p>-to provide an overview of lessons learnt in similar humanitarian responses to support tailored humanitarian intervention in said crisis</p>		
Research Questions	<ol style="list-style-type: none"> 1. What caused the crisis? 2. What perpetuates the crisis? 3. What aggravates the crisis? 4. What are the humanitarian needs resulting from the crisis? 5. What is the response capacity of government and humanitarian stakeholders to respond to the crisis at present? 6. What are the gaps in the response? 7. What are the lessons learnt, if any, on what works in response to such identified crisis in a comparable context? 		
Geographic Coverage	Depending on where the alert is raised, in Libya, Niger or Chad; level to be determined for each alert		
Secondary data sources	Depending on each country, consult country-specific secondary data matrices		
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	<input checked="" type="checkbox"/> Refugees in informal sites	
	<input checked="" type="checkbox"/> Refugees in host communities	<input type="checkbox"/> Refugees Other (Specify):	
	<input type="checkbox"/> Host communities	<input checked="" type="checkbox"/> Other (Specify): mixed migration contexts	
Stratification <i>Select type(s) and enter number of strata</i>	<input type="checkbox"/> Geographical #: __ __ Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No Tbd at each research cycle stage	<input type="checkbox"/> Group #: __ __ __ Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> [Other Specify] #: __ __ Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No
Data collection tool(s)	<input type="checkbox"/> Structured (Quantitative)	<input checked="" type="checkbox"/> Semi-structured (Qualitative)	
	Sampling method	Data collection method	
Semi-structured data collection tool (s) # 1 <i>Select sampling and data collection method and specify target # interviews</i>	<input checked="" type="checkbox"/> Purposive <input type="checkbox"/> Snowballing <input type="checkbox"/> [Other specify]	<input checked="" type="checkbox"/> Key informant interview (Target #): as many as possible in 48h timeframe <input type="checkbox"/> Individual interview (Target #): _____ <input type="checkbox"/> Focus group discussion (Target #): _____ <input type="checkbox"/> [Other specify] (Target #): _____	
Target level of precision if probability sampling	__ % level of confidence NA		__ +/- % margin of error NA
Data management platform(s)	<input checked="" type="checkbox"/> IMPACT	<input type="checkbox"/> UNHCR	
	<input type="checkbox"/> [Other (Specify)]:		
Expected output type(s)	<input checked="" type="checkbox"/> Situation overview #: 1	<input type="checkbox"/> Report #: __	<input type="checkbox"/> Profile #: __

	<input type="checkbox"/> Presentation (Preliminary findings) #: __	<input type="checkbox"/> Presentation (Final) #: __	<input type="checkbox"/> Factsheet #: __
	<input type="checkbox"/> Interactive dashboard #: __	<input type="checkbox"/> Webmap #: __	<input type="checkbox"/> Map #: __
	<input type="checkbox"/> [Other Specify] #: __		
Access	x 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	REACH, START Network logos		

2. Methodology

2.1. Methodology overview

Context

REACH, as part of its affiliation to the START Network through ACTED, has access to the Migration Emergency Response Fund II (MERF) (DFID), which allows for emergency interventions in the West/Sahel/North Africa region on migration (Morocco, Tunisia, Algeria, Egypt, Libya, Mali, Burkina, Niger, Cameroon, Chad, Sudan). The MERF is an emergency funding mechanism, which allows for funding to be released for emergency interventions within a 48h/72h timeframe for projects of a duration of 2 -6 months. This works as follows: (1) A member organisation raises an alert intervention; (2) a board of partners comes together within 24h/48h/72h to agree whether the fund is released.

Depending on the length of projects suggested, MERF briefs will have to be conducted within 24h or 48h-72h, as follows:

- a. Alert raised for 1-3 months intervention: 24h timeframe
- b. Alert raised for 4-6 months intervention: 48/72h timeframe

To inform members' decision making on whether an alert/funding request by a participating NGO is granted, IMPACT has agreed with START to provide situation briefs on the situation the alert aims to address. For scenario (a) these will be based on secondary data only. For scenario (b) they will be based on a mix of primary data collection through key informant interview (KIs) and secondary data review (SDR) in Libya, Chad, Niger.

Methodology will be as follows:

- 1) Alert is raised and request for Brief submitted by START to IMPACT
- 2) IMPACT HQ submit request to field teams
- 3) IMPACT field teams, on basis of pre drafted and validated TORs, indicators and tools, adapt the draft tools & TOR to the situation in question → technical review and validation by specialists in IMPACT HQ
- 4) Once validated, IMPACT field teams start:
 - a. Scenario a: collating all relevant SDR and writing the brief
 - i. First draft to be submitted to HQ within 22h
 - ii. Finalised and shared w partners within 24h
 - b. Scenario b: conducting interviews with KIs on basis of pre-identified KI lists
 - i. Simultaneously, assessment officer (AO) drafts SDR based on pre-developed SDR matrix
 - ii. First draft to be submitted to HQ within 48h
 - iii. Finalised and shared w partners within 72h

2.2. Population of interest

The geographic area of interest will be based on the location where the alert is raised. A number of key informants (KI) is pre-identified in each country where IMPACT agreed to provide situation briefs (Niger, Chad, Libya).The population

assessed will be people in mixed migration flows,³ defined as ‘complex population movements including refugees, asylum seekers, economic migrants and other migrants’. Unaccompanied minors, environmental migrants, smuggled persons, victims of trafficking and stranded migrants, among others, may also form part of a mixed flow.

2.3. Secondary data review (outline key bibliography/sources you will use and for what).

Secondary data review will form an integral part of the situation briefs, as research questions will always be responded to by both secondary data review (SDR) and primary data collection (DC). SDR matrices will be put in place at country level and generally updated, to ensure ease of access and rapidity when an alert is raised and a brief is to be drafted accordingly. SDR will hence feed into findings and be used for triangulation of primary data collection.

2.4. Primary Data Collection

For scenario (b) outputs, primary DC will be done through key informants within a 24 h timeframe as soon as possible after the alert is raised. Questionnaires for KI interviews are pre-developed, semi-structured including both open ended and semi-open questions. All questionnaires will be slightly adjusted by the assessment officer (AO) in charge for each specific alert. KI will have been selected beforehand on the basis of their expertise on migration in the national and local context and likely include humanitarian aid workers, field practitioners and other experts on migration. Interviews will be conducted via phone to expedite data collection by REACH field managers/ officers as appropriate in the national context.

2.5. Data Processing & Analysis

Due to the short timeframe in data collection and analysis, data processing, analysis and writing will be done simultaneously upon completion of data collection by crossreading KI data collected and existing SDR. Questionnaires will be filled in on computers during the phone interview in French, the language in which the interview will be conducted. After enumerators have conducted all interviews and shared interview notes with the AO, a debrief will take place where any remaining points and impressions from the KI interview will be discussed. All data will be triangulated with secondary sources; in case of any inconsistencies in the data collected, enumerators will be debriefed and may be asked to follow up for clarifications with key informants interviewed.

3. Roles and responsibilities

Table 2: Description of roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed
Research design	Assessment Officer (AO)	Assessment Officer (AO)	Assessment Manager; IMPACT HQ	Migration Assessment Manager
Supervising data collection	Field manager	Assessment Officer (AO)	Assessment Manager	Migration Assessment Manager
Data processing (checking, cleaning)	Assessment Officer (AO)	Assessment Officer (AO)	Assessment Manager; IMPACT HQ	Migration Assessment Manager
Data analysis	Assessment Officer (AO)	Assessment Officer (AO)	Assessment Manager; IMPACT HQ	HQ

³ Mhub, [What is Mixed-Migration?](#)

Mapping	GIS officer	Assessment Officer (AO)	Assessment Manager	Migration Assessment Manager
Output production	Assessment Officer (AO)	Assessment Officer (AO)	Assessment Manager, Migration Assessment Manager, HQ	n/a
Dissemination	Migration Assessment Manager	Migration Assessment Manager	HQ	AO, AM
Monitoring & Evaluation	Migration Assessment Manager	Migration Assessment Manager	HQ	AO, AM
Lessons learned	Assessment Officer (AO)	Assessment Officer (AO)	Assessment Manager, Migration Assessment Manager, HQ	HQ

Responsible: the person(s) who executes the task

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

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

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

Data Analysis Plan

KEY INFORMANT AND SDR TEMPLATE (TO BE ADJUSTED FOR EACH RESEARCH CYCLE)

Research questions	IN #	Data collection method	Indicator / Variable	Question	Response categories
What caused the crisis?	1	KI/SDR	crisis definition	What is the crisis identified?	open ended
	2	KI/SDR	crisis cause	What has caused the crisis?	open ended
	3	KI/SDR	crisis cause	What is the recent historical context to the crisis and how does this impact the current situation?	open ended
	4	KI/SDR	crisis cause	What are the social, economic, political and other factors which have <u>caused</u> the identified crisis?	open ended
What perpetuates the crisis?	5	KI/SDR	crisis perpetuation	<i>add further as relevant</i>	open ended
	6	KI/SDR	crisis perpetuation	What are the social, economic, political and other factors which are <u>perpetuating</u>	open ended

				the identified crisis at the community and/or individual household level?	
	7	KI/SDR	crisis perpetuation	How are these factors likely to continue in the short, mid and long term? (within next month; next six months; one year or more)	open ended
	8	KI/SDR		<i>add further as relevant</i>	open ended
What aggravates the crisis?	9	KI/SDR	crisis aggravation	How is the situation likely to develop and why?	open ended
	10	KI/SDR	crisis aggravation	What are factors which are aggravating the crisis?	open ended
	11	KI/SDR	crisis aggravation	What factors are there which are diminishing the crisis?	open ended
	12	KI/SDR		<i>add further as relevant</i>	open ended
What are the humanitarian needs resulting from the crisis?	13	KI/SDR	humanitarian impact	What are the humanitarian needs resulting from the crisis in terms of sector?	open ended
	14	KI/SDR	humanitarian impact	What are the most important needs and why?	open ended
	15	KI/SDR	humanitarian impact	What particular population groups, if any, are affected?	open ended
	16	KI/SDR	humanitarian impact	If particular population groups are affected, why and how?	open ended
	17	KI/SDR		<i>add further as relevant</i>	open ended
What is the response capacity of government and humanitarian stakeholders to respond to the crisis at present?	18	KI/SDR	response actors	Who is responding to the crisis? (government – who; humanitarian actors – who; civil society – who)	Open ended
		KI/SDR	Response actors	How have government actors responded to the crisis?	Open ended
	19	KI/SDR	response actors	How have humanitarian actors responded to the crisis?	open ended
	20	KI/SDR	response actors	How have other actors, such as civil society, military, other, responded to the crisis?	open ended
	21	KI/SDR	response capacity	To what extent have all interventions put together succeeded in responding the the humanitarian needs ensuing from the crisis?	open ended
	22	KI/SDR	response capacity	What are the limitations of the current overall response, disaggregated by response actor?	open ended
	23	KI/SDR	response capacity	If applicable, why are there the outlined limitations in the response to the humanitarian needs?	open ended
	24	KI/SDR		<i>add further as relevant</i>	open ended
What are the gaps in the response?	25	KI/SDR	response gaps	What are the main humanitarian gaps in the	open ended

			response in terms of sectors, population groups and areas, and why?	
	26	KI/SDR	response gaps	What humanitarian needs remain unaddressed? open ended
	27	KI/SDR	response gaps	For the unaddressed humanitarian needs, why? open ended
	28	KI/SDR		<i>add further as relevant</i> open ended
What are the lessons learnt, if any, on what works in response to such identified crisis in a comparable context?	29	KI/SDR	lessons learnt	What recent comparable crises to the one identify exist (timeframe: past three years)? open ended
	30	KI/SDR	lessons learnt	How were humanitarian needs addressed in that context? open ended
	31	KI/SDR	lessons learnt	What gaps/ shortcomings were identified in that response? open ended
	32	KI/SDR	lessons learnt	What lessons can be learnt resulting from the response in that context? open ended
	33	KI/SDR		<i>add further as relevant</i> open ended

5. Data Management Plan

Administrative Data			
Research Cycle name	<i>To be added</i>		
Project Code	<i>To be added</i>		
Donor	<i>START Network</i>		
Project partners	<i>-</i>		
Research Contacts	<i>Diana Ihring; diana.ihring@reach-initiative.org [Name principal researcher 2] [email principal researcher 2]</i>		
Data Management Plan Version	<i>Date: 28/06/2018</i>	<i>Version: 1</i>	
Related Policies	<i>Usual IMPACT data saving, sharing policies will be applied</i>		
Documentation and Metadata			
What documentation and metadata will accompany the data? <i>Select all that apply</i>	<input checked="" type="checkbox"/>	Data analysis plan	<input type="checkbox"/> Data Cleaning Log, including: <input type="checkbox"/> Deletion Log <input type="checkbox"/> Value Change Log
	<input type="checkbox"/>	Code book	<input type="checkbox"/> Data Dictionary
	<input type="checkbox"/>	Metadata based on HDX Standards	<input type="checkbox"/> Other <i>[specify]</i>
Ethics and Legal Compliance			
Which ethical and legal measures will be taken?	<input checked="" type="checkbox"/>	Consent of participants to participate	<input type="checkbox"/> Consent of participants to share personal information with other agencies
	<input type="checkbox"/>	No collection of personally identifiable data will take place	<input type="checkbox"/> Gender, child protection and other protection issues are taken into account
	<input checked="" type="checkbox"/>	All participants reached age of majority	Other <i>[please specify]</i>
Who will own the copyright and Intellectual Property	<i>tbc</i>		

Rights for the data that is collected?			
Storage and Backup			
Where will data be stored and backed up during the research?	<input 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 type="checkbox"/>	On devices held by REACH staff	<input checked="" type="checkbox"/> Physical location <i>[specify]: country office where alert will be triggered</i>
	<input type="checkbox"/>	Other <i>[specify]</i>	
Which data access and security measures have been taken?	<input type="checkbox"/>	Password protection on devices/servers	<input checked="" type="checkbox"/> Data access is limited to select REACH staff working on the project
	<input type="checkbox"/>	Form and data encryption on data collection server	
	<input type="checkbox"/>	Other <i>[specify]</i>	
Preservation			
Where will data be stored for long-term preservation?	<input checked="" type="checkbox"/>	IMPACT / REACH Global Cloud / Physical Server	<input type="checkbox"/> OCHA HDX
	<input type="checkbox"/>	REACH Country Server	<input type="checkbox"/> Other <i>[specify]</i>
Data Sharing			
Will the data be shared publically?	<input type="checkbox"/>	Yes	<input checked="" 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 <i>[delete what does not apply]</i> data will be shared
	<input checked="" type="checkbox"/>	No, other <i>[specify]: Data will not be shared</i>	
Where will you share the data?	<input type="checkbox"/>	REACH Resource Centre	<input type="checkbox"/> OCHA HDX
	<input type="checkbox"/>	HumanitarianResponse	<input type="checkbox"/> Other <i>[specify]</i>
Responsibilities			
Data collection	<i>[Insert name, function, email]</i>		
Data cleaning	<i>[Insert name, function, email]</i>		
Data analysis	<i>[Insert name, function, email]</i>		
Data sharing/uploading	Diana Ihring, Migration Assessment Manager, diana.ihring@reach-initiative.org		

6. Monitoring & Evaluation Plan

IMPACT Objective	External M&E Indicator	Internal M&E Indicator	Focal point	Tool	M&E Plan
Humanitarian stakeholders are accessing IMPACT products	Number of humanitarian organisations accessing IMPACT services/products Number of individuals accessing IMPACT services/products	# of downloads of x product from Resource Center	Country request to HQ	User_log	<input type="checkbox"/> Yes <input type="checkbox"/> No
		# of downloads of x product from Relief Web	Country request to HQ		<input type="checkbox"/> Yes <input type="checkbox"/> No
		# of downloads of x product from Country level platforms	Country team		<input type="checkbox"/> Yes <input type="checkbox"/> No
		# of page clicks on x product from REACH global newsletter	Country request to HQ		<input type="checkbox"/> Yes <input type="checkbox"/> No
		# of page clicks on x product from country newsletter, sendingBlue, bit.ly	Country team		<input type="checkbox"/> Yes <input type="checkbox"/> No
		# of visits to x webmap/x dashboard	Country request to HQ		<input type="checkbox"/> Yes <input type="checkbox"/> No
IMPACT activities contribute to better program implementation and coordination of the humanitarian response	Number of humanitarian organisations utilizing IMPACT services/products	# references in HPC documents (HNO, SRP, Flash appeals, Cluster/sector strategies)	Country team	Reference_log	<i>MERF decision making on giving funding upon raising of an alert</i>
		# references in single agency documents			
Humanitarian stakeholders are using IMPACT products	Humanitarian actors use IMPACT evidence/products as a basis for decision making, aid planning and delivery	Perceived relevance of IMPACT country-programs	Country team	Usage_Feed back and Usage_Survey template	Usage survey to be conducted once three outputs have been published among START Network members and decision makers, to assess usefulness of products shared.

	Number of humanitarian documents (HNO, HRP, cluster/agency strategic plans, etc.) directly informed by IMPACT products	Perceived usefulness and influence of IMPACT outputs Recommendations to strengthen IMPACT programs Perceived capacity of IMPACT staff Perceived quality of outputs/programs Recommendations to strengthen IMPACT programs			
Humanitarian stakeholders are engaged in IMPACT programs throughout the research cycle	Number and/or percentage of humanitarian organizations directly contributing to IMPACT programs (<i>providing resources, participating to presentations, etc.</i>)	# of organisations providing resources (i.e.staff, vehicles, meeting space, budget, etc.) for activity implementation # of organisations/clusters inputting in research design and joint analysis # of organisations/clusters attending briefings on findings;	Country team	Engagement_log	x Yes <input type="checkbox"/> No x Yes <input type="checkbox"/> No x Yes <input type="checkbox"/> No

ANNEX 1: METHODOLOGY NOTES (IF RELEVANT)

ANNEX 2: [OTHER SPECIFY]