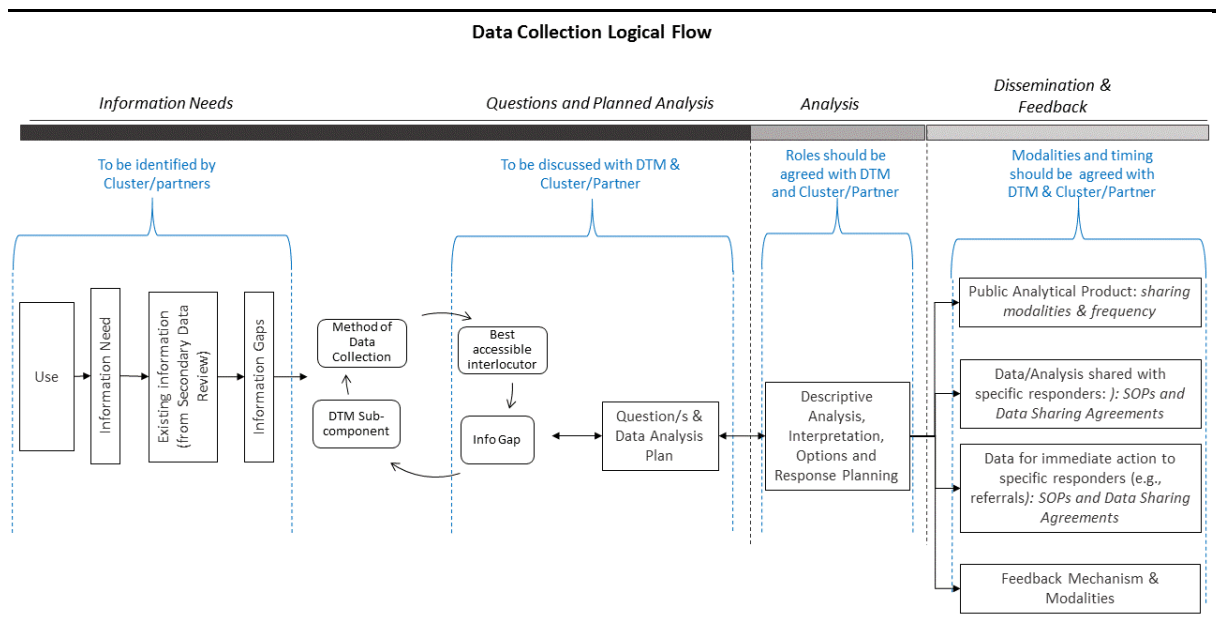# DTM FIELD COMPANION FOR

MULTI SECTORAL LOCATION ASSESSMENT SECTORAL QUESTIONS FOR KEY INFORMANTS & OBSERVATION

The DTM Field Companion Sectoral Questions and relative Data Analysis Plan were developed by Global CCCM, Education, Health, NFI & Shelter, Protection, WASH, Clusters, Global Child Protection and GBV AoRs, CASH WG in Geneva, Translators Without Borders, DTM and IASC experts on AAP and PSEA, and IOM DTM staff.

The Field Companion was created to support DTM and Partners field operations, as part of the DG ECHO -funded initiative to increase usefulness and usability of DTM data for response. It is part of the DTM and Partners Toolkit, *available on IOM DTM website:* http://dtm.iom.int/dtm-toolkit/dtm-partners-toolkit

DTM is grateful for the contribution to the entire DTM & Partners Toolkit, made possible thanks to the unwavering support of colleagues from Global Clusters, AoRs, WGs and DTM, at global as well as Regional and National level.

Geneva - Athens, December 2018

DTM Field Companion for Multi Sectoral Location Assessment - Sectoral Questions

What is the Field Companion?

The DTM Field Companion for Sectoral Questions in Multi Sectoral Location Assessment is the list of common information needs identified with global Clusters, WGs, and other sectoral experts[1] . A suggested phrasing of questions and reply options for each information need was also developed specifically for Key Informants Interviews. These questions are included in the DTM Data Dictionary, which is DTM Questions Bank.

The Field Companion is available in two formats, Pdf: https://dtm.iom.int/dtm-partners-toolkit/field-companion-pdf, and Excel: https://dtm.iom.int/dtm-partners-toolkit/field-companion-excel, users can choose the format they prefer. There are field companions for each humanitarian sector and theme.

The Field Companion can be used as Data Analysis and Dissemination plan for the questions in the Data Dictionary.

Field DTM and Partners colleagues can use the field companion questions if they are effective for the information needs identified and for the context and culture of the country. Colleagues in the field can select some questions, modify others and add questions to capture their specific information needs in the context.

The result will be the country DTM Data Analysis Plan *The purpose of a data plan is to visualize the final descriptive analysis and verify whether it provides the information originally identified as needed by decision makers. Data Plan has to be shared with data users during planning so to verify such correspondence.*

In the Field Companion, each question is clearly linked to:
  ➢ Information it provides *(Information Needs)*
  ➢ Suggested use of its results *(Example of Use that can be done by Data Users)*
  ➢ Suggested descriptive analysis *(Example of Descriptive Analysis)*
  ➢ Suggested visualization *(Example of Visualization)*
  ➢ How the information should be shared (e.g., publicly or not) *(Dissemination Category)*
  ➢ Sector, WG, Cluster or specialized organization potentially interested in the results. *(Dataset of Interest for)*
  ➢ Preconditions that must be in place to include question in the questionnaire *(Preconditions for Data Collection)*
  ➢ Recommended key informant for that question *(Recommended Source of information)*
  ➢ Reply Options and instructions for the questionnaire form *(Response Options)*
  ➢ Type of question (e.g., whether core or standard in DTM data dictionary) *(Type f Question)*

How does the Field Companion help?

The Field Companion is designed to help DTM Coordinators in the field as well as Sector/Cluster/WG/partners along their cooperation in the data collection and analysis process.

DTM and partners can use it jointly:

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[1] Questions and Data Analysis Plan were developed with Global CCCM, Education, Health, NFI & Shelter, Protection, WASH, Clusters, Global Child Protection and GBV AoRs, CASH WG in Geneva, Translators Without Borders, DTM and IASC experts on AAP and PSEA, and other global experts.

- <u>Looking at the information need</u>, DTM coordinators and partners can select the questions for the questionnaire among those in the Field Companion, <u>after information needs are clearly identified by partner</u>.

- <u>Looking at the options for answer,</u> they can use such options or modify them for the context.

- <u>Looking at the descriptive analysis and visualization mock-up</u>, they can then verify that the selected questions are indeed providing the needed info, at the right level of detail. They can also agree on the type of descriptive analysis DTM (or partner IMO) will do of results. This will ensure shared analysis will meet needs of partners.

- <u>Looking at the suggested use</u> (and modifying it when necessary) they can clearly identify and document the link between the use and the question, to ensure results are used for response planning.

- <u>Looking at the dissemination modality</u> of each dataset, they will be able to agree on how non-public datasets will be shared (and enter in necessary data sharing agreements, to enable safe and timely data sharing). DTM can also use this opportunity to ensure partners know when and where the public datasets are shared.

- <u>Looking at dataset of interest to sectors</u> may be useful for an initial understanding of potential partners' interest, as well as guide sharing of data.   Including in the questionnaire those questions of interest to more than one sector may help save on time and resources by collecting data that are useful to more partners.

- When under time pressure in the beginning of an exercise, if immediate engagement with all partners is not feasible, DTM can include the sectoral questions in the field companion in the questionnaire, as they were developed by Global Clusters, AoRs and others. Engagement with all partners will still be pursued, as the first rounds are ongoing. DTM will start by collecting partners information needs, and only after, the DTM Field Companion will be used to select and modify questions.

Roles when using the Field Companion to develop a joint Data Analysis Plan:

- The *Field Companion is formatted as a Data Analysis Plan.* A Data Analysis Plan links Use, Analysis, Information Need, Questions and Options for Answer. It helps DTM and Partners reach a shared understanding on what questions provides what results, & how results fill information gaps.   Questions developed without a Data Analysis Plan will likely be de-linked from their analysis & use: DTM will still collect data but data may not support partners' response.

- The Field companion can be adapted by Partners and DTM to become the country joint Data Analysis Plan, by verifying what existing questions are appropriate to obtain needed data, keeping those existing questions and their analysis, while adding, changing or deleting questions depending on the context and identified information needs. *Remember that the Field Companion only includes sectoral questions for key informants and observation. DTM data dictionary also includes many Inter-sectoral questions and Focus Group Discussion questions, which will be useful for Partners.*

- DTM and Partner IM experts develop draft questions and options for answer with support of sectoral and cultural experts (e.g., Cluster Coordinator and members, local staff and local NGOs).

  They answer the following:
    - ✓ In this context, using this methodology and this level of measurement, what questions should we ask in order to obtain the data we need?

      ✓ In this context, using this methodology and this level of measurement, what options for answers we should give in order to obtain the data we need?

      ✓ Is this question safe and does not put anybody at risk?

- DTM & Partner IM experts visualize and describe results using fake data (mock-up charts).

- Partner decision-makers, sectoral and cultural experts use the description and visualization to <u>verify</u> that drafted <u>questions</u> can indeed provide needed <u>information</u> and link *questions* <u>to expected</u> *use*.

- DTM & Partner IM experts make necessary changes to the questions, finalize and <u>share</u> the data plan with Partner decision-makers, subject matter and cultural experts.

Description of Field Companion Information

Unique ID *E.g., M0099 this number is the unique identification number in DTM data dictionary database*	Dissemination Category *Whether data and/or analysis can be shared publicly or not and how it can be otherwise shared (confidential, private or public)*	Instructions for the Form *Whether only one option or more should be selected, & whether or not revisions to the options for answers are advised*	Information Need *This field gives a short description of information provided by the question, e.g., Current modality of accessing food*	Type of Question *Questions may be "Core" (obligatory to be used in all DTM exercises), "<u>recommended by Cluster/AoR/WG</u>" (identified as a key question by global partners, e.g., Global Cluster), "<u>Recommended by Cluster/AoR/WG for</u> severity analysis" to be included if the partner wants to use the analytical tool developed by some Global Clusters/AoR, or "<u>Optional</u>" (can be used as appropriate).*

Question Text:
This field includes the suggested English phrasing of the question, as agreed at global level by DTM and partners e.g., "Where do women give birth"? For non-core questions, the text can be adapted to the context and language.

Response Options:
This field includes the suggested English phrasing of the options for answers, as agreed at global level by DTM and partners e.g., "a)At home, b)at health facility, c)do not know/ no answer". For non-core questions, the text can be adapted to the context and language.

Preconditions for Data Collection *This field indicates what must be in place before using the question. A precondition may be training, or existing services at local level. If the precondition is not in place the question must not be used.*	Recommended Source of information: *Suggested Key Informant for this question (as suggested by Global Cluster, WG, or partner).*
Example of Visualization: *Suggested basic visualization of the results of this question. It can be used to show to partners what results they will receive from this question, and this verify this is what they need BEFORE questionnaire is finalized.*	**Example of descriptive analysis:** *Suggested phrasing for the descriptive narrative analysis. It can be used to show to partners what results they will receive from this question, and this verify this is what they need BEFORE questionnaire is finalized. e.g., According to key informants, in x sites women give birth at home, and in x at health facility. No information was reported for y sites.*

Example of Use that can be done by Data Users: *How the cluster/partner can use the results of this question (e.g., Health Cluster can use it to prioritise sites for sectoral assessments). It can be used to discuss with partner the use of each question, BEFORE questionnaire is finalized.*

Dataset of Interest for: *What cluster/sector/partner may be interested in data and /or analysis from this question*

AAP/PSEA	CASH WG	CCCM	Child Protection	Education	Food Security	GBV	Health
Livelihood	Mental Health/PSS	Nutrition	Protection	Shelter & NFIs	WASH	Specific Audience	