



## IOM-DTM Drought Response

### Flow Monitoring Registry

### Operational Procedures

#### OBJECTIVE

The role of IOM's Displacement Tracking Matrix (DTM) within the humanitarian drought response is to monitor inflows of IDPs arriving in Herat, identify and register only the newly arriving IDP caseload, and report/share the information with humanitarian partners to facilitate onward registration of newly arriving IDPs into humanitarian assistance programmes, as well as track the outflow of IDPs returning to their place of origin.

#### REFERRAL OF IDPS DEPARTING QALA-E-NOW, BADGHIS

The main purpose of this activity is to:

- **MONITOR** the out-flow of displaced families, primarily drought-affected, who leave Badghis, heading towards Herat.
- **REFER** displaced families, primarily drought-affected, to the Flow Monitoring Point (FMP) team in Armalek for further registration by issuing a token and texting vehicle and family information to the FMP team in Armalek.
- **FACILITATE** the identification of newly-arrived, drought-induced IDPs from Badghis, better ensuring the exclusion of any pre-existing, long-term IDPs from Herat, who may arrive at the FMP in Armalek, attempting to be registered and take advantage of humanitarian assistance.

**Location:** Police checkpoint just outside Qala-e-Now on the highway leading to Herat.

**Working Hours:** Saturday – Friday, 08:00 – 17:00

**Team:** 1 enumerator

#### Procedure:

1. Enumerator inspects all trucks/vehicles transporting IDP families and counts the number of IDP families.
2. Enumerator refers the trucks/vehicles to the FMP registration point at the Armalek checkpoint by issuing a referral token to the drivers or IDP families, which includes the following information:
  - a. Referral date
  - b. Referral number
  - c. Truck/Vehicle plate number
  - d. Type of vehicle
  - e. Number of families
  - f. Name & signature of enumerator
3. Enumerator informs the truck/vehicle drivers or IDP families to proceed to the Armalek FMP, giving them the address and directions, to be registered as newly arriving IDPs.
4. Enumerator reports the number of referred trucks/vehicles to the Armalek FMP registration team on daily basis.
5. Enumerator keeps record of the number of referred trucks/vehicles with referral numbers and number of IDP families for future verification.

## REGISTRATION OF NEWLY-ARRIVING IDPs AT FMP LOCATIONS OUTSIDE HERAT

The main purpose of this registration activity is to:

- **REGISTER** and provide the new arrived drought-induced IDPs with the IDP cards as proof of registration.
- **REFER** the newly-arrived IDPs to the SCOPE team lead by WFP/SNI for further registration.
- **DISTINGUISH** the new arrived drought-induced IDPs with the pre-existing IDPs in Herat.
- **FACILITATE** the registration process in SCOPE and for further possible humanitarian assistance.

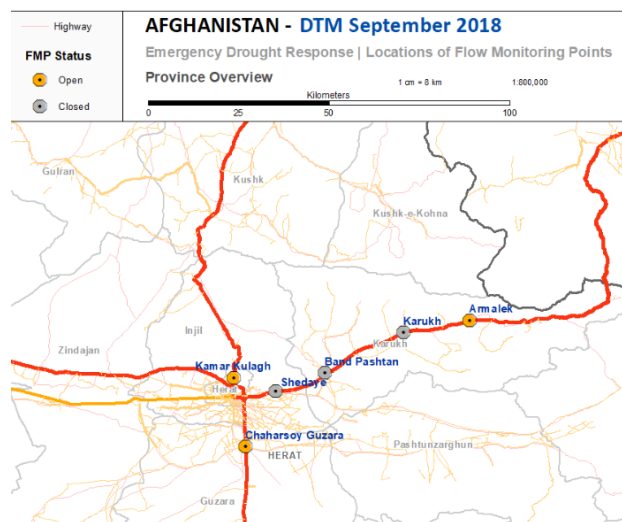
**Locations:** Flow Monitoring Points (FMPs) established at police checkpoints on the major highways just outside Herat City.

Open (currently active) FMPs

1. Armalek (opened on 15 September)
2. Kamar Kulagh (opened on 9 September)
3. Chaharsoy Guzara (opened on 9 September)

Closed FMPs

4. Shedaye (closed on 21 September)
5. Karukh (closed on 17 September)
6. Band Pashtan (closed on 16 September)



**Working Hours:** Saturday – Friday

1. Armalek: 07:00 – 18:00
2. Kamar Kulagh: 08:00 – 17:00
3. Chaharsoy Guzara 08:00 – 17:00

**Teams:**

1. Armalek: 6 enumerators in total, covering 2 shifts per day
2. Kamar Kulagh: 2 enumerators
3. Chaharsoy Guzara: 2 enumerators

**Procedure:**

1. Enumerators inspect all trucks/vehicles transporting IDP families and count the number of IDP families.
2. For Armalek only:
  - a. Enumerators request the referral token issued in Badghis before starting registration.
  - b. Enumerators confirm the accuracy and validity of the referral token with the Enumerator based in Badghis.
3. Enumerators precisely count the number of IDP families in each truck/vehicle.
4. Enumerators interview each IDP family separately.
5. Enumerator explains the purpose of data collection to the head of household and obtains their consent to collect and share their personal information.
6. Enumerator registers each family, including all family members, using the New Arrival IDP registration form.
7. Upon completion of registration, the Enumerator issues to the head of household an IDP Card that includes the information provided in the New Arrival IDP registration form (paper-based form).
8. Enumerator explains again that the card is only a proof of registration as a newly-arrived IDP and that it is not a guarantee or entitlement to receive assistance
9. Enumerator instructs the IDP family to visit the SCOPE Registration Center in Shedaye

on or after the following Monday, giving them the address and directions.

**Data Entry Process:**



1. Enumerator enters the data into the central KoBo server for each New Arrival IDP registration form they collect, completing and syncing all data entry by the end of their shift.
2. For Armalek only:
  - a. Enumerators transport/send all Arrival IDP registration forms to the IOM Herat sub-office by Close of Business (CoB).
  - b. Data Entry Clerk enters the data for each New Arrival IDP registration form
3. All data for the Arrival IDP registration forms for the entire week must be entered by CoB, each Saturday.
4. DTM-Kabul Database Team extracts, cleans and validates the data each Sunday morning.
5. DTM shares with the SCOPE team (WFP/SNI) the complete dataset of the newly-arrived IDPs for the prior week each Sunday by CoB.

received from the previous day, completing and syncing all data entry by CoB (no more than 1 day after the date of registration).

**NEWLY-ARRIVED IDP CARD**

**Disclaimer:**

This IDP Card is proof that you have been registered by IOM as a newly-arrived Internally Displaced Person (IDP). This card does not imply, guarantee or entitle you to receive humanitarian assistance. Humanitarian assistance is based upon need and determined independently by humanitarian partners offering such assistance, pending verification of your registration with IOM.

		<b>IDP Card</b>			 International Organization for Migration (IOM) The UN Migration Agency	
Form / IDP ID #:		FMP Name/Code		Date of Registration		
Displacement Type		Filing Status		# of Family Members		
<input type="checkbox"/> Drought	<input type="checkbox"/> Conflict	<input type="checkbox"/> Individual	<input type="checkbox"/> Family	Adults	Children	
Beneficiary/HoH Name		Beneficiary/HoH National ID #		Beneficiary/HoH Phone #		
Place of Origin		Place of Destination				
Province	District	Village	Province	District	Village	
Enumerator Name or ID#:						
Enumerator Signature:						
SCOPE Registration Point		Satar Pahlawan Clinic, Bagh-e-Wash Avenue, Satar Pahlawan City, Shedaye Road, Herat				
For further information and confirmation, please contact:						

IOM has issued this IDP Card to the bearer as proof of registration as a newly-arrived Internally Displaced Person (IDP). This card does not imply, guarantee or entitle the bearer to receive humanitarian assistance. Humanitarian assistance will be based upon need and determined independently by humanitarian partners offering such assistance, pending verification of the bearer’s registration with IOM.

*\* IDP card and the form used for the registry are administered in Dari.*

Registration Form:

**FLOW MONITORING REGISTRY FOR EMERGENCY DISPLACEMENT**

1. FMP Code	2. FMP Name	3. Enumerator Code or Name	4. Date of Registration dd-mmm-yyyy	5. Time of Registration 24-hour hh:mm	6. Form / IDP ID #												
7. Do you agree to this interview? <input type="checkbox"/> Yes <input type="checkbox"/> No	8. Filing Status <input type="checkbox"/> Individual <input type="checkbox"/> Family	9. Beneficiary/HoH Name  First Name & Last Name	10. Beneficiary/HoH Phone #	11. Beneficiary/HoH National ID #	12. Is Beneficiary the HoH? <input type="checkbox"/> Yes <input type="checkbox"/> No												
13. Place of Origin			14. Place of Destination														
Province	District	Village	Province	District	Village												
15. Means of Transport	16. Displacement Type <input type="checkbox"/> Drought <input type="checkbox"/> Flood <input type="checkbox"/> Earthquake <input type="checkbox"/> Other Natural Disaster <input type="checkbox"/> Conflict		17. Date of Displacement dd-mmm-yyyy	18. Do you intend to return to your place of origin? <input type="checkbox"/> Yes <input type="checkbox"/> No	19. Intended Length of Stay days	20. Intended Shelter											
#	21. First Name	22. Last Name	23. Sex <input type="checkbox"/> M <input type="checkbox"/> F	24. Age	25. Relation to HoH	26. Specific Needs										27. Type of Document	28. Document Number
						Single HoH	UAM	Single Female	Pregnant/Lactating	Chronically Ill	Critical Medical Condition	Physically Disabled	Mentally Disabled	Deceased			
1			<input type="checkbox"/> M <input type="checkbox"/> F			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2			<input type="checkbox"/> M <input type="checkbox"/> F			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
3			<input type="checkbox"/> M <input type="checkbox"/> F			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
4			<input type="checkbox"/> M <input type="checkbox"/> F			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
5			<input type="checkbox"/> M <input type="checkbox"/> F			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
6			<input type="checkbox"/> M <input type="checkbox"/> F			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
7			<input type="checkbox"/> M <input type="checkbox"/> F			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
8			<input type="checkbox"/> M <input type="checkbox"/> F			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
9			<input type="checkbox"/> M <input type="checkbox"/> F			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
10			<input type="checkbox"/> M <input type="checkbox"/> F			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
11			<input type="checkbox"/> M <input type="checkbox"/> F			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
12			<input type="checkbox"/> M <input type="checkbox"/> F			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
13			<input type="checkbox"/> M <input type="checkbox"/> F			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
14			<input type="checkbox"/> M <input type="checkbox"/> F			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
15			<input type="checkbox"/> M <input type="checkbox"/> F			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
16			<input type="checkbox"/> M <input type="checkbox"/> F			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
17			<input type="checkbox"/> M <input type="checkbox"/> F			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
18			<input type="checkbox"/> M <input type="checkbox"/> F			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<p>15. Means of Transport: 1. Car/Taxi; 2. Mini Bus; 3. Truck; 4. Motorbike; 5. Foot; 6. Three-wheel; 7. Bicycle; 8. Animal; 9. Other (specify)</p> <p>20. Intended Shelter: 1. Relative's House; 2. Friend's/Non-Relative's/Host's House; 3. Rented House; 4. Own House; 5. Tent; 6. Open Space; 7. Don't Know</p> <p>25. Relationship to HoH: HoH. Head of Household; S. Spouse (husband or wife); C. Child of the HoH; O. Other relative; N. Not a relative</p> <p>27. Type of Document: TZ – Afghan Tazkira; AP – Afghan Passport; OP – Other National Passport; AB. Afghan Birth Certificate; OB. Other National Birth Certificate; N. None; O. Other</p>												<p>This form is to be used for Flow Monitoring Registry for emergency displacements. Each line of the questionnaire represents a member of a group (family) of IDPs.</p> <p>You can put <b>COMMENTS</b> for each group or group member on the back of this form (this will be reflected in the mobile form)</p>					