# **Recommended steps for Planning DTM exercises with Partners**

* Consider what body the DTM is implemented under (e.g., Inter Cluster coordination Group, WG on Population Figures, Protection or CCCM cluster, IOM-DTM only…)
* Map clusters, Inter-sectoral partners, AoRs, WGs and other partners active in humanitarian response in the country, that may need information from DTM[[1]](#footnote-1).
* Decide how and when to approach each partner, in the most efficient and effective way (targeted approach) and develop a plan for consulting all relevant partners over time. Share plan with partners, explaining reasons and possibly time pressure for DTM[[2]](#footnote-2).
* Approach OCHA, explain process and identify feasible cooperation and support.
* Approach partners and explain process, possibly in a joint meeting*, e.g., inter sectoral WG meeting. Additionally, presenting the process at the IMWG meeting can help. DTM may also choose to bilaterally engage with some partners in advance to discuss cooperation.*

*Outcomes of the meeting:*

1. *Partners understand concretely what DTM is, how it is set up and managed in the country*
2. *Partners are aware that they are engaged through a clear, structured and efficient process, an approach most Global Clusters and AoRs and several UN agencies and NGOs have jointly developed, and it is based on results of the Grand Bargain work stream for Needs Assessment*
3. *Partners understand the main steps and roles in this joint process*
4. *Partners understand what DTM can provide them and what DTM needs from them to start the revision/design of assessment tools*
5. *Main timeline and practicalities are agreed*

## The process (to explain at the meetings):

### **Introducing DTM and the Process**

* 1. At global level, DTM, Global clusters, AoR and other partners developed a joint approach, process and toolkit[[3]](#footnote-3) to respond to challenges identified by DTM and Partners in the field. The shared purpose is to help country operations obtain data useful for humanitarian response in an efficient way (so to minimize time and use of resources).
	2. The approach is based on results of the Grand Bargain work stream for Needs Assessment[[4]](#footnote-4), by Global Clusters, AoRs and several UN agencies, donors, initiatives and NGOs. Partners involved in that work are listed in [Annex](#_Annex_1:_partners) 2 to this document.
	3. DTM and partners propose using this approach, based on the shared responsibility to obtain data that can be used for response, joint planning, clarity and complementarity of roles and *engagement through a structured and efficient process.*
	4. DTM team explains what DTM is, what information can provide, how it is set up and how it is managed in the country[[5]](#footnote-5).
	5. DTM and partners have different and complementary roles along the process of planning, collecting and then analysing and using data. However, the roles at some specific steps of the process will have to be agreed at country level, and will depend on the context and resources available to partners and DTM. Examples are: what DTM support clusters need on descriptive analysis, how to share specific datasets, etc.

### **From Information Need to Question**

* 1. Partners (including subject matter expert, cultural/context experts and IM colleagues) will first identify the type of information they want DTM to provide, the frequency, and for what purpose[[6]](#footnote-6).
	2. Cluster/WG/AoR Coordinators can take the list of examples with them, consult with cluster/WG/AoR members and reply to DTM coordinator by a set date[[7]](#footnote-7).
	3. *When revising existing DTM questionnaire, ask partners to evaluate the use of each datasets collected so far, consider deleting those that are not used, and identify additional information needs. Remember that keeping the same questions allows for comparison over time.*
	4. If the cluster want DTM to provide some information to calculate severity and priority location (by sector) they should let DTM know and develop the analysis model, then work with DTM on the questions[[8]](#footnote-8).
	5. If partners consider it important to contribute to the training of enumerators on specific issues (e.g., child protection, GBV…), they can approach DTM coordinator for bilateral follow up[[9]](#footnote-9).
	6. DTM coordinator will get back to the partners IMOs to discuss further collaboration: DTM or partners will provide proposed phrasing of the questions and mock-up descriptive analysis for the specific questions[[10]](#footnote-10). Questions must be appropriate to the DTM Multi Sectoral Location Assessment methodology and to the context and provide needed results[[11]](#footnote-11).

*Some tools have been developed at global level by a joint effort by DTM, Global Child Protection and GBV AoRs, Global CCCM, Education, Health, Protection, Shelter, WASH Clusters, as well as other experts, including PSEA &AAP global experts (in IOM and IASC task force), Translators Without Borders, and the CASH WG in Geneva: a series of recommended MSLA-appropriate questions for information needs commonly identified by partners. The questions are included in the DTM Field Companion, a tool that can support questions phrasing in the field (with appropriate contextualization)[[12]](#footnote-12).*

* 1. Partners IMOs will liaise between DTM and cluster/AoRs/WGs coordinators and members: however, coordinators and members must be involved in suggest phrasing and verify that the mock-up analysis will indeed provide the information partners need.
	2. Jointly, DTM and Partners will always keep in mind the link between each question, its descriptive analysis and the use partners intend to do with it, as it is documented in the jointly developed Data Analysis Plan[[13]](#footnote-13).

### **Data Sharing**

* 1. The data are collected, cleaned and then shared. *DTM usually shares data through three main modalities, depending on the urgency and sensitivity of the data: 1) publicly, (e.g., on the website), 2) confidentially, with specific partners who will be able to use them for response and only after signing an MoU (these is essential for sharing sensitive data that can put population, staff or organizations at risk), 3) through an* ***urgent action protocol****, governed through an MoU (for data that should be immediately acted upon by specific partners).*

DTM and partners agree in the planning phase (before data collection starts) on what datasets will be shared through each modality[[14]](#footnote-14), and MoU should be also signed during the planning phase, to avoid hindering urgent data sharing.

* 1. DTM will report the findings in DTM reports and share public datasets. To facilitate correct analysis of data by partners, reporting and datasets will include some jointly identified components[[15]](#footnote-15).

### **Data Analysis**

* 1. Data is analysed. DTM is usually able to do some descriptive analysis (maps, tables and charts, and some narrative describing such results, as per Data Analysis Plan), and will include it in the DTM reports. Partners will usually do additional descriptive analysis for their sectors. Any needed support to the descriptive analysis by DTM should be discussed and agreed, considering time, capacity and resources, before questionnaire is finalized**. If neither DTM nor partners have capacity (resources, skills and time) or cannot commit to analyse each dataset, such datasets should not be collected by DTM. The purpose of a data collection exercise is the analysis and use, not the collection of data: each dataset should be either consistently analysed or not collected at all.**
	2. Interpretation is done by the Partners[[16]](#footnote-16). As per *Grand Bargain EDAUUR group* outcomes, it is essential that such interpretation is carried out jointly by subject-matter experts, context/cultural experts, decision-makers and IMO/data experts[[17]](#footnote-17). *DTM may be able to support the interpretation process through presenting the results to sectoral or intersectoral meetings, so to facilitate a correct understanding of the results. However, modalities for this support will depend on DTM resources in country and should be agreed with partners.*

### **Providing and Using Feedback**

* 1. Partners’ constructive feedback enables DTM to continue providing useful information over time. Modalities for constructive feedback should also be agreed by DTM and Partners[[18]](#footnote-18).
	2. Feedback should always consider: use of datasets, methodology for data collection and DTM & Partners’ resources in country.

### **Finalizing the planning**

* 1. DTM works with partners IMOs in bilateral meetings (or with more IMOs at the same time) to obtain a set number of questions and reply options, that are appropriate to the context and will provide the needed information to partners.
	2. For each question, partners’ IMOs will also develop a mock-up descriptive analysis. This will be help partners and DTM verify whether the phrasing can provide the needed information or not. Such verification must be done by partners’ *subject-matter experts* (e.g., cluster coordinator and members), *cultural/context experts* (local staff and local NGOs in the Cluster/WG, local academic experts…), *IMOs* with support by DTM[[19]](#footnote-19). Mock-up descriptive analysis (e.g., a sentence and/or a chart, describing the expected outcomes, created with false data) will be included in the Data Analysis Plan[[20]](#footnote-20).
	3. DTM will then collate all info into a joint Data Analysis Plan which will be shared with Partners. The Plan will document and keep track of agreed types of analysis, questions and use of each dataset.

### **Joint Workshop**

* When needed, a joint workshop can be organized after the joint work described above is complete, in order to:
	1. Remind all actors of the structured approach
	2. Highlight the collaboration and the roles of DTM & Partners
	3. Present the agreed analysis plan (so that all partners are reminded of the information they can expect)
	4. Remind all actors of the work done, the steps already finalized, those to come (including sharing and analysis modalities) and agreed timeline
	5. Agree on when how to provide feedback that will enable DTM to continue collecting useful data for humanitarian response.

## **Annex 1 - Cooperation modalities**

To ensure smooth collaboration, it is important that:

* + Lines of communication remain open, e.g., attention is paid to updating mailing lists and updating new colleagues in own organization as staff changes.
	+ Changes to agreed schedule are notified to partners, explaining the reasons for the changes and providing new planned date.
	+ Difference of opinion and conflictual approaches are faced as soon as possible, reminding DTM and Partners of the shared objective and the inclusive process

**Partners** should **know and consider the strengths and limitation** of the **methodology** used by DTM. **DTM should explain** at the start: method of data collection, target population, type of key informants, geographical boundaries, timing and data-sharing. It is very important that partners understand what type of information can be obtained through the DTM MSLA methodology, and what cannot be obtained. This will help partners decide what information to request from the DTM MSLA and what information they should capture through alternative data collection systems[[21]](#footnote-21).

**Minimum criteria for inclusion of questions in DTM MSLA are clearly presented and explained:** In line with best practices, including those agreed upon by our own clusters and organizations under the Grand Bargain, DTM will include questions in the questionnaires only if:

- The information cannot be adequately obtained through other existing means (mainly Secondary data review or ongoing assessments) - The purpose /use of dataset is explained by partners and documented in the analysis plan - There is confirmed capacity to analyse all the data (by Partners and/or DTM) - If data are to be used in more complex analysis (e.g., severity scoring), partners must be developing tools to analyse such data - The DTM methodology used is adequate to accurately capture such information

## **Annex 2: partners of the EDAUUR sub-working group for the Grand Bargain Work Stream on Needs Assessment (work stream 5)**

These tools were developed by the Working Group on Useful and Usable Data and Analysis (EDAUUR) under the Grand Bargain work stream on Needs Assessment. The EDAUUR working group is composed by:

* Global Clusters and AoRs (including Global CCCM Cluster, Global Child Protection AoR, Global Education Cluster, Global Food Security Cluster, Global GBV AoR, Global Health Cluster, Global Protection Cluster, Global Shelter Cluster, Global UNICEF Cluster Coordination Team, Global WASH Cluster)
* UN Offices and Agencies (including UNHCR, FICS, DTM IOM, WFP VAM, OCHA FIS, OCHA NAAS)
* Donors (including DIFD, ECHO, OFDA)
* NGOs (including DRC, Geneva Centre for Humanitarian Demining, MapAction, REACH - Impact, Terre Des Hommes Lausanne) and
* Other organizations and initiatives (including ACAPS, JIPS, PIM, IDMC, ICRC)
1. A [List of most common users of DTM location assessment data and products.docx](https://displacement.iom.int/system/tdf/tools/List%20of%20most%20common%20users%20of%20DTM%20location%20assessment%20data%20and%20products.docx?file=1&type=node&id=4667&force=) is available on the toolkit: <https://displacement.iom.int/dtm-partners-toolkit/other-tools-0> [↑](#footnote-ref-1)
2. [Broadening Engagement a Phased Approach.pptx](https://displacement.iom.int/system/tdf/tools/Broadening%20Engagement%20a%20Phased%20Approach.pptx?file=1&type=node&id=4655&force=), available in the toolkit: <https://displacement.iom.int/dtm-partners-toolkit/other-tools> [↑](#footnote-ref-2)
3. The toolkit is publicly available at: <https://displacement.iom.int/dtm-toolkit/dtm-partners-toolkit> [↑](#footnote-ref-3)
4. See outputs of EDAUUR, Grand Bargain sub-working group for needs assessments: <https://drive.google.com/drive/folders/1HyX2qIH7cM1p3oyxTe1f2W5MUKtIHWHr> [↑](#footnote-ref-4)
5. General DTM Presentations, online briefings and documents on DTM are available on the toolkit: <https://displacement.iom.int/dtm-partners-toolkit/intro-dtm-and-partners-cooperation> and <https://displacement.iom.int/dtm-partners-toolkit/what-dtm> [↑](#footnote-ref-5)
6. A list of *Type of DTM Information commonly used by Partners*can be useful to initiate the discussion. It is available in the toolkit: <https://displacement.iom.int/dtm-partners-toolkit/information-needs-and-data-users> [↑](#footnote-ref-6)
7. Draft analytical frameworks developed by global clusters are available on the toolkit, and can be used to help clusters identify their information needs. [↑](#footnote-ref-7)
8. An example of analytical model by Child Protection, Education and WASH Global Clusters/AoR is available in the toolkit, at <https://displacement.iom.int/dtm-partners-toolkit/analysis> as narrative and as narrated ppt. [↑](#footnote-ref-8)
9. For examples of sessions provided by protection, child protection and other colleagues to DTM teams, see: <https://displacement.iom.int/dtm-partners-toolkit/trainings> [↑](#footnote-ref-9)
10. The *DTM Field Companion* includes ready mock-up descriptive analysis of the questions in the DTM Data Dictionary: <https://displacement.iom.int/dtm-partners-toolkit/sectoral-questions-location-assessment> [↑](#footnote-ref-10)
11. A short overview of strengths and limitations of the methodology are on: “*01 DTM&Partners What DTM is & What Can we do with it*”, slide 7-10. The ppt is available as in-person presentation and as narrated briefing, in English, French and Spanish on the toolkit: <https://displacement.iom.int/dtm-partners-toolkit/briefings> [↑](#footnote-ref-11)
12. The *DTM Field Companion* is available in ppt and excel at: <https://displacement.iom.int/dtm-partners-toolkit/sectoral-questions-location-assessment> [↑](#footnote-ref-12)
13. The *DTM Field Companion* is formatted as a Data Analysis Plan for the MSLA Sectoral Questions in the DTM Data Dictionary. [↑](#footnote-ref-13)
14. For information on the types of data-sharing DTM commonly engages in, see: <https://displacement.iom.int/dtm-partners-toolkit/data-sharing> . The folder contains also guidelines and templates for sharing of sensitive data, and [Framework-for-Data-Sharing-in-Practice PIM and OCHA.pdf](https://displacement.iom.int/system/tdf/tools/Framework-for-Data-Sharing-in-Practice%20PIM%20and%20OCHA.pdf?file=1&type=node&id=4675&force=) (<https://displacement.iom.int/dtm-partners-toolkit/enhancing-responsible-data-sharing>) [↑](#footnote-ref-14)
15. The jointly developed [Checklist for DTM datasets and report -what to include.docx](https://displacement.iom.int/system/tdf/tools/Checklist%20for%20DTM%20datasets%20and%20report%20-what%20to%20include_0.docx?file=1&type=node&id=4682&force=) includes components identified at global level by DTM and Partners, and is available at: <https://displacement.iom.int/dtm-partners-toolkit/reporting> [↑](#footnote-ref-15)
16. Analysis has different levels, e.g., Descriptive, Explanatory, Interpretative, Anticipatory, Prescritpive. For a visual on the different levels of Analysis, see the Analysis Spectrum, by ACAPS et al., on page 2 of [Options for Analysis.docx](https://displacement.iom.int/system/tdf/tools/Options%20for%20Analysis.docx?file=1&type=node&id=4668&force=), available at: <https://displacement.iom.int/dtm-partners-toolkit/analysis> . [Options for Analysis.docx](https://displacement.iom.int/system/tdf/tools/Options%20for%20Analysis.docx?file=1&type=node&id=4668&force=) provides also guidance on DTM and Partners roles along the process. [↑](#footnote-ref-16)
17. For details on the EDAUUR work for the Grand Bargain, and their outcomes, please see the: *Pocket EDAUUR tools* presentation available online at: <https://drive.google.com/drive/folders/1HyX2qIH7cM1p3oyxTe1f2W5MUKtIHWHr> [↑](#footnote-ref-17)
18. Some suggestions are included in [Collecting, managing, and acting on feedback from data users.docx](https://displacement.iom.int/system/tdf/tools/Collecting%2C%20managing%2C%20and%20acting%20on%20feedback%20from%20data%20users.docx?file=1&type=node&id=4681&force=) available at: https://displacement.iom.int/dtm-partners-toolkit/capturing-feedback-and-adjusting [↑](#footnote-ref-18)
19. For roles and examples of actors, please see pages 4 & 5 of the *Pocket EDAUUR tools* presentation available online at: <https://drive.google.com/drive/folders/1HyX2qIH7cM1p3oyxTe1f2W5MUKtIHWHr> [↑](#footnote-ref-19)
20. Field Companion is an example of Data Analysis Plan and includes mock-up descriptive analysis for sectoral MSLA questions identified by DTM and Partners at global level: <https://displacement.iom.int/dtm-partners-toolkit/sectoral-questions-location-assessment> [↑](#footnote-ref-20)
21. For a flow chart that helps partners decide on the information source, see the one-pager [*Decision making tree for Clusters WG and Partners on using DTM.pptx*](https://displacement.iom.int/system/tdf/tools/Decision%20making%20tree%20for%20Clusters%20WG%20and%20Partners%20on%20using%20DTM.pptx?file=1&type=node&id=4666&force=)*,* available at: <https://displacement.iom.int/dtm-partners-toolkit/information-needs-and-data-users>. Also useful, the one-pager [*Humanitarian Outcomes Underlying Factors.pptx*](https://displacement.iom.int/system/tdf/tools/Humanitarian%20Outcomes%20Underlying%20Factors.pptx?file=1&type=node&id=4667&force=), available at: <https://displacement.iom.int/dtm-partners-toolkit/other-tools-0> [↑](#footnote-ref-21)