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| **EXPLANATORY NOTE**  This template provides the outline for a Secondary Data Review Report for a profiling exercise. The [Secondary Data Review Matrix](http://www.jet.jips.org/tool/template-secondary-data-review-matrix) is typically developed first. While the Matrix documents and keeps track of the different sources available and where they are relevant, the Secondary Data Review Report summarises the sources and discusses the implications for the profiling exercise.  **What is secondary data?**  Secondary data is any data collected by other actors for a purpose, which may or may not be aligned with the profiling exercise. This often includes existing censuses or national household surveys, but can also include qualitative data such as media sources or reports from larger qualitative studies. Primary data, by contrast, is new information collected by the profiling partners in the field through interviews and other methods to address the profiling objectives.  **Why conduct a secondary data review?**  A secondary data review is the next step beyond getting a general overview of the situation. It answers the questions: what type of information already exists to assess the progress of populations towards a durable solution to their displacement, and what additional information would need to be collected? And how reliable is the information?  This involves a more thorough review and analysis of the secondary data available to do the following:   1. Document and keep track of all relevant data available in one place so that it can be used in the analysis phase of the profiling process (for example to contextualise or compare other findings); 2. Highlight what already exists in the context in time to modify the methodology and avoid duplication. This applies to the scope for collecting primary data in the profiling exercise (to avoid collecting data on the populations that have been well covered), and the type of data that is collected (to avoid asking the same questions that populations have been asked before). This not only saves resources, it also helps prevent *survey fatigue* from the populations; 3. Inform the methodology overall by making the topics and indicators included in any primary data collection more relevant for the context.   **Building in a proper review of secondary data at this stage saves the process time and enriches the analysis later on.** The quality and exhaustiveness of a Secondary Data Review greatly affects the relevance and effectiveness of the profiling exercise.  The Secondary Data Review Matrix and Report is intended for the Profiling Working Group, and is an internal document rather than a published piece. |

**PROCESS FOR DEVELOPING AND ADAPTING THIS DOCUMENT**

Secondary data is typically consolidated and reviewed by the Profiling Coordinator, or a person designated by the Profiling Working Group. While this can be done remotely, it is often difficult to access the best sources of secondary data without being present in country to meet with various stakeholders and partners who may not have published their data online.

The Secondary Data Review Report is then shared with the members of the Profiling Working Group, especially the more technical partners who will be helping to develop the rest of the tools to design the methodology as well as [conduct the analysis](http://www.jet.jips.org/phase/processing-and-analysing-the-data/) and support the drafting of the final [Profiling Report](http://www.jet.jips.org/tool/template-profiling-report-outline).

As an example of the usefulness of this step, a review of secondary data in [Erbil, Iraq (2016)](http://www.jips.org/system/cms/attachments/1320/original_JIPS-Iraq-KRI-AtaGlance-web.pdf) demonstrated that a lot of qualitative data had been collected on the displaced communities within the past year, asking similar questions as those that were of interest to the profiling partners. However, no focus group discussions and interviews had been conducted with members of the local community, who had experienced significant changes in their neighbourhoods as a result of recent waves of displacement. The qualitative data for the profiling exercise then sought to collect information from local communities, asking similar questions to those posed to the displaced in the secondary data. The results could be compared afterwards and included in the analysis. Moreover, using secondary data in this instance saved resources and time along the way.

**GOOD PRACTICES WHEN REVIEWING SECONDARY DATA**

* **You have to start by knowing what you are looking for.** Not everything is useful or relevant, so collect only the information that you can use (accordingly, not all sections in the Secondary Data Review template will be needed). The Secondary Data Review content will need to be adapted to the specific information priorities of the context, as outlined by the concept note. Concretely this means it is helpful to set parameters – when do you consider data to be outdated? On which geographic areas or topics are you focusing on? For example, certain durable solutions criteria may be more relevant to analyse than others.
* **Consider the importance of the data versus the time to go through it**. Decide whether the importance of the data justifies the time required to find it.
* **What you don’t know about the displacement situation (information gaps) is as important as what you do know**. Pay attention to the areas or population groups that are excluded, as this may be critical to cover as part of the profiling exercise.
* **Judge the quality of the data.** Suitability of methodology, date of data collection, appropriateness of data collection tool(s), etc.
* **Additionally, the level of consensus around the data helps to judge its quality.** Often different methodologies and definitions are used for data collected by different actors and for different purposes. The degree to which different data sources agree or disagree with each other is important information to note in the Secondary Data Review, as in some cases disputed data sources may inform the type of information needed from the profiling exercise. This could also include, for instance, a discussion on which data sources have been officially endorsed or accepted by stakeholders in the context.

**SECONDARY DATA REVIEW REPORT**

**PROFILING EXERCISE OF DISPLACEMENT SITUATION IN [LOCATION]**

Table of Contents

I. INTRODUCTION 4

II. DISPLACEMENT CONTEXT 4

III. AVAILABLE INFORMATION AND GAPS 5

IV. CONCLUSIONS: IMPLICATIONS FOR THE PROFILING EXERCISE 7

# INTRODUCTION

This section must clearly state the **purpose of the secondary data review**, including priority information needs of the profiling partners. This includes:

* Scope of the review: geographic locations, population groups, and other parameters as relevant for the context
* Process for finding the relevant secondary data, including main data sources
* Summary of key conclusions and implications for the profiling exercise

# DISPLACEMENT CONTEXT

This section describes in general terms the characteristics of the situation for the target populations of the profiling exercise (IDPs, refugees, and others if relevant), including the **“who, where, when, by whom and how” of a displacement crisis**. Where relevant and when information is available, this chapter could also be strengthened with a description of any significant differences in the living conditions or in challenges faced by displaced and local communities. Note that this section can be reused as the background chapter in the final [Profiling Report](http://www.jet.jips.org/tool/template-profiling-report-outline).

The background of a displacement context could include information on:

* Duration and development of the displacement situation for the different population groups, including areas of origin, reasons for displacement, duration of displacement (recent or protracted displacement), arrival in present location, multiple displacements, as well as opportunities and intentions for return, local reintegration or resettlement;
* Overall estimation of displacement figures (if possible, disaggregatedby age and sex) and number of households;
* Location of the populations (e.g. by province or district), if relevant mentioning high-concentration areas (e.g. camps or urban areas), and number of populations by area if available;
* Type of settlement: rural, urban or peri-urban, in camps, informal IDP settlements, scattered, living with host communities, communal housing, key characteristics of dwellings, etc.;
* Accessibility: security conditions, restrictions, remoteness, terrain and/or climate, by area;
* The policy environment for displaced populations (including international and national legal instruments) and local and traditional authorities.

# AVAILABLE INFORMATION AND GAPS

The [Secondary Data Review Matrix](http://www.jet.jips.org/tool/template-secondary-data-review-outline) should be used to fill in this section.The Secondary Data Review Matrix includes information separated by source while here the goal is to reorganise this into the priority topics identified by the profiling partners*.* These topics typically cover a basic demographic profile, displacement history, and other displacement-relevant issues such as the criteria outlined in the [IASC Framework for the Durable Solutions for IDPs](http://www.unhcr.org/50f94cd49.pdf), such as:

* **Demographic information on displaced groups:** any available baseline population figures and disaggregation, for instance composition of displaced groups by sex, age, and other diversity characteristics such as ethnicity.
* **Preferences for a durable solution:** whether population groups hope to move to a different place (internationally or elsewhere in the country), whether they seek to settle in their current location, or whether they prefer to return home to their place of origin and what information they might need in order to weigh these options for the future;
* **Safety and security:** security conditions, perceptions of safety and security, freedom of movement;
* **Adequate standard of living:** Access to food and water, food security, access to shelter and housing, access to health care, access to sanitation, access to education, etc.;
* **Access to livelihoods:** employment or self-employment, livelihood security, access to markets, access to durable assets, etc.;
* **Restoration of housing, land and property (HLP):** HLP rights prior to displacement, restitution or compensation mechanisms in place, etc.;
* **Access to documentation:** documentation losses, mechanisms to recover documents, etc.;
* **Other criteria to overcome displacement-specific vulnerabilities:** ability to reunite with family members (also called *family reunification*), participation in public affairs, and access to effective remedies and justice;
* **Other evidence of human rights violations** (also called *protection issues*): including legal issues such as forced eviction, gender-based violence, child protection, etc.;
* **Relationships with local communities:** experienced discrimination, existing support networks; and
* Any other topics identified as relevant for the context and the profiling exercise.

Summarising the available information helps to determine which topics have been over or under covered in the context. This is sometimes referred to as an *information* *gap analysis*. But finding information gaps is not the only task of a Secondary Data Review. It must also evaluate the quality of the information to make conclusions on the implications for the profiling exercise.

Assessing the quality of existing information will allow an evaluation of its relevance, based on the following criteria:

* *Methodological limitations:* strengths and weaknesses of data collection and analysis methods, for example incomplete geographic coverage, being out-dated, or showing methodological flaws such as using inappropriate methods for the type of data sought.
* *Possible bias:* introduced by data collectors and/or respondents due to the design of the methodology and data collection tools.
* *Time relevance*: if too much has changed in the context since the data was collected or published, such as security conditions, population size and composition, etc.
* *Geographic coverage*: inclusion and exclusion of specific areas.
* *Population coverage*: inclusion and exclusion of specific population groups, for example camp populations, urban populations, ethnic or minority groups, women, elderly, etc.

Instead of presenting facts based on one chosen information source, the Secondary Data Review should openly discuss the different views and evaluate the strengths and weaknesses of each methodology. **If an information source does not have a documented methodology, even after following-up with the source directly, then this is highly problematic. In this case it is impossible to evaluate the quality of the data, suggesting that the data should not be reused in the analysis for a profiling exercise.**

# CONCLUSIONS: IMPLICATIONS FOR THE PROFILING EXERCISE

The Secondary Data Review should consider the main implications of the quality of available information and potential gaps identified for the profiling exercise. The could include the following aspects:

* Which geographical areas are insufficiently represented in the available information? Why?
* Which population groups are insufficiently represented in the available information? Why?
* Which topics are insufficiently represented in the available information? Why?
* To what extent is available information outdated? What are the implications of this in regard to creating a baseline for a profiling exercise?
* To what extent is the available information agreed-upon or disputed amongst stakeholders? What is the likely impact of any lack of consensus for any future profiling exercise?
* What are the overall lessons learned from previous data collection exercises on displacement (e.g. reaching consensus, fluidity of populations, access, security, etc.)?