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| **EXPLANATORY NOTE**  This template provides a structure for a Concept Note. It should be developed collaboratively and adapted to the specific context, as explained in the guidance to preparing a Concept Note.  The Concept Note has two basic functions:   1. To **generate agreement among potential partners** on what a profiling exercise can bring to the context, and 2. To **take stock of what resources are available** and help raise additional funds for the exercise.   Accordingly, the concept note is intended both for potential partners to an exercise and for potential donors.  Potential partners include the Government ministries at the local or national level working on displacement issues, and any other relevant stakeholders for an exercise, such as development partners implementing poverty-reduction programs in urban areas, the Humanitarian Coordinator/Resident Coordinator, Cluster leads, donors, and others. For these potential partners, this document frames the discussion on whether or not to initiate a profiling exercise. |

**PROCESS FOR DEVELOPING AND ADAPTING THIS DOCUMENT**

The decision to undertake a profiling exercise is informed primarily by the data needs of the stakeholders operating in that context, a gap in the data that already exists, and the interest of those stakeholders in enriching the evidence-base as well as their capacity to do so. The Concept Note captures and documents those discussions.

A good starting point is organising a series of bilateral meetings to consolidate the interests of stakeholders in the context. Some key questions for these bilateral meetings include, but are not limited to:

* What information do you use to inform policy or programming to support solutions for displaced populations? Where does this information come from (what is its source, from when, etc.)?
* Is this information sufficient for your operational and policy-making needs?
* If seeking additional information, what kind of information is most important and what do you envision this information to help your organisations do?

The Concept Note can be drafted after these bilateral meetings, combining the interests of the various partners. Taking the time to explore these interests to find common ground distinguishes profiling from other types of data collection methods.

The document could be adapted as needed to the interests of the stakeholders and context. For example, if resources are especially scarce, an additional section may be necessary to clarify the estimated resources that the partners require from donors. If the security situation is particularly volatile and may cause risk to proceeding with any type of data collection, highlighting this to ensure that these considerations are prioritised in discussions on the next steps would be relevant.

The next step is to bring the interested stakeholders together in a meeting to discuss joint efforts. This is the opportunity to bring up any feedback on the Concept Note and share perspectives on data needs to see where the overlapping interests are. This can then lead to agreement on whether or not to undertake a profiling exercise and the main objective(s) of such an exercise.

**CONCEPT NOTE**

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

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1. Summary:

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| **Project Name** | Profiling of Displacement Situation in [LOCATION] |
| **Project Dates** | [Indicate the expected start date and estimated length of the process, which is typically between 6 and 8 months. This depends on the scope of the exercise and complexity of the displacement situation] |
| **Project Location** | [Indicate the relevant locations/regions within the country, where the profiling exercise is intended to take place.] |
| **Project Goal** | [Indicate the overall goal of the profiling exercise, e.g. to inform policy, programming etc.] |
| **Project Objective** | [Indicate the main objective of the profiling exercise, e.g. better understanding of displacement and of returning populations, better understanding of livelihood situations and future intentions, etc.] |
| **Organisations involved** | [Indicate the government bodies and agencies involved in the development of the Concept Note.] |
| **Contact details** | [Indicate initial focal point for profiling] |
| **Total estimated budget** | [Indicate resources available at the time of drafting the Concept Note and rough estimate for overall budget required] |

1. Displacement Context

A brief introduction to the displacement situation helps situate the interest for a profiling exercise in the context. This could focus on a recent event that triggered displacement, or could describe a longer history of various intersecting displacement or population movements depending on what is most relevant to the current situation. This section can reference key sources of background information on the issue. This will be complemented later on by a more in-depth secondary data review to provide a deeper understanding of the background for use in the next steps of the profiling exercise and in the final Profiling Report.

1. Need for a Profiling Exercise

A profiling exercise is only necessary where there is an operational need for a comprehensive and agreed-upon evidence base on the displacement situation.

This section should summarise the viewpoints of the different stakeholders based on the bilateral meetings on whether there is a lack of data on the displacement situation in the context, and if so, why is the existing data insufficient.

This section not only explains *why* the potential partners need additional information, but for what purpose. **The intended use of the data is important to identify early on, as this will guide the type of information that the potential partners may eventually collect and analyse**.

The use of the data serves as the foundation for a discussion on possible objectives for a profiling exercise. These issues need to be discussed with partners thoroughly and should be reviewed and revised once partners come together as a group.

Examples of the need for an agreed-upon evidence-base on the displacement situation, and therefore a profiling exercise, include but are not limited to the following:

* Improving the design of programs to more effectively address the needs of displaced populations;
* Informing a broader policy for supporting durable solutions to displacement (for example, serving as the basis to revisit policies that limit durable solutions to one option only);
* Advocating for the rights of displaced populations to enable progress towards the attainment of durable solutions;
* Assessing the benefits of a response focused on the displaced populations versus a broader development response;
* Seeking agreement on the scale and scope of the displacement in a particular context for effectively allocating resources;
* Bringing together stakeholders responding to the displacement situation from a broad range of organisations and government ministries to strengthen collaboration, knowledge- sharing and agreement over data.

1. Expected Impact for Local and Displaced Communities

The displaced communities are not only a valuable partner in the data collection process, but are also a critical user of the data in order to support their own solutions to their displacement.

This section reminds stakeholders to outline more explicitly how their intended use of the data will have an impact on the displaced populations themselves, for instance by:

* Increasing the visibility of the capacities of displaced populations and their role as agents working towards their own solutions; or
* Engaging directly with displaced communities in the identification of their priority information needs to ensure the relevancy of humanitarian and development responses.

1. Main Objective(s) of the Profiling Exercise

The main objective(s) of the profiling exercise stem from the preceding section, namely the stakeholders’ needs for- and the intended use of the data on the displacement situation.

After the need for- and intended use of the data are refined through bilateral and then group discussions, the main objectives of the profiling exercise will require further discussion and agreement. Hence, a first draft of this document may be very vague in this section. In fact, **this document remains a working document for sharing and documenting ideas between stakeholders until this agreement has been reached on the main objective.**

What is the main objective and how does this differ from the section outlining the need for profiling? The main objective is the formal and concrete goal that will guide decision-making throughout the process moving forward. It is just one clearly stated objective that is often linked to a higher goal beyond the profiling report, such as informing a specific policy or strategy and/or informing programming and advocacy, i.e. the intended use of the data. This main objective will be broken down into specific objectives at a later point that each contribute to achieving this larger goal. Agreement on the main objective will ensure that the collected information is relevant and that the purpose and usage of the information is based upon a shared understanding.

Examples of the main objective for recent profiling exercises include:

* **Kosovo, 2014 - 2017:** The profiling aims to inform policy work on Durable Solutions, including the Ministry for Communities and Return’s Durable Solutions strategy, by providing an evidence-based analysis of the displacement situation, according to the IASC Framework for Durable Solutions for IDPs.
* **Erbil, Iraq, 2016:** The profiling exercise aims to provide the Kurdistan Regional Government (KRG) and humanitarian and development actors with an evidence-base for comprehensive responses to the displacement situation in Erbil Governorate. This will be achieved through an area-based analysis of the displacement situation in areas with high concentrations of displaced populations living out of camps in urban settings.
* **Mogadishu, Somalia, 2016:** The overall objective of the profiling is to provide an evidence-base to inform the search for sustainable solutions for IDPs through joint humanitarian and development advocacy and response.
* **Honduras, 2014:** The general objective of this profiling study is to provide reliable and agreed upon information on internal displacement in Honduras in order to promote the design and implementation of a suitable institutional response.

1. Methodology

In order to proceed with a profiling exercise it is helpful to give a general overview of possible methods that can be used to collect the information. This is mainly to justify the estimated budget for seeking additional funding either from stakeholders in the context or from interested partners or donors at the global level. It is not necessary to go into detail on the various components at this point, as this will be clarified later on in the process.

The choices for which methods to use depend of course on the data needs and the main objective(s) discussed, but also on three other elements: capacity of partners, resources available and the situational context (i.e. security situation, access to populations, etc.).

As will be discussed in more detail in the [overview for designing the methodology](http://www.jet.jips.org/phase/designing-the-methodology/) for a profiling exercise, the best way to ensure a comprehensive picture of the displacement situation is to use a mixed-methods approach combining both quantitative and qualitative data collection tools. Specifically, this entails collecting information through a sample-based household questionnaire combined with a series of focus group discussions and key informant interviews and analysing the results of each of these methods together.

1. Outputs

Here the stakeholders should consider what they actually want to achieve, and what this profiling exercise could concretely feed into. In other words, what are the deliverables that will be produced so the stakeholders in the context will actually be able to and interested to use the data?

The deliverables do not need to be limited to a profiling report, though this is the most common way to present and publish results from a profiling exercise. Depending on the target audience for the results - which stakeholders will be using the data - other products such as videos, maps, advocacy materials, etc., may be relevant.

It is important to think out-of-the-box when considering the actual target audience when listing these outputs. Local communities and displaced populations are often overlooked as stakeholders to a data collection exercise, but they may very well achieve the most impact with their use of the data. This implies that the outputs should be adapted to the local communities and displaced populations to promote accountability and transparency towards them by, for instance, planning for translation as well as for different formats for the profiling results.

1. Resources available

Because of the comprehensive and collaborative nature of a profiling exercise, it is important to initiate discussions about shared resources early on in the process. This section highlights the different types of contributions available - both financial and in-kind - since it is not necessarily only financial contributions that are needed. In fact, expertise both technical and on the displacement context, is critical to proper planning and tools development for the data collection.

Types of contributions:

* Financial
* In-kind
  + Human resources, including staff allocated to the exercise and admin support
  + Specific areas of expertise
  + Materials such as transport, printing, mobile data collection devices, etc.

1. Estimated budget

See the [JET Budget](http://www.jet.jips.org/tool/template-budget-plan) tool for help in identifying the potential costs in a profiling exercise. At this stage it is expected to have a preliminary estimate, which will be refined as the process continues.

Additionally, as a profiling exercise is a timely process with significant coordination needed, having a dedicated staff person for coordinating the exercise (the “Profiling Coordinator”) helps in ensuring the process goes smoothly. This involves resources that need to be incorporated into the budget, and recruitment should commence as soon as possible to avoid delays in the process.

The budget should be revisited and finalised after the methodology has been designed and agreed upon in the [methodology design phase](http://www.jet.jips.org/phase/designing-the-methodology/) of the process.

1. Timeline

Profiling exercises always differ in how long they take from Concept Note to completion. Most exercises take roughly 6 to 8 months and some even longer depending on the scope and displacement situation. However, it is important to provide a preliminary estimate for the timeframes expected for the project for planning purposes.

See the [JET Workplan](http://www.jet.jips.org/tool/template-workplan) tool for a list of the phases and steps within each phase in the form of a Gantt chart as a starting point. This should be revisited periodically throughout the process.

1. Risks

Because a profiling exercise is a comprehensive and collaborative process focused on displacement situations, there are several risks that could prevent a process from proceeding. It is helpful to discuss these potential risks with stakeholders from the outset in order to manage expectations and to plan the project well in order to minimise the risks.

There are different types of risks to be considered, and the seriousness of these risks vary of course by context, by the partners, and according to the displacement situation. These are:

* Risks to the affected populations (insufficient data protection, lack of protection-sensitive interviewing practices, etc.)
* Risks to the staff involved in data collection (difficulty to access certain areas safely, etc.)
* Risks to the collaborative process (resource constraints, insufficient capacity or human resources, etc.)
* Risks to meeting the profiling objectives (insecure or changing displacement situation, etc.)

Placing the displaced and affected populations at the centre of this data collection exercise that respects their rights and does not expose them to risk is paramount to a protection-sensitive approach. This section should demonstrate that potential risks to populations would be taken into account at every phase in the process.