

## **TOR FOR THE WORKSHOP ON ANALYSIS OF PRELIMINARY FINDINGS - PROFILING EXERCISE IN ERBIL**

### **I. CONTEXT AND JUSTIFICATION**

The profiling exercise of IDPs, refugees and local populations in urban areas of the Erbil Governorate has come to its final phase of data analysis and reporting. The profiling exercise was initiated by the Erbil Refugee Council (ERC) and UNHCR and has been overseen by a Profiling Steering Committee consisting of ERC, Joint Crisis Coordination Centre, Kurdistan Region Statistics Office (KRSO)/Erbil Statistics Directorate (ESD), IOM, UNFPA, UNHCR, UNHABITAT and UNOCHA. The profiling exercise has been supported by JIPS. A Technical Working Group consisting of ERC, ESD, UNHCR and JIPS has been leading the technical work.

The household survey was implemented by ESD and the data is now being analysed by the Technical Working Group. To ensure a joint interpretation of the data and the usefulness of the analysis to the Steering Committee members, a workshop will be organised with this purpose.

### **II. OBJECTIVES AND EXPECTED RESULTS**

#### **General objective**

The general objective of the analysis workshop is to jointly review the preliminary findings from the profiling exercise in order to collaboratively interpret them and inform the direction of the remaining analysis work. The aim is to ensure that the analysis is conducted in such a way that it serves the information needs of the exercise partners.

#### **Specific objectives**

More specifically, this entails:

- Presenting the preliminary findings from the analysis conducted so far (these will also have been shared with all Steering Committee members/workshop participants in advance);
- Discussing the preliminary findings based on input that each workshop participant has prepared (thus ensuring that each workshop participant has consulted relevant sector experts within their agency prior);
- Consolidating the interpretation of key findings and agreeing upon the subsequent direction of the analysis.
- Identifying specific objectives for the qualitative data collection, which will be conducted after the workshop, with the aim to complement the survey findings.

**Expected results**

- **Document with key preliminary findings** per topic and the relevant Tables with data to support the findings (this will be shared prior to the workshop).
- **Consolidated input from all Steering Committee members** on the preliminary findings.
- **Agreed upon suggestions for further analysis direction** to best serve the information needs of the Steering Committee.
- Proposed **list of objectives for the qualitative data collection**.

**III. PROPOSED WORKSHOP STRUCTURE**

#	Session	Session objectives/description:	Main facilitator(s)
1	<b>Opening and introductions</b>  <i>9:15- 10:00</i> <i>(45 minutes)</i>	<ul style="list-style-type: none"> <li>• Welcoming of participants, and opening of the workshop.</li> <li>• Presentation of the objectives of the workshop and how this feeds into the final phase of the profiling exercise</li> <li>• Revisiting of the profiling objectives, the methodology of the profiling exercise and the challenges/ lessons learned during data collection.</li> <li>• The agenda of the workshop</li> </ul>	
2	<b>Presentation of key profiling findings</b>  <i>10:00- 11:00</i> <i>(1 hour)</i>	<ul style="list-style-type: none"> <li>• Presentation of key preliminary findings per topic, including, explanation of analysis framework/ definition of concepts used in the analysis.</li> <li>• This presentation will more or less reflect the document that will have been shared with the workshop participants prior to the workshop.</li> </ul>	
3	<b>Break out</b>	Working sessions in different groups:	<b>Each group</b>

<p><b>groups to explore preliminary findings</b> <i>11:00- 12:30</i> <i>(1,5 hour)</i></p>	<ul style="list-style-type: none"> <li>▪ The participants will break out in groups by topic. Aim is to discuss the findings. (Each group will refer to the relevant part of the document with findings and Tables received prior to the workshop).</li> </ul>	<p><b>will have a rapporteur.</b>  TWG will be available to respond to questions to the preliminary findings.</p>
<p><b>LUNCH</b> 12:30- 13:30 <i>(1 hour)</i></p>		
<p><b>4 Group work presentations</b>  <i>13:30-15:30</i> <i>(2 hours)</i></p>	<p>After the break out sessions the participants will present following in plenary:</p> <ul style="list-style-type: none"> <li>• Comments to and interpretation of the findings;</li> <li>• Input to additional analysis that could be useful.</li> </ul>	<p>Group rapporteur to present discussions of each group.  TWG to facilitate the plenary discussions.</p>
<p><b>COFFEE/TEA BREAK</b> <i>(15 minutes)</i></p>		
<p><b>5 Workshop conclusion</b>  <i>15:45-16:15</i> <i>(30 minutes)</i></p>	<p>Presentation entailing:</p> <ul style="list-style-type: none"> <li>• Summary of the progress made during the sessions, any particularly important discussions/disagreements that came up and the solutions/agreements reached;</li> <li>• Tentative focus of the qualitative data collection based on survey findings and the workshop discussions.</li> <li>• The way forward, in terms of consolidation of workshop results and the report writing process.</li> </ul>	

#### IV. PARTICIPANTS & RESPONSIBILITIES

*In total the workshop will have 21 participants (representing the Profiling Steering Committee). In addition, following participants will be responsible for the organisation and facilitation of the workshop:*

- The **Technical Working Group** members (ESD, ERC, UNHCR IM and JIPS): who will ensure preparation of relevant workshop material and a smooth facilitation of all plenary discussions as well as presentation of the main findings by thematic areas.

After the workshop members of the TWG will be consolidating the workshop outputs to inform the further analysis and the reporting.

- In addition, **1 facilitator/ rapporteur** per break-out group will be appointed. They will be capturing the discussions from each group and present main input to the findings in plenary. All notes are then submitted for consolidation to the TWG.
- The **administrative assistant**/team; who will ensure the logistical organisation of the workshop (?).
- An **interpreter** will be available to support translation of discussions or presentations between Arabic/Kurdish and English as needed.

#### V. LOCATION AND TIME

February 18, 2016, at the conference room in ESD.

#### VII. WORKING DOCUMENTS

The working documents of the workshop, which participants will receive prior to the workshop will include:

- All technical data collection documents (methodology, questionnaire, analysis plan, tabulation plan);
- A document with all preliminary findings and related Tables.

#### IX. WORKSHOP PREPARATION

The TWG will work on the analysis and the drafting of a document presenting the key preliminary findings and the relevant Tables of data to be shared in advance to the workshop allowing enough time for the workshop participants to compile input.

This document will be consolidated by the Analysis/reporting consultant based on analysis conducted by JIPS and the consultant and reviewed in detail with all TWG members for their input.

In addition, the TWG members (including the Analysis/reporting consultant and JIPS) will all meet for a one or two-day working session to prepare the workshop. This will entail:

- Reviewing the document with the preliminary findings and Tables;
- Review the workshop agenda and distribute role for all throughout the workshop; and finally
- Review the presentations to be given.

#### **X. LOGISTICAL REQUIREMENTS**

- Workshop participants to be invited
- Workshop venue arranged
- Lunch and coffee/tea breaks to be arranged
- Laptop, beamer, projection screen
- Flipcharts with paper and markers

#### **X. LIST OF PARTICIPANTS**

*To be drafted by ERC, ESD and UNHCR*