TOR FOR THE PROFILING COORDINATOR

I. INFORMATION ABOUT THE POSITION

Title of the position: Profiling Coordinator
Duty station: Danish Refugee Council in Pristina, Kosovo
Duration: 6 months
Start date: January 2016
Supervision: Profiling Management Group (PMG)

II. CONTEXT

The population forcibly displaced due to the 1998/99 war and the 2004 riots in Kosovo represents a protracted displacement situation in the heart of Europe. Current estimates indicate that of the persons displaced within Kosovo, the vast majority live in private accommodation, while a small proportion reside in collective centres. The displaced persons are of different ethnicities, including:

- Serbs displaced from different parts of Kosovo to areas where Serbs are in majority in different municipalities in the south, east and west or to the four northern municipalities where the Serbs are in majority;

- Roma, Ashkali and Egyptians displaced from different parts of Kosovo who live in the same areas with Roma, Ashkali and Egyptian communities as well as other communities;

- Albanians displaced from northern municipalities to other municipalities, mainly in Mitrovica/south and Pristina;

- People with another ethnicity who also got displaced because of the conflict.

The information available on population estimates, vulnerabilities and durable solutions needs of those living in private accommodation is unavailable; consequently, authorities dispute whether they can still be considered Displaced Persons (DPs). For the individuals residing in
collective centres, more up-to-date information on both individuals and households is available, but often incomplete.

For these reasons partners have decided to undertake a collaborative and comprehensive profiling exercise of the displacement situation in Kosovo. Between 2013 and 2015 the Joint IDP Profiling Service has been supporting the preparatory phase of the profiling exercise, including the establishment of a Profiling Management Group (PMG). The PMG is comprised of the Ministry of Communities and Return (MCR), Serbian Commissariat for Refugees, UNHCR, UNDP, DRC and IOM and oversees the profiling exercise, including the day-to-day management of the process according to the agreed workplan and securing adequate resources to ensure a quality exercise. A Profiling Working Group (PWG) has been set up to ensure collaboration and coordination throughout all stages of the profiling process. In addition to the organizations involved in the PMG, the PWG is comprised of the Kosovo Agency for Statistics (KAS), UN Population Fund (UNFPA), UN Children’s Fund (UNICEF) and Organisation for Security and Cooperation in Europe (OSCE).

The Joint IDP Profiling Service (JIPS) has been supporting the operation in Kosovo since 2013, following an original request from UNHCR, DRC and the Ministry for Communities and Return (MCR). Since then the PMG and PWG have been established, objectives have been agreed upon, and a draft methodology and tools have been developed. Agreed upon baseline data has also been defined based on multiple sources.

Implementation of the profiling exercise is planned for early 2016, and therefore the PMG is recruiting a Profiling Coordinator in order to oversee the finalisation of methodology and tools as well as the implementation of the profiling exercise.

III. OBJECTIVES OF THE PROFILING EXERCISE

The following objectives for this profiling study were agreed upon at a multi-stakeholder profiling workshop:

1. To provide RELIABLE and AGREED UPON DISAGGREGATED estimates of the DP population within Kosovo.

2. To provide a COMPREHENSIVE PROFILE of the DP population, with regards to their level of social and economic integration, capacities, enjoyment of rights and displacement-related needs and vulnerabilities, and enable a comparison to their non-displaced neighbours.
3. To support the MCR to develop a LEGAL INSTRUMENT on displacement in accordance with their existing strategy, and to provide an evidence base for the development of a DURABLE SOLUTIONS STRATEGY through the analysis of reliable data based upon the IASC Framework for Durable Solutions for IDPs.

4. To enhance institutions’ ability to ADVOCATE and DESIGN JOINT PROGRAMMING to support durable solutions for DPs through the identification of priorities and enhanced coordination of humanitarian and development analysis.

IV. ROLES AND RESPONSIBILITIES

As the coordinator for the profiling exercise, the Profiling Coordinator is responsible for managing implementation of the collaborative process, with a particular focus on the data collection and analysis phases. Much work has already been completed by JIPS and members of the Profiling Management Group. Specifically, s/he will:

• Maintain an effective coordination platform for the profiling exercise, e.g. prepare PWG and PMG coordination meetings;

• Ensure the effective management of the profiling project, including respect of project objectives, time frames and budget;

• Oversee/lead the finalisation of the draft methodology and tools of the profiling project (including both quantitative and qualitative methods) and facilitate (or co-facilitate) a methodology/tool finalisation workshop with PWG members in order to launch the profiling exercise;

• Facilitate/lead the piloting phase including the subsequent revision of tools;

• Facilitate recruitment and training of enumerators, team leaders and data processing staff and the development of training materials;

• Oversee the implementation of the household survey data collection phase of the profiling exercise;

• Oversee the implementation of the Focus Group Discussion (FGD) data collection phase of the profiling exercise;

• Oversee the data entry and processing phase of the exercise;

• Trouble shoot problems arising during the project to ensure that project objectives are reached;
• Lead the data analysis phase and the drafting of the profiling report including key findings and recommendations;
• Facilitate (or co-facilitate) a data analysis and validation workshop;
• Develop a dissemination strategy for the final report amongst key stakeholders.
• Any other duties as required to ensure successful completion of the profiling exercise.

V. TIMEFRAME
Building upon work of the Profiling Management Group and JIPS, implementation of the profiling exercise is planned to take place between January and June in 2016. A work-plan has been developed.

VI. REPORTING LINES
The Profiling Coordinator will report to the Profiling Management Group, with the contract-holder (Danish Refugee Council) providing day-to-day supervision as needed. JIPS will provide technical supervision to the Profiling Coordinator throughout the deployment including briefing at the start of the deployment. If needed, JIPS will also join the Profiling Coordinator in Pristina to support the methodology finalisation and data analysis/recommendations workshops.

VII. DELIVERABLES
By the end of the Profiling exercise the implementation of the profiling exercise should be finalised, and the Profiling Coordinator should present a final dataset and report including agreed upon, evidence-based recommendations.

VIII. SKILLS AND QUALIFICATIONS
The following skills are required to fulfil the position of Profiling Coordinator:
• University degree in human/social/political sciences, law, development studies, or other similar subject or equivalent experience.
• 5-10 years of progressively responsible work experience, including experience on an international level.
• Practical experience in survey design and methodology, data management and applied statistics.
• Experience in usage of office software; experience in SPSS or other statistical software is an advantage.
ToR for the Profiling Coordinator

- Practical experience in qualitative data collection, including focus groups discussions.
- Good qualitative and quantitative research skills.
- Good analytical skills and ability to understand and apply complex socio-cultural contexts to collected data.
- Good organizational and management skills.
- Good interpersonal and cross-cultural communication skills.
- Good understanding of training techniques.
- Demonstrated leadership, facilitation and group working skills, with the ability to establish good working relations with UN agencies, international and local NGOs, central and local authorities as well as local communities.
- Excellent relevant language skills, including excellent drafting skills.
- Experience working with the UN as well as knowledge of the Cluster Approach is an advantage.
- Experience in working in IDP situations is an advantage.