

IMPORTANT NOTE: The following is a proposed TORs prepared by JIPS based on feedback from the profiling workshop in October 2014. They need to be finalised and agreed upon by all relevant stakeholders.

PROFILING THE DISPLACED PERSONS IN KOSOVO*

TORs OF THE PROFILING WORKING GROUP

(DRAFT NOVEMBER 2014)

I. Context

The available information about displaced persons within Kosovo is limited, and stakeholders have recognised that there is a need for reliable, updated and agreed upon information to better inform an appropriate response and help secure durable solutions for this population. As such, a comprehensive profiling exercise to better understand and reach consensus on the situation of displacement, including a full review of the data that is available, is being planned to better target and support those in need.

The overall objective of the profiling exercise will be to provide reliable and agreed upon disaggregated estimates of the displaced population within Kosovo as well as a comprehensive profile of their situation with regards to social and economic needs, enjoyment of rights and displacement-related needs or vulnerabilities. Data will be collected among both displaced and non-displaced local communities in order to assess such needs within their wider context. The results of this exercise will inform the Ministry of Communities and Return's Durable Solutions Strategy, and contribute substantially to the development of a legal instrument on internal displacement. The results will also allow for evidence-based programming, advocacy and fundraising, better targeting, prioritization and coordination of assistance.

In order to conduct this work in the most efficient way, all key stakeholders will be involved, to ensure collaboration and coordination throughout all stages of the profiling process through membership in the Profiling Working Group (PWG). This will allow for the profiling process to be informed by the variety of relevant expertise present in Kosovo. The stakeholders' cooperation will also aim to secure consensus and wide buy-in to the results and recommendations from the exercise.

A Profiling Management Group (PMG), comprising of the Ministry of Communities and Return (MCR), UNHCR, UNDP, DRC and IOM will oversee the entire exercise, in close coordination with the Profiling Working Group, with specific responsibilities for oversight, management, and leading of the process.

II. Responsibilities of the Profiling Working Group

The Profiling Working Group (PWG) will support the smooth running of the profiling process. It will ensure that the exercise is conducted in line with the *Guiding Principles on Internal Displacement*. It will also ensure the process is informed by international policies related to durable solutions for IDPs (i.e. the IASC framework).

Specifically, the PWG will be responsible to:

- Oversee implementation of profiling;
- Secure appropriate resources;
- Shape the methodology and data collection tools;

* UNSC 1244

- Contribute to the analysis process;
- Contribute in reviewing the profiling report and recommendations;
- Support the publishing and dissemination of the results of the profiling exercise.

According to different interests and capacities of participating partners, these responsibilities will be divided between the Profiling Working Group and the Profiling Management Group (*see below*).

III. Composition and Structure

The PWG will consist of all stakeholders interested in improving the available information on the situation of displaced persons in Kosovo. All members will be involved in substantially shaping the exercise (defining objectives, developing methodology, contributing to analysis and shaping recommendations).

A sub-group of partners will form the Profiling Management Group, which will have additional responsibilities including the day-to-day management of the process according to the agreed workplan and securing adequate resources to ensure a quality exercise.

As of November 2014, the members of the PWG and PMG include:

PROFILING WORKING GROUP MEMBERS
Ministry of Communities and Return (MCR)*
UN High Commissioner for Refugees (UNHCR)*
Danish Refugee Council (DRC)*
UN Development Programme (UNDP)*
International Organisation for Migration (IOM)*
Kosovo Agency for Statistics (KAS)
Serbian Commissariat for Refugees
UN Population Fund (UNFPA)
UN Children’s Fund (UNICEF)
Organisation for Security and Cooperation in Europe (OSCE)
<i>* Profiling Management Group members</i>

Each member of the PWG will dedicate at least one focal point to take part in discussions and contribute to the profiling process at key stages (*see responsibilities above and meeting schedule below*). The role of members of the PWG will not be remunerated.

A Profiling Coordinator (hosted by UNHCR) will be responsible for the management of communications with members of the PWG on issues related to the profiling. The Coordinator will be responsible for calling meetings, facilitating meetings and generally updating the PWG throughout the process – seeking their endorsement and input when necessary (*see below*).

The Joint IDP Profiling Service (JIPS), in collaboration with Statistics Norway, will provide technical support to members of the PWG and PMG. This will be realised through the deployment of a Technical Profiling Coordinator to support methodology and tool development and training during the pre-data collection phase, and JIPS on-site and remote support throughout the process.

IV. Meetings

The PWG will meet as needed, upon request of the Profiling Coordinator. The group should at least meet at the following key steps of the process:

- To agree on the profiling objectives and this TOR
- To agree on the profiling methodology and data collection tools
- To jointly discuss the findings of the exercise and agree on main recommendations
- To adopt the final profiling report and agree on dissemination strategy, roles and responsibilities

The agenda and invitations should reach members no later than seven days before the date of the meeting. Minutes will be shared with all members in a timely fashion following each significant meeting.

The PMG members are likely to be required to meet more often to discuss details of project management, coordination and development of technical tools.

V. Duration

The Profiling Working Group and Profiling Management Group will be dissolved at the end of the profiling exercise.