



HAITI

Camp Coordination Camp Management Cluster

DISPLACEMENT TRACKING MATRIX (DTM) STRATEGY - VERSION 2.0

May 2011

The International Organization for Migration (IOM), in its role as the Global Cluster Lead in Camp Coordinator and Camp Management (CCCM)¹, recognizes the importance of timely and accurate information of the displaced population and the internally displaced persons (IDP) sites in order to advise both the humanitarian response as well as the transition towards return and recovery. In accordance with this, the Displacement Tracking Matrix (DTM) began in Haiti in March 2010 under the leadership of IOM as a means to collect much needed information on the earthquake affected displaced population.

The DTM v1.0 was developed in collaboration with the CCCM Cluster as well as other clusters, taking into account the emergency information needs of several of them immediately following the earthquake. The information needs were immense and humanitarian actors found themselves presented with a complex context. The DTM v1.0 was designed to identify and record the huge number of spontaneous IDP sites that were established after the earthquake and maintain an updated list of IDP sites, as well as to collect data regarding the situation in over 1,000 sites on a regular basis. The DTM v1.0 was implemented by IOM and a sub-contracted agency for field data collection.

As the emergency response moves towards return and recovery, the information needs are different and the capacities of partners and other clusters to collect data have expanded. Now, the sectoral information needs require more in depth data, many times necessitating technical sector based staff for collection. The CCCM Cluster, in particular, aims to collect data and produce the most accurate and updated information concerning the IDP site identification and other relevant information to CCCM. Corresponding to this need, IOM revised the DTM tools and methodology resulting in the creation and roll out of DTM v2.0 in October 2010.

DTM v2.0 utilizes the existing information available from the DTM v1.0, the IOM Registration data, as well as other information available within the CCCM Cluster and other partners. DTM v2.0 focuses on collecting a concise set of information regarding the individual IDP sites and population – including population movement – so as to monitor the changing situation and trends. DTM v2.0 makes use of a more compact data gathering tool, regularly assessing all existing IDP sites on a bi-monthly basis to get the most accurate and updated information on the IDP sites, population trends, as well as to ensure the production of bi-monthly reports and to guarantee the dissemination of information. IOM draws on its existing capacity, knowledge and in-country expertise including both the IOM Registration Unit and the DTM team, to lead the revised DTM v2.0. Both IOM teams are now merged under the Data Management Unit of IOM Haiti.

OBJECTIVES

1. The DTM v2.0 seeks to collect the most accurate and updated data on the following areas:
 - **IDP camp identification:** SSID², name of site, GPS coordinates and area, location/address;

¹ IOM co-chairs the CCCM Cluster at the global level with UNHCR.

² SSIDs or Stable Site Identifiers are part of a data management system that provides a common reference system for locations in Haiti. SSIDs are used when referring to IDP settlements in Haiti referring to single geographic coordinates and provide a standardized method of referring to a particular location.



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- **Camp management:** classification of site, name and contact of Camp Management Agency (CMA) and Camp Committee, ownership of land;
 - **Service provision:** basic indicators on WASH, names of service providers;
 - **Demographics:** population, households, individuals;
 - **Population tracking:** timeline of IDP site establishment, place of origin of the population, movement in and out of the IDP site, reasons stated for movement;
 - Security: security provision, reporting;
 - Shelter: type of shelter, number of empty tents.
2. To produce and disseminate updated IDP site and population information, including trends and general analysis, so as to advise humanitarian interventions, as well as long-term strategies to support durable solutions for the IDP population in sites leading to the eventual closure of IDP settlements.

TARGET POPULATION

The DTM v2.0 collects data to provide up-to-date information on existing IDP sites and the earthquake affected population that remain in the identified IDP sites.

METHODOLOGY

Planning

Identification of target

All existing IDP sites, both planned and spontaneous, are the target of the bi-monthly DTM IDP site assessments. Any new sites that are identified (mostly through referrals from partners) are verified and added to the target group of sites³, whereas IDP sites that are found to be empty continue to be included in the DTM IDP assessments for the next two following assessment cycles to confirm that the site is indeed closed and should no longer be included in the overall list of open sites. IDP sites that are found empty (without inhabitants) for three consecutive visits are no longer included in the list of sites to target for assessments, unless it is later identified and verified once again as being re-occupied.

Staffing and logistics

The DTM field staff has been identified within the IOM Registration Unit. As such, the staff has been trained in data collection and the majority has more than ten months of experience in Haiti post-earthquake IDP registration operations. To further enhance the team's capacity for carrying out DTM activities, field staff receive training in CCCM-related topics from the IOM CCCM Training Unit, as well as additional trainings on the DTM tools including field based training.

The DTM field staff are managed by Team Leaders (TLs) who are assisted by Deputy Team Leaders (DTLs) from the IOM Data Management Team. The TLs and DTLs manage the operations and monitor the field teams. In addition to this, Senior Data Management staff manage and monitor the overall operation and focus on quality control and assurance throughout the data collection and verification. Senior staff are also responsible for the analysis

³ Based on field reports from IOM CMO, CMA, and other partners working with the IDP population in Haiti and provided that site meets the criteria set out by the CCCM cluster.

of the information, the development of the reports and other tools, and the dissemination of the information.

Data Entry staff from the IOM Data Management Unit with more than ten months of experience in data entry activities are responsible for processing the data collected in the field. The Data Entry staff are managed by a Senior Database Officer supported by several Database Assistants.

The Data Management Unit's Geographic Information System (GIS) team utilizes the data to map areas of interest for CCCM and other humanitarian partners. The team is composed of experienced GIS Officers and several GIS Assistants.

All staff now fall under the responsibility of the IOM Data Management Unit and contribute to the overall Information Management activities of IOM – CCCM and other IOM Units.

Tools

The primary DTM IDP site assessment form has been adapted from the DTM v1.0 form, with the intention of becoming more concise in the type of information collected. Consultations have been conducted across various IOM units and revisions have been adapted accordingly. Please see Annex 1 for the *DTM v2.0 - IDP Site/Camp Information* form.

Information gathered through IDP registration is also used to complement the data gathered through DTM assessments. For instance, in cases where the population of a large site is difficult to verify, population from the site's recent registration can be used as a baseline figure.

Training

The DTM field staff have participated in CCCM training conducted by the IOM CCCM Training Unit. The staff receives training on the following topics: roles and responsibilities, coordination, planning, psychosocial support and protection.

The staff also participated in training on the DTM v2.0 form which included a one-day field based training. The initial trainings are followed up by five days of on-the-job field based training by TLs, DTLs and senior staff, later followed by regular field monitoring. The form and field based training are highly focused on preparing the field teams for the variety of means to collect the data, including key informant responses, observation, physical counting, etc.

Team distribution

Field teams (two persons per team) are distributed by commune and assigned approximately 40-50 IDP sites for assessment within the same geographical area per bi-monthly cycle. TLs and DTLs have been assigned a specific geographical area, including one or more communes – depending on the number of IDP sites within the area –, and are responsible for the management of the field teams within this area. The TLs and DTLs are responsible for managing and monitoring the DTM assessments in more than 700 IDP sites in Port-au-Prince, while the regional⁴ teams cover fewer sites considering the total number of IDP sites in the communes.

⁴ This consists of the southern regions hosting IDP sites, specifically: Leogane, Gressier, Petit Goave, Grand Goave and Jacmel.

Timeframe

The DTM v2.0 is implemented on a bi-monthly cycle. Field assessments are conducted within a period of two to three weeks, with an additional week allotted for verification of the data collected. The data entry is conducted once the data is collected and verified per IDP site; it is likely to cover the third and fourth week of the process (with the timeline slightly overlapping with data collection activities). The final weeks entail final verification – through consultation with partners and additional visits when necessary – and analysis. A draft report is developed in coordination with the Direction de la Protection Civile (DPC), IOM’s main government counterpart for CCCM. The final report is then released and disseminated to partners using multiple means including the CCCM mailing list and the CCCM Cluster website (www.cccmhaiti.info).

Activity	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6
Data Collection						
Data Entry						
Analysis						
Validation with key CCCM actors including partners from the Government of Haiti						
Formal Release of Report						

Information/Communication

Once the DTM field teams arrive in an IDP site to conduct an assessment, they explain the purpose of their visit to the displaced population, as well as the importance of the data collected and how it can be utilized in order to avoid raising expectations. The DTM field teams have previously received training in communications from the IOM Communications Unit in their capacities as Registration staff. Additionally, the DTM field teams underwent a session with an experienced IOM staff regarding communication with Camp Committees.

The data collected during the IDP site assessments by the DTM field teams is shared with the Camp Committees on a regular basis. Bi-monthly IDP site reports are printed and provided to each IDP site visited during the next month’s visit, as a means of sharing information. Furthermore, overview reports are also distributed where possible and upon request.

Data Collection

The IOM DTM field teams utilize multiple tools and methods in order to gather the most accurate data possible.

The DTM field teams use the *DTM v2.0 - IDP Site/Camp Information* form for each location. The teams use various methods, including key respondent interviews with CMAs and Camp Committees and observation and physical counting, in order to collect all data included in the form. The teams approach each individual IDP site in its own manner; meaning that the method of data collection can vary depending on the situation of that specific IDP site.

Finally, the DTM field teams utilize other methods of collecting and verifying data considering the existing knowledge and information available. Consultations with other key informants, such

as IOM Camp Management Operation (CMO) teams⁵, DPC officials, and other service providers, for example, supply valuable information. The IOM Data Management Unit's call centre is also employed to verify data directly with IDP Camp Committees or other relevant respondents. Google Earth and other available technology can also assist in determining a variety of data, such as location and area.

Quality Control and Quality Assurance & Data Encoding

Manual Checking of DTM forms

TLs and DTLs have the responsibility to work alongside Registration Officers to manually check each completed *DTM v2.0 - IDP Site/Camp Information* form. Where mistakes are identified or further information is needed, DTM field teams verify the data via the various methods available to them (e.g. returning to the site or interviewing key partners). Once the data has been verified, it is re-checked until it is agreed that the most accurate data possible is indicated in the form. All completed and verified *DTM v2.0 - IDP Site/Camp Information* form are kept in specified files according to commune and team.

Encoding

The DTM v2.0 database has been developed based on the existing DTM database with adjustments made to accommodate the revisions. The data entry is conducted immediately after the manual check and verification of all forms are completed. The entered data is checked and cleaned once it is entered and further verified during analysis.

Quality control

Quality control is conducted throughout the entire process. The field teams are monitored by trained TLs and DTLs. The information in the forms is then reviewed by Senior Data Management staff, and later on by partners actively working in the sites (i.e. IOM CMO teams, CMAs and service providers). Mapping of IDP site polygons also assist in quality control and providing correct camp area information.

In addition to this, once all the data is collected and encoded per commune, the draft report is shared with the commune-based CMO teams for further verification. The CMO teams' regular presence in the commune, as well as their close collaboration with partners, ensures that the data presented is consistent with the current situation in the commune.

Analysis, Reporting & Dissemination of Results

Analysis

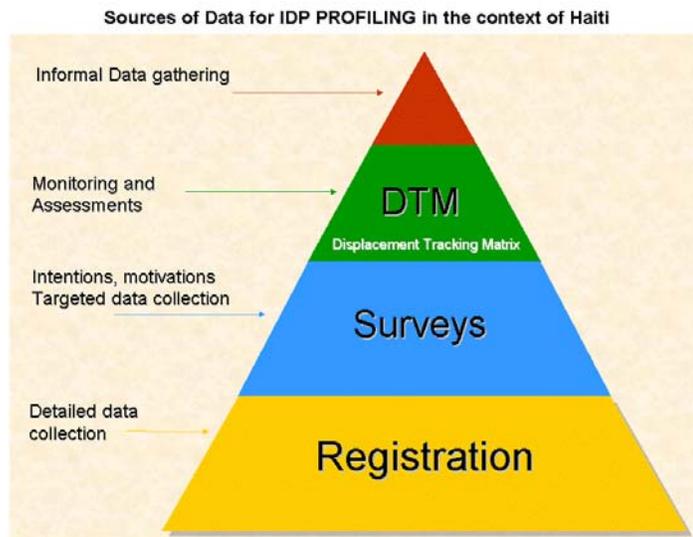
The analysis of the data collected is conducted following the initial three weeks of the data gathering. The analysis provides comparative results per commune, including number of IDP sites, population and population movement. The GIS team within the IOM Data Management Unit produces specific camp profiling and mapping tools based on the available information produced by the DTM v2.0 alongside data provided by other information sources, including

⁵ IOM's Camp Management Operations teams are field teams based at the commune and IDP site level to provide coordination support to CCCM partners at the commune level and in some cases act as Camp Managers in sites identified as in need of urgent camp management assistance.

CMO teams, CMAs, and service providers. The consolidated information serves one of the main objectives of the CCCM Cluster⁶.

DTM v2.0 continues to be used for IDP Profiling⁷, which can be defined as a collaborative process of identifying the total number of affected IDP population displaced as a result of the earthquake (individuals or groups). Profiling of the population is done through data collection, including counting, the analysis of needs, locations, as well as return and movement patterns, in order to provide reliable data that can better serve the strategies and humanitarian operations in the country, to advocate on their behalf, to protect and assist them, and, eventually, to help bring them into a solution to their displacement.

The IDP profiling is done utilizing different methodologies and sources for data collection. In the case of Haiti, the IDP profiling is based on the large scale detailed registration of all IDPs in IDP sites, bi-monthly DTM rounds, as well as on specialized surveys.



Reporting

A bi-monthly report is produced covering the data collected on the latest DTM assessment round. The report includes the results from the last assessment period, as well as an analysis of the trends – including information such as population movement – collected over time.

The DTM information is shared in various formats to enable maximum support to the partners. This includes:

- 1) A comprehensive narrative report is released to provide detailed explanations of the results;
- 2) A DTM spread sheet is provided to enable partners to filter information and compare specific data according to their needs;
- 3) A KMZ file is developed to provide geographic information on the IDP sites

⁶ The role of the CCCM Cluster is to ensure that the information is available in order to perform its facilitating function for service provision and protection, looking at long term solutions for the displaced in coordination with the Government of Haiti.

⁷ The framework utilized follows the Interagency **Guidance on Profiling Internally Displaced Persons (2008)** from which IOM was part in the development of the document.



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- 4) An IDP Site Atlas is available at the commune level to provide updated maps of IDP sites in each of the communes that continue to host IDP sites; and
- 5) Site profiles are available to provide more detailed, site-specific information for each identified IDP site.

The GIS team continues to use the DTM information as basis for mapping of IDP sites. In addition to the KMZ file, the team now produces specialized maps that are shared with CCCM partners and other stakeholders. These maps can include additional information of concern to CCCM activities and interest, including specific camp and service data, as well as detailed camp mapping. The existing registration information on streets of origin of the IDPs is also used to develop maps on potential communities/neighborhoods of return.

Dissemination of Results

Bi-Monthly reports are available for distribution, specifically through the CCCM Cluster and all other clusters as requested, and are posted on the CCCM website (www.cccmhaiti.info). Other requests for distribution can be made directly to the Data Management Unit, by emailing dtmhaiti@iom.int.