



Musfarayani / IFRC

MIGRATION AND DISPLACEMENT NEEDS ASSESSMENT

GUIDANCE FOR ASIA PACIFIC NATIONAL SOCIETIES



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PURPOSE OF THIS DOCUMENT

This guidance is designed to assist Asia Pacific National Societies to undertake an assessment of humanitarian needs in the context of migration and/or displacement (hereafter, “a Migration and Displacement Needs Assessment”).

The IFRC Global Strategy on Migration 2018-2022, endorsed by the IFRC and all National Societies, includes the specific target that by 2022 “75% of National Societies undertake assessments of need and integrate migration into their strategic planning.” In the Asia Pacific region, this target was reinforced by National Society leaders at the 10th Asia Pacific Conference.

Intended Audience

This guidance is intended for anyone wanting to conduct a Migration and Displacement Needs Assessment for, or on behalf of, a National Society.

How to use this Guidance

There are two parts to this Guidance.

Part 1: A suggested process for conducting Migration and Displacement Needs Assessment, including design, methodology, analysis, writing and dissemination.

Part 2: A ‘toolkit’ of resources to support various stages of the assessment process.

This document is a guide containing suggestions. There is no common methodology that will suit all contexts. Every National Society will have different objectives and resources available and should therefore adapt this process as needed, or with technical support from within the Movement.

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Migration and Displacement Terminology and Definitions

The following list of migration and displacement terminology is a guide only and does not cover all the terms and definitions related to migration and displacement. Definitions might be perceived or translated differently depending on the language and context.

Term (preferred by IFRC)	Definition or Description	Source	Associated terms
Migrant	A general term for when a person leaves or flees their usual place of residence to seek opportunities or safer and better prospects elsewhere. Migration can be voluntary or involuntary, but most of the time a combination of choices and constraints are involved.	IFRC Policy on Migration, 2009	<i>Population movements; mobility</i>
Displacement	The movement of people from their home or place of residence as a result of armed conflict, violence, human rights abuse, natural or man-made disasters. The displacement may be within their own country or across borders	Guiding Principles on Internal Displacement, 1998	<i>Forced migration</i>
Disaster displacement	The movement of persons who have been forced or obliged to leave their homes or places of habitual residence as a result of a disaster or in order to avoid the impact of an immediate and foreseeable natural hazard.	Adapted from The Nansen Initiative, Agenda for the Protection of Cross-Border Displaced Persons in the Context of Disasters and Climate Change, 2015	
Climate related displacement	Displacement as a result of extreme weather events, slow onset events and/or other adverse impacts of climate change	IFRC Climate and Displacement Fact Sheet 2: Key Terms	
Internal migration	The movement of people within a country involving the establishment of a new temporary or permanent residence.	IOM, International Migration Law Glossary, 2019	
Migrant	There is no universally accepted definition of “migrant” under international law. The IFRC definition is “A person who leaves or flees their habitual residence to go to new places – usually abroad – to seek new opportunities or safer and better prospects. Migration can be voluntary or involuntary, but most of the time a combination of choices and constraints are involved.” The IFRC definition is intentionally broad in order to capture the full extent of humanitarian concerns related to migration.	IFRC Policy on Migration, 2009	<i>‘immigrant’; ‘foreigner’; ‘alien’</i>

Migrant worker	Someone who moves from one country to another, or within their own state borders, for the purposes of employment or financial opportunities.	International Convention on the Protection of the Rights of All Migrant Workers and Members of Their Families, 1990	<i>'labour migrant'; 'economic migrant'; 'foreign labourer'</i>
Refugee	Someone who <i>"owing to a well-founded fear of persecution for reasons of race, religion, nationality, membership of a particular social group or political opinions, is outside the country of his nationality and is unable or, owing to such fear, is unwilling to avail himself of the protection of that country"</i> .	UN Convention on the Status of Refugees, 1951	<i>migrant; immigrant</i>
Asylum-seeker	An asylum-seeker is an individual who has crossed an international border and is seeking international protection. Not every asylum-seeker will ultimately be recognized as a refugee, but every refugee is initially an asylum-seeker.	UNHCR Master Glossary of Terms, 2006	<i>migrant; immigrant</i>
Internally Displaced Person (IDP)	<i>"A persons or groups of persons who have been forced or obliged to flee or to leave their homes or places of habitual residence, in particular as a result of or in order to avoid the effects of armed conflict, situations of generalized violence, violations of human rights or natural or human-made disasters, and who have not crossed an internationally recognized State border."</i>	Guiding Principles on Internal Displacement, 1998	<i>Temporarily Displaced Person</i>
Stateless person	<i>"A person who is not considered as a national by any State under the operation of its law."</i>	UN Convention relating to the Status of Stateless Persons, 1954	
Unaccompanied and/or Separated Child (UASC)	Someone below the age of 18 who is not in the company of an adult who, by law or custom, is responsible to give care, such as parents, guardians, or primary caregivers.		<i>Unaccompanied minor; child migrant; youth</i>
Returnee	A person who returns to a place, especially after a prolonged absence, for example a migrant or refugee who returns to their place of origin. A person may return voluntarily or be deported against their will.		

Host community	A country and its local, regional and national governmental, social and economic structures, or a social community or household that temporarily hosts migrants, refugees or internally displaced people (IDPs).		
Regular or documented migrant	A person authorised to enter and to stay pursuant to the law of that State or to international agreements to which that State is a party and who is in possession of documents necessary to prove his or her regular status in the country	Adapted from the International Convention on the Protection of the Rights of All Migrant Workers and Members of Their Families, 1990	
Irregular migration	Includes irregular entries, but also refers to a person residing in a destination country without authorisation, because their permit or visa has expired, or when a person works in a destination country without being authorised to do so.	IOM, International Migration Law Glossary, 2019	<i>'illegal' migration</i>
Labour migration	Movement of people from one country to another, or within their own country of residence, for the purpose of employment.	IOM, International Migration Law Glossary, 2019	<i>Economic migration; seasonal migration</i>
Trafficking in persons	<p><i>The recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation. Exploitation shall include, at a minimum, the exploitation of the prostitution of others or other forms of sexual exploitation, forced labour or services, slavery or practices similar to slavery, servitude or the removal of organs.</i></p> <p>A person may be trafficked within a country or across international borders.</p> <p>A child will be recognised as trafficked if they have been moved within a country, or across borders, whether by force or not, for the purpose of exploiting the child.</p>	The Protocol to Prevent, Suppress and Punish Trafficking in Persons, especially Women and Children, 2000	<i>Human trafficking; Modern slavery</i>

Smuggling (of migrants)	<i>"The procurement, in order to obtain, directly or indirectly, a financial or other material benefit, of the [irregular] entry of a person into a state of which the person is not a national or a permanent resident".</i> Smuggling, contrary to trafficking, does not require an element of exploitation nor coercion, or violation of human rights.	The Protocol against the Smuggling of Migrants by Land, Sea and Air, 2000	
Country of origin	The country of origin is the country from which an international migrant departs in order to take up residence in another country, the country of destination. The country of origin may be the country of birth of the migrant, or their country of habitual residence prior to migration.	IOM, International Migration Law Glossary, 2019	<i>Home country; sending country</i>
Country of transit	In the migration context, the country through which a person or a group of persons pass on any journey to the country of destination or from the country of destination to the country of origin or of habitual residence.	Adapted from International Convention on the Protection of the Rights of All Migrant Workers and Members of their Families, 1990	
Country of destination	In the migration context, a country that is the destination for a person or a group of persons, irrespective of whether they migrate regularly or irregularly.	IOM, International Migration Law Glossary, 2019	<i>Host country; receiving country</i>

INTRODUCTION

Migration and Displacement in the Asia Pacific region

Asia Pacific is a region of mobility, with people living, working and moving for a variety of reasons including employment, education, to be with loved ones, or in search of safety. Recent estimates suggest there are 88 million migrants in the region, who have been displaced within their own countries, or across borders by conflict, persecution, disasters and the effects of climate change. There are an estimated 8 million refugees and IDPs, and millions more migrants who are undocumented, irregular, or stateless.¹ Nearly 40% of all migrants across the globe originate from countries in the Asia Pacific region, and approximately half (49.4%) of all international migrants in the Asia Pacific region are women.²

Migrants, displaced people, their families and host communities may experience diverse humanitarian needs. Those in irregular situations or without documentation may be at an increased risk due to formal and informal barriers to accessing essential services, protection and assistance. In some contexts, authorities may be restricted or unwilling to help undocumented migrants.

COVID-19 and its impact on migration and displacement

The COVID-19 pandemic has highlighted the vulnerable situations that migrants and displaced people face every day. Challenges include accessing health services and information in relevant languages, loss of livelihoods, destitution, stigma and discrimination. Migrants and displaced people may be reluctant to present for COVID-19 testing and treatment, and it may be difficult for public authorities to reach them with health information. It is critical that migrants and displaced persons, irrespective of legal status, are proactively included in national COVID-19 vaccine planning and implementation to ensure no one is left behind and everyone is safe.

The specific risks faced by migrants and displaced people must be understood to ensure their strengths and capacities are considered when emergency preparedness, response and recovery plans are being developed by governments, National Societies and other actors.

Guidelines and resources are available to support local actors to respond to the needs of migrants and displaced people in the context of COVID-19 ([available here](#)).

¹ UN Economic and Social Commission for Asia and the Pacific (2017), *Towards Safe, Orderly and Regular Migration in the Asia Pacific Region: Challenges and Opportunities*.

² UN Economic and Social Commission for Asia and the Pacific (2017), *Towards Safe, Orderly and Regular Migration in the Asia Pacific Region: Challenges and Opportunities*.

The role of the International Red Cross and Red Crescent Movement on Migration and Displacement

The International Red Cross and Red Crescent Movement (“the Movement”) has a long-standing commitment to reduce vulnerabilities and enhance the resilience of migrants and displaced people. These commitments are contained in various Resolutions and Policies of the Movement, including the [IFRC Policy on Migration](#) (2009), the [Movement Policy on Internal Displacement](#) (2009), and [Resolution 3, Migration: Ensuring access, dignity, respect for diversity and social inclusion](#) (2011) others.

See [Annex 1](#) for a full list of Movement commitments relevant to Migration and Displacement.

In 2017, all 192 National Societies endorsed the first-ever [IFRC Global Strategy on Migration, 2018-2022](#), which includes the target that:

“By the end of 2022, 75% of National Societies have undertaken a needs assessments and integrated migration into their strategic planning.”

The commitments and goals of the Global Migration Strategy were further reinforced at the 10th Asia Pacific Regional Conference in 2018 through the [Manila Call for Action: Engaging Local Humanitarian Action in a Fast-Changing World](#), specifically:

- Target 10: *Address the needs of those impacted by protracted crises and displacement, including refugees, internally displaced people (IDPs) and host communities, including by promoting self-reliance and social cohesion, building trust with various stakeholders and strengthening branches as local actors.*
- Target 21: *Increase advocacy and address the needs of migrants, refugees, displaced people and host communities, including in the context of climate change and throughout the migratory journey, and by strengthening our capacities to take urgent and forward-looking action.*

Strengthening our understanding of humanitarian needs related to Migration and Displacement

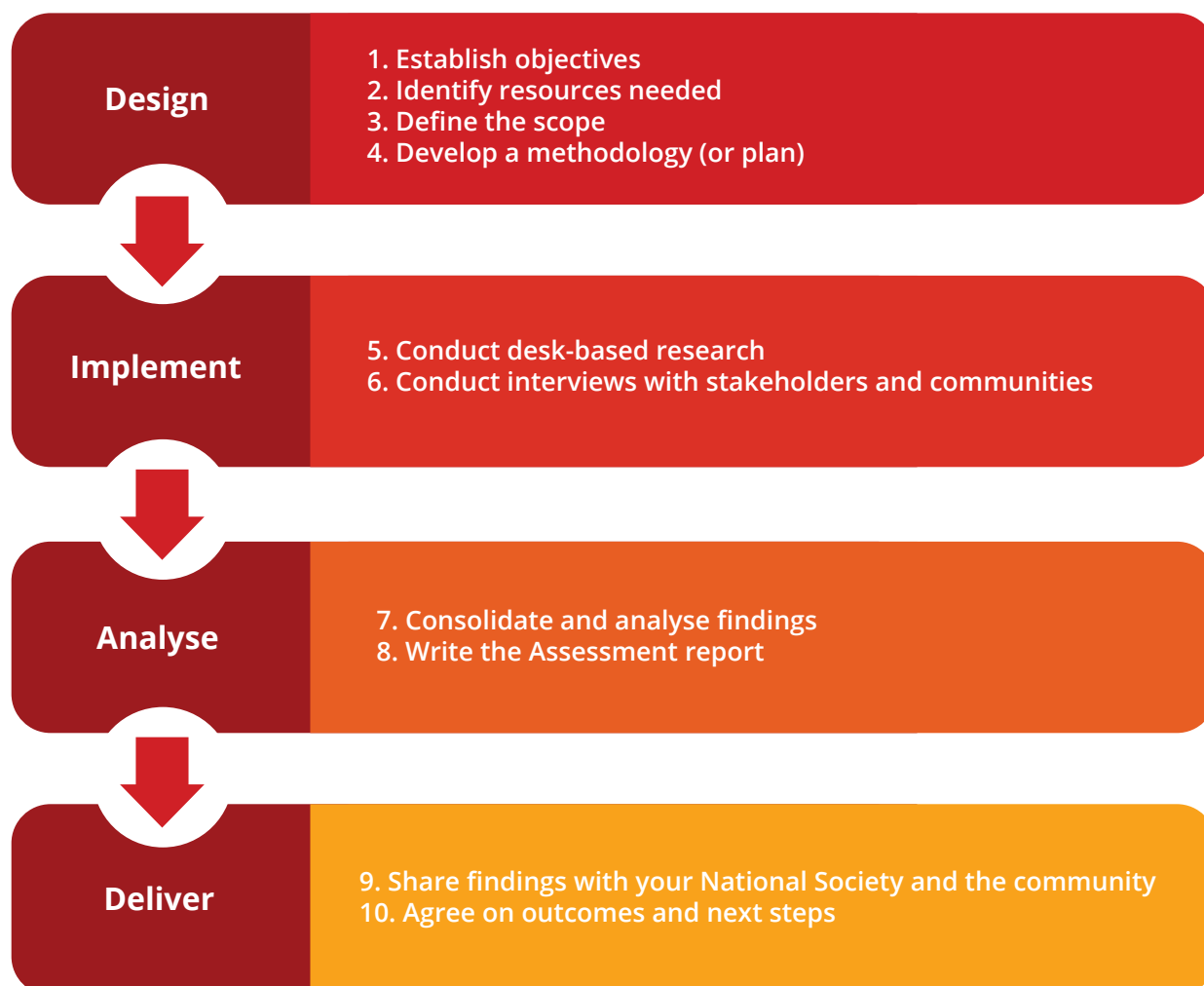
Across the Asia Pacific region, many Red Cross and Red Crescent National Societies have taken steps to respond to the humanitarian needs of migrants and displaced people. Some have mainstreamed migration into various activities while others have dedicated programming for migrants and displaced people.

Migration and displacement trends and dynamics, particularly in the context of COVID-19 and climate change, are rapidly evolving and a stronger evidence base to support and direct our work is needed. Information gathered through a needs assessment can help National Societies to understand the risks faced by migrants and displaced people as well as people’s strengths. It can also help National Societies to enhance their advocacy efforts, build and strengthen partnerships, and ensure that no one is left behind in humanitarian responses.

What is a Migration and Displacement Needs Assessment?

- A process to identify and analyse the needs of migrants, displaced people and other people affected by migration and/or displacement.
- It can help a National Society understand the main needs of migrants and displaced people and recognise the roles and responsibilities of key government and non-government stakeholders.
- It can help a National Society to plan or strengthen an appropriate response, indicate areas for National Society Development and capacity strengthening, or inform allocation of resources needed to support those in need.
- It may be conducted through a combination of primary research and analysis of existing information
- Information may be gathered through discussions with different stakeholders, including National Society staff and volunteers, Movement partners, government representatives, non-government organisations, civil society representatives, international organisations, as well as migrants and displaced people themselves.

PART I: CONDUCTING MIGRATION and DISPLACEMENT ASSESSMENT



► DESIGN

A Migration and Displacement Assessment begins with a well-structured design. It is important to understand why you are doing an assessment, agree on the 'scope' (see below), what you hope to achieve, identify resources needed, and develop a plan for collecting information.

1. Establish objectives

Clear, targeted and achievable objectives will ensure that the information you gather and analyse align with the original intent of the assessment. Below are some objectives your National Society might consider when thinking about an assessment:

- To strengthen understanding of migration and displacement trends and dynamics
- To identify the main humanitarian needs of migrants and internally displaced people
- To understand how migrants and internally displaced people prefer to share their feedback and receive information (trusted sources, preferred channels, and formats etc.)
- To identify key stakeholders and analyse gaps in service provision or barriers to accessing services faced by migrants and displaced people
- To strengthen partnerships and engage with other components of the Movement, and/or external stakeholders on migration and displacement
- To develop or enhance cross border collaboration with National Societies along migration routes, border areas, or between countries of origin and destination
- To develop or expand operations and programmes for migrants and displaced people, or integrate them into existing activities
- To strengthen evidence-based advocacy on the humanitarian needs of migrants and displaced people
- To strengthen internal capacity to respond more effectively to humanitarian needs
- To meet the targets of the IFRC Global Migration Strategy and Manila Call to Action³

2. Identify resources needed

Financial, technical and human resources may be needed to successfully conduct the Assessment. A National Society might consider:

- Are specific skills needed to start the Assessment? What skills and capacity does the National Society already have?⁴
- Is the project team comprised of the right people? Is it necessary to recruit additional people with different skills? Who will lead the Assessment and coordinate the project? Is technical support from IFRC, ICRC or sister National Societies needed?
See Annex 4 on creating an assessment team.
- Has sufficient budget for research, travel, editing, translation, meetings been allocated?

³ By 2022, "75% of National Societies have undertaken a migration and displacement needs assessment".

⁴ Training on conducting assessments might be available within your National Society or through the IFRC.

3. Define the scope of the Assessment

The 'scope' of an assessment refers to the limits and boundaries of what information will and will not be collected. The scope should align with the objectives of the Assessment and will help keep the research focused.

To define the scope, consider:

- What information must be collected and how will it be used, and for what purpose?
- Does collecting this information meet the Assessment objectives?
- What information already exists? Is it accessible?⁵
- Has the National Society, or other components of the Movement, already collected information related to migration and displacement? However, remember that if information was previously collected, but for a different purpose, it cannot be used publicly especially if it includes individual data.
- What information have other humanitarian actors collected on migration and displacement?
- Are sufficient budget and resources allocated to i) enable collecting the information needed, ii) ensure that the recommendations resulting from the research can be implemented?

Risk considerations:

- What are the risks – for data collectors and/or respondents – related to the assessment? How will these risks be addressed?
- How can you ensure that data collected are not used for other purposes? How can you make sure that the information is only accessible to those who need it?
- Could any of the work planned cause harm to the people we seek to support, or to the International Red Cross and Red Crescent Movement?

The [ICRC 'communities' page](#) has more information about the Minimum Protection Approach (MPA), and how National Societies can ensure that aspects of the MPA are applied in the design and implementation of a needs assessment. In 2018, Guidance on the MPA was produced by the Movement's Protection Advisory Board to support National Societies to better understand the Movement's Protection Framework.⁶ The Movement's [RFL Code of Conduct on Data Protection](#) also includes standards related to responsible management of individual information.

⁵ Existing information forms the 'baseline' of your research

⁶ Available at: [Movement Protection Framework | ICRC Communities](#) (requires setting up an account for the ICRC Communities page)

To ensure that the project team clearly understand the Assessment objectives, consider:

- Developing a glossary of relevant terminology and definitions to ensure a clear and consistent understanding of key groups, concepts and legal frameworks associated with these groups
- Summarising the Movement's commitments on Migration and Displacement to help explain the various roles and mandates held by Movement components on Migration and Displacement. This will also help with stakeholder discussions on cooperation and partnerships.
See Annex 1 for a summary of migration and displacement policies and commitments
- Reviewing the National Society's past or current activities that have impacted migrants and displaced people e.g. Restoring Family Links (RFL) services; inclusion of migrants in disaster management; participation in regional or global migration and displacement groups;⁷ participation in regional or global migration and displacement events
- Defining the main sections of the Assessment corresponding to the topics of interest and relevance to the National Society

Sections of the Migration and Displacement Assessment could include:

- **Key terms and concepts:** the main categories of migrants, displaced people and others affected by migration and displacement. *See page 3 for a list of terminology*
- **Country context:** maps, demographic data including latest population figures
- **Migration and displacement overview:** description of historical and current migration and displacement trends and dynamics
- **Relevant national and international law and policy frameworks related to migration and displacement:** *see Annex 12*
- **Role and composition of the RCRC Movement in the country:** if IFRC, ICRC or partner National Societies are present in the country
- **Summary of main findings:** e.g. main groups of concern; identified needs and humanitarian concerns related to these groups; key stakeholders and services
- **Recommendations:** Actions that could be taken by different stakeholders including the National Society and other components of the Movement

See Annex 5 for examples of Report structure and outlines

⁷ E.g., Movement Migration Leadership Group, Movement Reference Group on Internal Displacement, Global Migration Task Force, Asia Pacific Migration Network.

4. Develop the methodology

The methodology is a step-by-step plan that guides how information will be collected and analysed, provides clarity on roles and responsibilities of the Assessment team, and considers the Movement's policies and principles.

Commonly used information collection techniques include:⁸

- Desk-based research / secondary data collection
- Key Informant Interviews (KII)
- Focus Group Discussions (FGDs)
- Direct observation
- Surveys

Consider how information will be analysed, safely recorded and stored, and how the main findings will be presented.

See Annex 6 for sample work plans and information about data collection techniques.

Challenges and Limitations

You may face challenges when conducting a migration and displacement assessment. However, careful planning and preparation, and frequently reviewing the objectives will help reduce such challenges.

See Annex 10 for suggested solutions to common challenges experienced by National Societies when conducting a Migration and Displacement Assessment.

Review: Designing the Assessment

1. Define objectives relevant for your National Society
2. Identify resources needed to help make the assessment successful
3. Define the scope – what information should and should not be considered?
4. Agree on workplan, roles and responsibilities of the Assessment Team

⁸ See Annex 7 for information about Key Informant Interviews (KII), Focus Group Discussions (FGDs) and support available for data collection.

► IMPLEMENT

Once the Assessment has been designed, the agreed workplan can be implemented.

1. Conduct desk-based research

An Assessment should always start with collecting and reviewing existing information ("secondary data"). This forms the baseline of the research and helps clarify what new information is needed.

Secondary data are a valuable source of information offering different perspectives on migration and displacement. Data should be collected from credible and trustworthy sources which will vary depending on context but may include government documents, UN and NGO reports, and online media. Secondary data can be collected from any location because sources are often available online. The data and evidence collected on particular issues, populations and trends can be compared.

Is a source credible?

To assess the quality of data, consider:

- Is it from a trustworthy source?
- Who is the intended audience? Other researchers or the general public?
- What methods were used to collect the data?
- Is the information current or out-of-date?
- Does the author provide references for the data and information reported?
- Why was the data collected? What was the author's interest or agenda?

[See Annex 6 for examples of migration and displacement online resources](#)



Meer Abdullah /ARCS

Quick guide on research definitions, resources and guidelines

A primary source is:

- A document written or an interview recorded during the research process
- A document obtained as raw data (not yet analysed, assessed, or published) directly from the individual or organisation that produced it, e.g., statistics, legislative or policy documents, eye-witness testimonies.

Primary sources include:

- Key informant interviews
- Focus group discussions
- National legislation and policy documents

A **secondary source** interprets and analyses primary sources and other secondary sources. Secondary sources include:

- Reports (published or unpublished) by governments, UN agencies, NGOs, INGOs, research groups, or think tanks etc.
- Newspapers and news websites, books
- Academic journals
- Online publications

A **Literature Review** is a process to briefly analyse what has already been published on a topic by researchers, organisations and the media. It is an opportunity to explore what knowledge already exists on a topic, and where gaps in knowledge remain.

Resources to support a Literature Review:

- [DEEP Secondary Data Review basics](#)
- [DEEP Analytical Framework](#)

Once existing relevant information has been collected and analysed, you might consider interviewing external stakeholders working on migration and displacement issues or migrants and displaced people themselves.

2. Conducting interviews with stakeholders and communities

Collecting new information, or “primary data” can be valuable to complement existing information you have already collected. It can also build networks, partnerships and introduce other organisations to the work of your National Society and the principled approach of the Movement to migration and displacement. Firstly, identify which organisations or individuals are best placed to provide new information.

See Annex 6 for sources of Information and data collection.

Conducting interviews with stakeholders

Conducting interviews with stakeholders can help you to understand and document existing initiatives and key activities to support or assist migrants and displaced people, and identify potential gaps in humanitarian services. Consultations or interviews may

be conducted with Movement partners including sister National Societies, UN agencies, government representatives, INGOs, local NGO, and civil society organisations (CSOs) or networks.

Information can be recorded in a spread sheet (*see Annex 7, Template for Stakeholder and Informant Mapping*). These discussions will help triangulate existing information and knowledge, as well as provide an opportunity to explain the role of the Movement on migration and displacement. Interviews with stakeholders may be conducted in person, via telephone or email, or online using an instant messaging application, but it is important to be mindful of the relative risks and data protection concerns associated with different types of interviews.

Conducting interviews with community leaders and members

The purpose of interviewing community leaders and other community members will be to gather their perspectives on key issues that are affecting them individually and their communities, to understand humanitarian needs and to identify what is required to respond to these needs. Note: This guidance is not designed for interviewing particularly vulnerable or high risks groups.

See Annex 6: Sources of Information and data collection for more information, and the section below on Conducting interviews in a safe and dignified way.

Preparation

Before arranging interviews, review your workplan to be clear on the methodology, and agreed roles and responsibilities for gathering information. Consider:

- The objectives and scope of the Assessment
- Key migration and displacement terminology and definitions
- The International Red Cross and Red Crescent Movement's principles and approach related to migration and displacement.
- Current or previous migration and displacement activities or commitments of your National Societies, or if relevant, of sister National Societies

You should also consider additional resources or support needed for the interviews such as:

- Are translators or interpreters are needed?
- Is there an appropriate gender balance in the interview team?
- Will the interviews be recorded and, if so, how?
- Is the interview taking place in a safe and appropriate space?

Consent and duty of care when preparing for interviews

All staff and volunteers of the International Red Cross and Red Crescent Movement have duty to ensure that our activities and actions do not create any harm or danger for those we interact with, and that their privacy and identification is protected at all times.

Before conducting an interview with stakeholders or community members, ensure that the person you are interviewing understands the purpose of the research, how any information they may share will be used, and any risks regarding their involvement. You can do this by asking the person if they **consent** to this process.

A simple consent form or statement can be sent or read to the individual or group before the interview takes place. The participant must freely provide their consent before any information can be collected.

See Annex 9 for example of informed consent.

Conducting interviews in a safe and dignified way

When the time comes to conduct an interview, consider the following:

- Ensure that the interviewer(s) have been trained in ethical interview techniques, how to recognise and respond to distress, how to apply self-care, and understand the Movement's Minimum Protection Approach.
- Ensure that they interviewer(s) know where to refer someone with humanitarian needs that the National Society cannot respond to.
- Create a safe and private space for the interview.
- Explain the consent form. Clearly describe the objectives and expected outcomes of the research, and ask for the participant's consent before beginning the interview (also known as 'informed consent').
- Uphold the principle of to do no harm. If anyone shows signs of discomfort or stress during the interview, end the interview immediately.
- Acknowledge, record and respond to any questions that the participant has for the interviewer.
- Ask the participant(s) how they would like to receive the research findings.

For more information on psycho-social support (PSS) visit the IFRC Psychosocial Centre's [website](#)

Guiding Questions

Semi-structured and open-ended questions can help start a discussion. These can be followed by more specific questions depending on the purpose of the interview and who the discussion is with, e.g. migrants and other community members, government representatives; international NGOs, national NGOs and Civil Society and Community-Based Organisations; community leaders, women's groups, religious leaders, youth groups, community health workers, midwives etc.

See Annex 9 for suggested questions to ask during interviews with stakeholders and communities

Data protection and capturing information in a consistent way

It is important to carefully document the information gathered during interviews, including disaggregated data such as sex, age, disability, migration status (if safe to do so), sexual identity (if safe to do so). This will help you to better understand risks or needs for particular groups of people.

When conducting an interview, you may receive information that is outside the scope of the intended research and purpose of the interview. It is important to understand what data to collect and document and what not. The protection and management of data acquired outside the scope of your project will require applying stronger data protection measures.

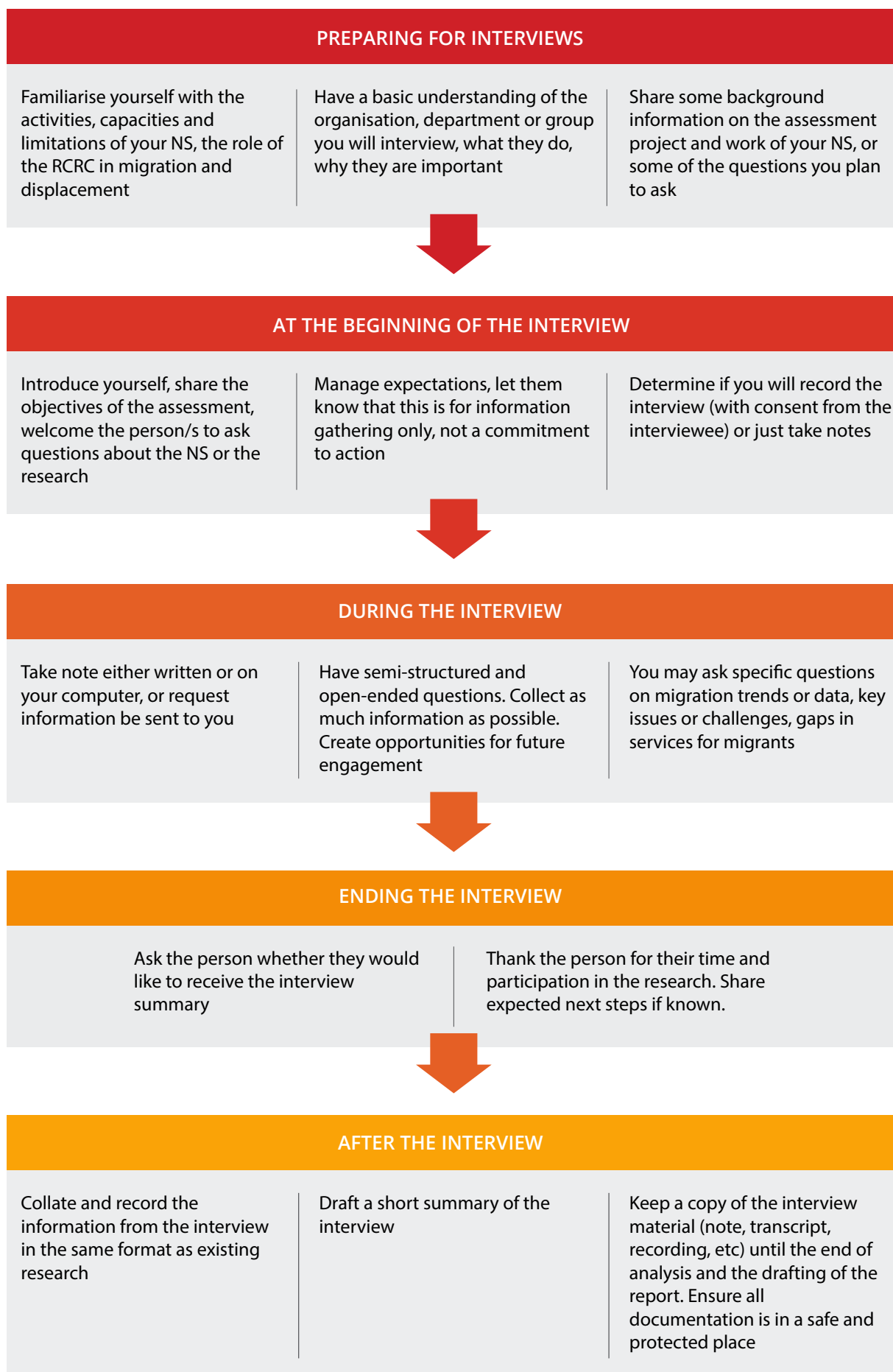
Consider how you will save and protect the information once collected, and then store in a safe and secure central space. Remember that storing data on a laptop, external hard drive or USB stick is risky, even if it is password protected. If the laptop, hard drive or USB stick is lost or stolen, everything is lost and at risk of falling into the wrong hands. Identify and agree with colleagues upon a safe and secure online or 'cloud' space to store data, e.g. Microsoft OneDrive, DropBox or GoogleDrive.

Decide who needs to have access to the data and brief them on data protection and data responsibility. **Never share data with other organisations, governments or individuals without following due process and regulations of the IFRC. If in doubt, discuss with your line manager.**

People you interview or consult with may have questions about what services are available to them. Knowing what other organisations aside from your National Society can assist people in need is important part of our duty of care to people who share their insights and perspectives with us.

The [IFRC Community Engagement Hub](#) has plenty of tools and resources to support Assessments and Surveys and ensure that your assessment is transparent and captures the views and opinions of communities you work with.

See Annex 8 for examples of how to safely collect, record and store information



Review: Implement the Assessment plan

1. Gather existing information
2. Prepare for and conduct primary research with key stakeholders, including through interviews and/or focus group discussions, ensuring that individuals give their consent before the interview starts

► ANALYSE

Any information or data collected must be interpreted or 'analysed' to support decision making. An analysis is done to extract useful information from the data, such as trends, gaps and areas where a National Society could strengthen its capacity to respond to the humanitarian needs of migrants and displaced people. Analysis can also help the assessment team to clearly communicate the issues and opportunities encountered during research to decision makers.

7. Consolidate and analyse information

An analysis might include:

- Summarising information to identify common themes, interesting insights, or issues of concern
- Comparing information from different sources according to groups, location, needs over time, or when information was gathered
- Developing simple graphs to visually represent findings and compare data in a clear and compelling way.

Analysis might also help to:

- Identify if specific groups of migrants or displaced people do not have access to particular services, or if there is limited information about migrants or displaced people in a particular area
- Recognise if several civil society organizations have identified the same gaps
- Understand which government agencies or international organisations are already working with particular groups
- Identify areas where capacities and focus of a National Society could be strengthened to meet the needs of migrants or displaced people.

The Community Engagement Hub includes useful tools on [Data analysis in Risk Communication / Community Engagement and Accountability](#).

When analysing information, consider:

1. What are the reoccurring issues or themes?
2. What does the information tell us?
3. Does comparing different sources or pieces of information reveal anything new?
4. What is the most interesting thing that the research has revealed?
5. Based on the objectives of the Assessment, do we have the information we need?
6. What information is missing?

Different perspectives can be useful

During the analysis phase, you might ask other people what they think the research findings mean. For example, you could share the findings internally with National Society colleagues and ask for their opinions, or organise a bigger discussion with interested external stakeholders including communities members and ask them to identify interesting issues or emerging themes or gaps. Asking for different perspectives can help identify opportunities for potential actions or how to frame recommendations to be more strategic and targeted. When discussing the findings, revisit the original objectives of the Assessment, and think about the anticipated outcomes.

See Annex 10 for examples of analysis frameworks and processes

8. Develop the Migration and Displacement Assessment Report

Compiling your findings into an Assessment report will enable the research to be shared with interested colleagues and stakeholders. The assessment report itself and any other products from the report are the tangible outputs from your assessment.

An assessment report should include:

- A description of how the information was collected and analysed (the methodology)
- Main findings
- Discussion on the main findings
- Recommendations or suggested next steps that the National Society, other components of the Movement, or other stakeholders could take

Consider what information will be the most useful and relevant for the National Society. Include a glossary of the main terms and phrases used in the report.

See Annex 2: Draft ToR for Needs Assessment and Annex 12: Law and Policy Frameworks Relating to Migration and Displacement

Recommendations could include ideas for future action linked to the main findings and gaps identified, e.g. further assessments and analysis; opportunities for advocacy and humanitarian diplomacy; enhancing the National Society's capacity to protect, assist and advocate for migrants and displaced people through filling a gap in services; strengthening community engagement and accountability; or coordinating and collaborating with other stakeholders to respond to identified needs.

Review: Analysing assessment findings

1. Organise and analyse findings
2. Develop the Migration and Displacement Assessment Report



Rob Few / IFRC

► DELIVER

Congratulations! You are now ready to deliver the findings of the Migration and Displacement Assessment to the National Society. This may involve presenting the report at a workshop, via email, or through discussions with colleagues. Getting feedback on the assessment findings will determine what happens next.

9. Share findings within your National Society and the community

Sharing the findings with your National Society (internal):

Presenting the Assessment Report within a National Society raises the profile of migration and displacement as a significant humanitarian priority, and provides a space to discuss further resources and capacity needs as well as opportunities for partnerships.

Share the assessment in a way that is easy for your audience to read and understand. You might consider:

- Sharing the report and key recommendations with the project team for feedback
- Developing and sharing an Executive Summary (see below) or infographic of the main findings
- Hosting a Roundtable with Movement colleagues and others to discuss and validate the findings

An **Executive Summary** should highlight the most important information from the assessment report. This summary (and chapter summaries if appropriate), can be shared with colleagues who have specific involvement or interest in the assessment findings.

The Executive Summary might include a brief description of:

- Objective/s of the Assessment
- National Society mandate and role related to Migration and Displacement
- Summary of the country context
- Summary of the main findings
- Recommendations

Sharing the findings with the stakeholders interviewed:

Sharing the outcome of your research with the stakeholders, including people who provided their knowledge and insights during the assessment is an important aspect of community engagement and accountability, and a necessary step to finalising the assessment. This process helps to:

- Check whether the analysis and interpretation of the data is considered to be accurate
- Validate the findings
- Understand if anything significant is missing
- Plan how to respond to issues or challenges and find solutions together (where appropriate).

Consider how various stakeholders including community members interviewed prefer to receive information. Refer to the responses provided during interviews in Step 6, e.g. visual presentation (PowerPoint slides of infographics), verbal presentation and group discussion. However you decide to present and discuss the findings, that protects the privacy and identity of individuals and does not cause harm. Sharing the assessment findings is a way to thank people for their time and insights, so they feel heard, and they know their feedback has been taken seriously.

10. Agree on outcomes and next steps

The Assessment findings can support decision making and planning. A National Society might decide to:

- Host a strategic workshop to discuss the assessment findings internally or with external stakeholders
- Review the assessment findings, and conduct more research on a particular aspect
- Develop a proposal and look for funding opportunities to implement the report's recommendations
- Conduct a more detailed or targeted assessment to better understand specific needs or an area of concern⁹ (see table below),
- Engage in further discussions with stakeholders, government departments or community members, and explore new relationships and opportunities for partnerships and collaboration
- Host a bilateral dialogue with a sister National Society
- Develop a National Society migration and displacement policy or strategy, or mainstream migration and displacement into existing programmes and operations
- Not take any further steps at this time.

Complementary Assessments

This guidance focuses on conducting a migration and displacement needs assessment (as envisaged by the IFRC Global Migration Strategy) and can be complemented by other assessments such as:

- [Emergency needs assessments](#)
- [Community-based surveillance assessments](#)
- [Vulnerability and capacity assessments](#)
- Community engagement and accountability assessments or community perception surveys
- Longer-term programme assessments
- Trafficking assessment (with suitable technical guidance and support)

Review: Present findings and next steps

1. Share assessment findings with the National Society
2. Agree or revise the findings based on feedback, and establish next steps

⁹ Technical support and capacity strengthening tools are available for National Societies wishing to conduct more detailed or targeted assessments.

CONCLUSION

The Asia Pacific is a region of mobility with millions of people moving for work, to connect with family, or in search of safety. Red Cross and Red Crescent National Societies are well placed to respond to humanitarian needs of people on the move in countries of origin, transit, destination and upon return. Through the network of National Society volunteers and staff at the local level and with a presence along migratory routes, the Movement works with authorities, with a range of non-government partners and with communities themselves, to strengthen resilience and reduce vulnerabilities of migrants and displaced populations - irrespective of status - wherever they may be. As stated in the IFRC Global Migration Strategy, *“working along migratory trails, across borders and often with mobile populations requires more coherent ways of working, and increased partnership, within and outside the Movement.”*

Conducting a migration and displacement assessment is an important and valuable opportunity for National Societies to increase understanding about migration and displacement trends, map and analyse other stakeholders, and consider possible partnerships to enhance protection and assistance for people in need.

A successful migration and displacement assessment requires leadership support, sufficient resources, a well-structured work plan and collaboration with colleagues from across departments and sectors. A ‘peer learning’ approach may also facilitate exchange of knowledge and information between sister National Societies, especially those who have already conducted an assessment.

Technical support, tools and guidance are available from the IFRC Asia Pacific Migration and Displacement team.



PART II: MIGRATION and DISPLACEMENT ASSESSMENT TOOL KIT

Annex 1: Red Cross and Red Crescent Migration and Displacement References and Resources

Below are links to the International Red Cross and Red Crescent Movement commitments and policies on migration and displacement. This list is not exhaustive. There are also relevant resources endorsed by IFRC to assist in conducting an assessment.

Key resources	Brief description
IFRC Policy on Migration (2009)	Outlines the IFRC approach to respond to humanitarian needs in the context of migration.
Movement Policy on Internal Displacement (2009)	Outlines the Movement's approach to respond to humanitarian needs in the context of internal displacement.
31st International Conference: Resolution 3, Migration: Ensuring access, dignity, respect for diversity and social inclusion (2011)	Commitment by States to enable National Societies to provide and promote access, dignity, respect for diversity, and social inclusion of migrants
Resolution 3 of the 32nd International Conference of the Red Cross and Red Crescent on SGBV (2015)	A resolution on joint action on prevention and response of sexual and gender-based violence (SGBV) adopted by the 32nd International Conference in 2015. Specific attention is given to gender-based violence in disasters and other emergencies, including "situations of displacement and mass population movements", and "trafficking" is specifically mentioned as an area of concern.
IFRC Global Strategy on Migration 2018-2022 (2017)	Outlines the IFRC and National Societies approach to migration between 2018-2022, with specific targets and commitments.
Manila Call for Action: Engage Local Humanitarian Action in a Fast-Changing World	A set of 21 commitments and 13 targets made by Asia Pacific and MENA National Societies in 2018, including specific commitments and targets relating to migration and displacement
Council of Delegates Movement statement on migration: Ensuring Collective Action to Protect and Respond to the Needs and Vulnerabilities of Migrants (2019)	A statement reaffirming RCRC commitment to supporting States to ensure that the humanitarian needs of migrants – as well as those of vulnerable persons in host communities – are met
RCRC Global Restoring Family Links (RFL) strategy 2020-2025	The RFL Strategy for the period 2020 - 2025 outlines roles and responsibilities related to restoring family links for ICRC, National Societies and IFRC
Movement-wide Commitments and minimum actions for Community Engagement and Accountability	Outlines key commitments and actions passed by the Council of Delegates in 2019 with practical guidance and indicators.

IFRC Minimum Standards for Protection Gender and Inclusion (PGI) (2018)	A set of minimum standards for protection, gender and inclusion (PGI) in emergencies. It aims to ensure that the emergency programming of the IFRC and National Societies provides dignity, access, participation and safety for all people affected by disasters and crises.
Vulnerability and Capacity Assessment Training and Toolbox	A collection of participatory tools to gauge people's exposure to and capacity to resist natural hazards.
IFRC Emergency Needs Assessment Online Training Course	Available via the IFRC Learning Platform. An ENA provides an understanding of a disaster situation in the first two weeks of an emergency. This step-by-step training covers the whole assessment process: from clearly defining the purpose of the assessment, proceeding with the application of appropriate methodologies, to the analysis and dissemination of your findings.
ICRC Protection Communities	Requires setting up an account. A collaborative online space for sharing tools and resources, and peer-to-peer discussion.
IFRC Reference Centre for Psychosocial Support	Contributes to knowledge building and provides services across the Movement. Facilitates mental health and psychosocial support (MHPSS), promotes psychosocial wellbeing of affected people including NS staff and volunteers, and increases awareness of psychological reactions in times of crisis or social disruption.
ACAPS Emergency Needs Assessment Online Training Course	Independent specialists in humanitarian needs analysis and assessment
ACAPS Humanitarian Needs Assessment Methodology	Independent specialists in humanitarian needs analysis and assessment

Annex 2: Draft ToR for Migration and Displacement Assessment

DRAFT TERMS OF REFERENCE National Migration and Displacement Assessment

Overview

Include information about the National Society and main areas of focus, programming and responses; the Movement's mandate on migration and displacement, existing commitments of the National Society on migration and displacement, and why an assessment is taking place etc.

Background

Describe overall migration and displacement context of the country, i.e. main trends, dynamics, statistics etc.; brief history of any National Society initiatives to strengthen capacity in migration and displacement, including previous or current activities.

Purpose and main Objectives of Assessment

Varies depending on the objectives of the National Society and purpose of assessment. May include understanding the humanitarian consequences of migration and displacement to, in, and from the country; an overview of the national and international legal and policy frameworks; understanding the historical and current context of migration and displacement in the country, and regional migration and displacement trends affecting the country etc.

Key focus areas:

(as identified by the NS), e.g.

- *Historical and current context and trends related to migration and displacement*
- *Humanitarian needs related to migration and displacement*
- *Existing initiatives of the National Society in the country*
- *Role of the NS in relation to Migration and Displacement issues*
- *The role and initiatives of the government and other stakeholders, and the strategic role that the National Society could have at the national level*

Analysis

Describe the expectations for what the analysis will reveal, e.g., how the NS can better respond to humanitarian needs related to migration and displacement through existing or new initiatives; how the NS could strengthen its capacity on migration and displacement, or leverage its strategic role as auxiliary to the government.

Timeframe

Describe Assessment timeframes as agreed by NS

Outputs

Outline key deliverables/outcomes from the assessment, e.g., a written report of the Assessment; Executive Summary of the report; a consultative/validation workshop with internal/external partners

Methodology

Describe the plan for conducting the assessment, including considerations for ethics, ensuring informed consent of participants (using IFRC consent form template) and data protection considerations. E.g.:

- *The assessment will be desk-based and complemented with interviews with key government and non-government stakeholders and key internal (RCRC Movement) and external informants*

- *Assessment findings will be validated and shared through a consultative workshop with RCRC Movement (and possibly key external partners) to discuss findings and recommendations*
- *Following the workshop, report will be finalised and clear recommendations for further actions will be outlined*

Resources needed

Describe resources needed to conduct the Assessment e.g., human resources (a NS Migration focal point; establishing/involving a NS Migration and Displacement Taskforce; technical support from IFRC, ICRC or sister National Societies etc.), financial resources; time resources

Project Management and Reporting requirements

Describe how the project will be managed and how progress and findings will be communicated to relevant colleagues, e.g. to NS Leadership; IFRC Migration and Displacement Team; IFRC Country/Cluster Delegation; partner National Societies etc.

Annex 3: Creating a team for the Migration and Displacement Assessment

Addressing the humanitarian needs of migrants and displaced people involves a collaborative and cross-cutting approach involving various sectors and departments e.g. Disaster Management, Health (including Mental Health and Psychosocial Support), Protection Gender and Inclusion (PGI), WASH, Cash Programming, Community Engagement and Accountability (CEA); Youth and Volunteer Services, Restoring Family Links (RFL) etc. Ensure the assessment team has gender balance to ensure safe and inclusive data collection depending on the community context and dynamics

Establishing a Migration and Displacement Taskforce or Working Group can help National Societies to:

- Ensure that significant thematic perspectives and geographical areas are represented in discussions
- Recommend possible NS activities
- Advocate for consideration of migrants and displaced people within various departments and sectors
- Get input and participation from a range of departments to mainstream migration and displacement into NS activities and share existing good practice.

[SAMPLE] TERMS OF REFERENCE National Society Migration and Displacement Taskforce

1. **Background:** *A brief overview of the national migration and displacement context, key trends or issues. Highlight the Movement's mandate and approach to migration and displacement and existing commitments e.g. the Global Migration Strategy and Manila Call to Action. Include any previous or current National Society migration and displacement activities.*
2. **Objectives:** *Define objectives of the Taskforce aligned with the objectives of the Assessment, noting technical capacities needed*
3. **Composition:** *Agree on members of the Taskforce ensuring technical expertise and representation from across key departments e.g. PGI, Disaster Management RFL, Cash, Health, Youth and Volunteer Services, any other relevant sectors*
4. **Role and Responsibilities** *Outline expectations of members, aligned with principles and commitments of the Movement and of the National Society.*
5. **Scope of Work (Activities, Tasks, and Deliverables):** *Refer to work plan for Assessment*
6. **Timeframes and workplan:** *Frequency of meetings, reporting process, and dates for key deliverables*

Annex 4: Sample Tables of Contents for Assessment Report

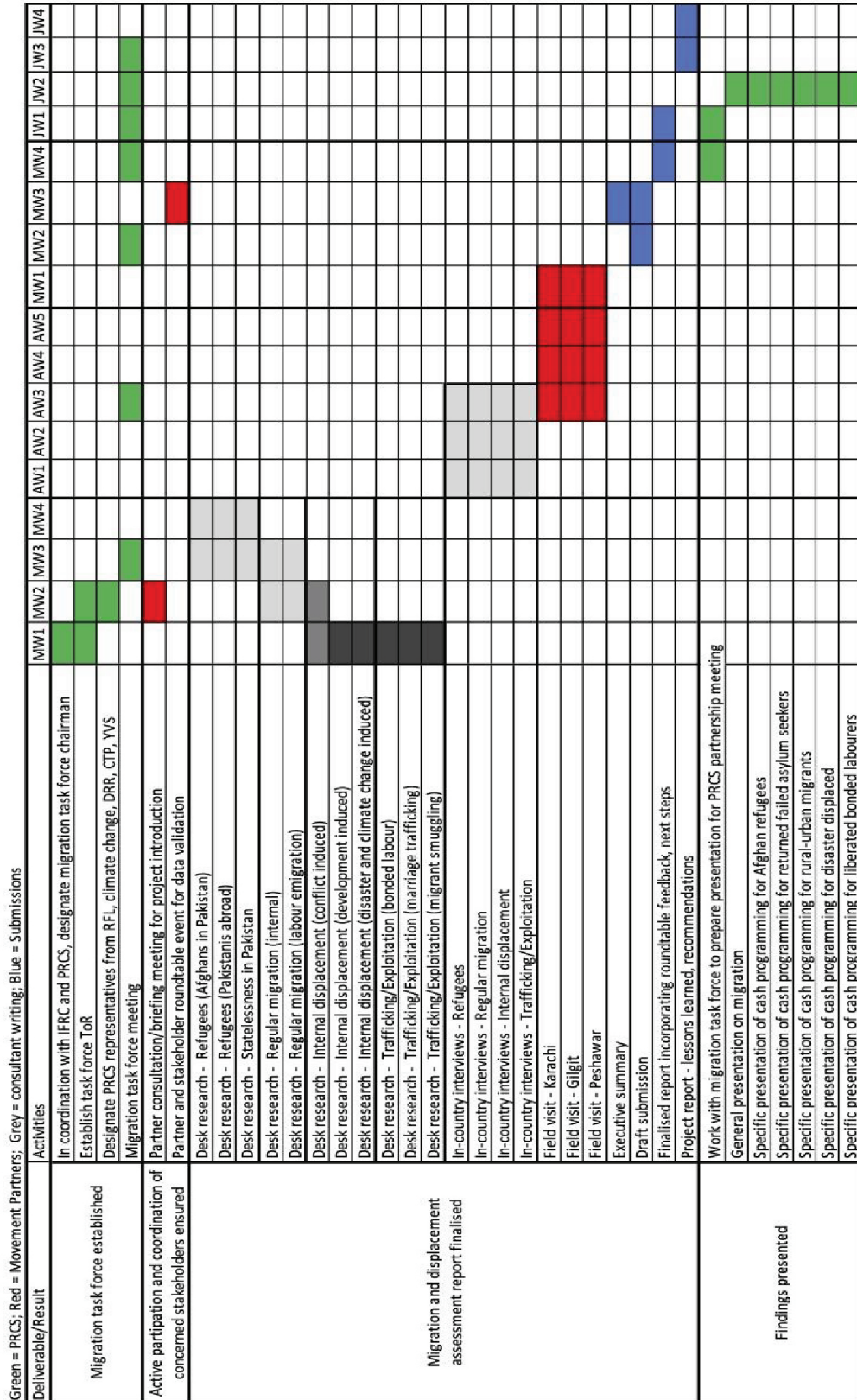
Example 1 – Basic structure	
1.	Executive Summary (Including summary of findings and recommendations)
2.	Introduction <ul style="list-style-type: none"> a. Purpose of assessment (objective) b. The RCRC approach to migration and displacement c. Research methodology d. Terminology
3.	Migration and Displacement Context <ul style="list-style-type: none"> a. Country context b. Humanitarian needs c. Relevant actors and stakeholder addressing issues d. Relevant laws and policies related to migration and displacement
4.	Key themes or groups of concerns <ul style="list-style-type: none"> a. Labour migration b. Climate and disaster induced migration and displacement c. Asylum seekers
5.	Summary of findings, challenges, gaps etc
6.	Overall recommendations
7.	Conclusion
8.	Annex
Example 2 – Detailed structure	
1.	Executive summary (Including summary of findings and recommendations)
2.	Introduction <ul style="list-style-type: none"> a. Purpose of assessment (objective) b. Target Audience c. The RCRC approach to migration and displacement d. Research methodology
3.	Key themes or groups of concerns <ul style="list-style-type: none"> a. Labour migration <ul style="list-style-type: none"> i. Terminology ii. Country context iii. Humanitarian needs iv. Relevant actors and stakeholder working with group v. Relevant laws and policies related to group vi. Engagement of National Society to date vii. Recommendations b. Internal displacement (conflict, or climate and disaster induced) <ul style="list-style-type: none"> i. Terminology ii. c. Refugees d. Migrants in detention
4.	Overall recommendation, challenges, gaps etc
5.	Conclusion
6.	Annex

Annex 5: Sample Work Plans

The Assessment Workplan should describe each activity, the process for undertaking the activity, roles and responsibilities, and timeframe/deadlines.

Example 1 – Basic assessment workplan (overview)				
Order of tasks	Task / Activity Key activity related to the Assessment	Process How you will undertake the task or activity	Lead Who is responsible for or leading the activity	Timeframe When will the task be done by
1	Establish key objectives, roles and responsibilities, including first meeting of NS Migration Taskforce or Working Group	Schedule first meeting		By 3 Sept
2	Develop scope of assessment, key resources and agree on workplan and timeframes			
3	Conduct desk-based research and map stakeholders	Online resources		October – November
4	Review and assess findings and decide if more information is needed			
5	Conduct in-person/online interviews with relevant stakeholders (RCRC Movement, government, UN, civil society)			
6	Conduct in-person/online focus group discussions with key groups, community members or networks			
7	Analysis information collected			
8	Draft the assessment report and main recommendations			
9	Discuss draft report and recommendations with NS colleagues or (if established) the NS Migration Taskforce/Working Group, and collect feedback			
10	Share findings with community members or leaders interviewed			
11	Revise report based on feedback			
12	Present assessment findings and recommendations to NS leadership, review recommendations and next steps			
13	Finalise and distribute report			

Example 2 – Detailed workplan e.g. Gantt chart showing activities/tasks displayed against time



Annex 6: Sources of Information

Global resources

- [United Nations High Commissioner for Refugees \(UNHCR\)](#)
- Protection
- [International Organization for Migration \(IOM\)](#)
- [International Labour Organization \(ILO\)](#)
- [UN ESCAP](#)
- [Human Rights Watch](#)
- [Amnesty International](#)
- [International Centre for Migration Policy Development](#)
- [IOM Environmental Migration Portal](#)
- [UNESCAP Migration Report 2020](#)
- [Gender Based Violence Global Protection Cluster](#)

Country-specific resources

- Government ministries related to migration i.e., Ministry of Labour, Ministry of Interior, Ministry of Foreign Affairs etc.
- Local non-governmental and civil society organisations
- Local or national migration and displacement-focused networks or resource centres
- Universities, academics and think tanks
- Labour recruitment or hire companies

In-person data collection methodologies¹⁰

When conducting in-person interviews with people affected by migration and displacement, upholding the principle of *“first, do no harm”* is essential. Any engagement with vulnerable people requires technical expertise and careful planning.

Important note about interviewing migrants and community members

If someone discloses sensitive information or refers to a traumatic event, members of the International Red Cross and Red Crescent Movement including National Society staff and volunteers should always listen empathically, without showing any judgement and discrimination. National Society staff and volunteers are not expected to necessarily be able to directly address every case, but when engaging with community members and affected people, it is our responsibility to do no harm and uphold the RCRC Minimum Protection Approach in our humanitarian action. This means having the capacity to safely refer people in need to adequate services. Therefore, the Assessment Team leader must ensure that anyone conducting interviews with community members including affected people has received training on the Minimum Protection Approach and is able to safely and sensitively refer people with specific needs (e.g. cases of child protection, sexual and gender-based violence (SGBV) etc.) and who request support to trusted service providers.

IFRC and ICRC offer training for National Society staff and volunteers on applying the Minimum Protection Approach when conducting interviews, and the IFRC minimum standards on protection, gender and inclusion (PGI) and Community Engagement and Accountability (CEA).

¹⁰ [UNHCR Needs Assessment Handbook](#)

Interview and information collection methods

Type	Method	Respondent group	Purpose
Key informant interviews (KII)	Structured or semi-structured interviews adapted to respondents' expected area of knowledge	Individuals with prior or specific knowledge on a migration or displacement-related issue, population or location	To gather information about the impact of a situation, population group, risks and vulnerabilities, opportunities, gaps, challenges
Focus group discussions (FGD)	Semi-structured interview with a group of individuals to receive information on conditions, situations, experiences, expectations, or perceptions through group interaction	Small groups sharing certain characteristics (e.g. age, sex, diversity factors, economic status)	<ul style="list-style-type: none"> • Listen to affected people • Document priorities, needs, capacities, and protection risks identified by specific groups • Understand underlying factors, risks, threats, and causes • Deepen knowledge received through other means
Community group discussions	Discussion with a diverse group of people from a specific community	A cross-section of people from the target community representing different groups, household situations, and characteristics	<ul style="list-style-type: none"> • Gather information on conditions, experience, expectations or perceptions to ensure different points of view • Record priorities, needs, and risks identified by the group • Deepen knowledge received through other means

Annex 7: Template for Stakeholder and Informant Mapping

This table shows how information you collect during interviews or discussions can be documented and recorded. Use separate tables for each group. E.g.: 1) RCRC Movement respondents, 2) International Organisations, 3) National and local NGOs, 4) National authorities, 5) Local authorities, 6) Media and others, 7) UN Agencies etc.

Sample Stakeholder Mapping Table 2: UN Agencies

	Organisation	Contact person	Position	Email	Phone	Comments on information or discussion	WHY relevant to Assessment
1	UNHCR	Mohammad Aziz	Head of Protection	xxx@unhcr.org	555 1234		
2	IOM	Wong Wei Lin					
3	ILO	Deepa Patel					
4							
5							
6							
7							

Annex 8: Sample Form to record Informed Consent

[Project or assessment title]

Name of person conducting interview: *[name of interviewer]*

Unique Respondent ID Code (do not use a name): e.g. *[UN5]*

Type of interview: e.g. *KII interview / stakeholder interview*

This Informed Consent Form has two parts:

1. Information Sheet (information about the study / assessment)
2. Statement of Informed Consent

Part I: About the interview

- **Introduction**

[A short description of the project or assessment]

- **Participant selection**

[A short explanation of why this person has been asked to participate. E.g, "you are someone with expertise, knowledge and lived experience and your contribution to this research is important to help us strengthen our programmes and advocacy and to better meet the needs of migrants."]

- **Duration of the interview**

[Explain how long the Interviews or discussion will last]

- **Confidentiality**

[Explain that information collected in the interview will be anonymised before inclusion in the final report. Real names will not be used. Inform the person how the interview will be recorded e.g. through written or typed notes; audio or visual recording etc.]

- **Data storage**

[Explain how the data will be safely and securely stored e.g. password protected, and that only people involved in the research project will have access to this information.]

- **Risks**

[Explain any possible risks for the respondent if they participate in the interview e.g., recalling painful or traumatic experiences might trigger strong emotions. Remind respondents that they do not have to disclose anything they do not want to, and they can choose not to answer any or all questions they are asked. Do sure that the interviewer is trained and can offer or refer the respondent to psycho-social if needed]

- **Benefits**

[Explain any benefits of participating in this research, but remind respondents that all interviews must be taken voluntarily]

- **Sharing the Results**

[Explain that information provided in this interview will be used for the purposes of compiling a final report for the assessment. Explain when it will be shared and with whom, and for what purpose.]

- **Right to Refuse or Withdraw**

[Explain that participation in the project is entirely voluntary and the respondent can withdraw their consent, or change statements or adjust the information provided in the interview at any time]

- **Contact details**

[Provide contact details for the interviewer and the National Society before concluding the interview]

Part II: Statement of Informed Consent (sample)

I have read and understand the information about this study, or it has been read to me. I have had the opportunity to ask questions about the study and any questions I asked have been answered to my satisfaction. I consent voluntarily to participate in this study.

Do you agree to participate in this interview? Please select your answer. Yes/No

Annex 9: Sample questions for interviews

For government representatives

- What is the mandate of your department/ministry?
- Do you provide any services for migrants or displaced people?
- Do you consider any particular groups of migrants to be at an increased risk or in need of humanitarian assistance? If so, why?
- Do you think there are any gaps in provision of services for migrants or displaced people?
- Do you think that any particular groups of migrants or displaced people are unable to access or are excluded from services?
- In your opinion, what are the main humanitarian concerns for various groups affected by migration and displacement (e.g. migrants, displaced people, host communities, families of migrants etc.)?
- Does your government have plans to strengthen the response to humanitarian needs of migrants, displaced people and others affected by migration?
- Do you work in partnership with other stakeholders? Please give examples

For International Organisations, national NGOs, and civil society and community-based organisations

- Please describe your organisation's main activities or services for migrants and displaced people?
- Do you focus on particular groups (e.g., migrant workers, asylum seekers, women, children)?
- What are the main humanitarian concerns from your organisation's perspective?
- What are the main priorities for your organisation at the moment?
- What activities or services does your organisation offer to respond to identified needs?

For community leaders (e.g., migrant community leaders, host community leaders, religious leaders, community health workers, midwives etc.)

- Please describe of your role within your community
- In your opinion, what are the biggest challenges faced by people in your community?
- What do you think about the availability and accessibility of important services (e.g., health, education, livelihood opportunities)?
- Who provides these services (government/local authorities, UN, NGOs or local organisations)?
- Do people in your community face any barriers in accessing services (health, education, livelihoods)?
- How could these barriers be addressed? For example:
 - How could access to services be improved?
 - What kinds of assistance and support is needed?
 - Can you share examples of community-based initiatives or coping mechanisms?
- Do you collaborate or coordinate (formally or informally) with other organisations or stakeholders that support migrants and displaced people?

Providing information about the principles and approach of the International RCRC Movement on Migration and Displacement

- May I share some information about the role of the RCRC Movement in relation to Migration and Displacement, and the work of National Societies at the community level?
- Could X National Society help support or strengthen the work of your department/ ministry/organisation in our role as an auxiliary to the government in the humanitarian field (depending on the specific strengths, capacities and limitations of a National Society)?

Annex 10: Sample Spreadsheet (Workbook) to Organise and Analyse Data

Workbook organising key stakeholders and functions

	A	B	C	D
17	DISTINCTION	SECTOR	ORGANISATION	FUNCTIONS
18	UN	Internal Displacement	UNDP	United Nations Development Programme
19	UN	Internal Displacement	UNOCHA	United Nations Office for the Coordination of Humanitarian Affairs
20	GOV	Internal Displacement	Frontier Works Organization	Pakistani company doing bulk of local construction in the Gwadar port development portion of CPEC
	GOV	Internal Displacement	SAFRON	Ministry of States and Frontier Regions: main function is to deal with issues of the tribal areas of Pakistan, bordering Afghanistan. A subset of SAFRON re the Commissionerates for Afghan Refugees (CAR), which are mandated with various aspects of assisting and managing the Afghan refugee population. Khyber Pakhtunkhwa CAR manages, administers, and coordinates refugee camps and repatriation, as well as monitoring projects for refugees administered by UNHCR and implementing partners.
21				
22	ORG	Internal Displacement	Sindh Engro Coal Mining	Joint venture in Sindh doing construction on one block of the Tharpakar coal mining site. Company employs local workers, and made accommodations for displacement relocation and accommodation.
	GOV	Refugees	Chief Commissionerate of Afghan Refugees	The Office of the Chief Commissioner for Afghan Refugees was established in early 1980, in response to the influx of Afghan Refugees. It is a federal-level body placed under the direction of the President of Pakistan and attached to SAFRON. Its main functions include: - Receipt, storage, dispatch and bulk distribution of relief assistance for Afghan refugees in the NWFP and Balochistan provinces

Workbook analysing recurring themes from key informant interviews

Thematic area	KII/FGD																				
	KII 1	KII 2	KII 3	KII 4	KII 5	KII 6	KII 7	KII 8	KII 9	KII 10	KII 11	KII 12	KII 13	KII 14	KII 15	KII 16	KII 17	KII 18	KII 19	KII 20	KII 21
Legal framework			x				x				x				x	x		x		x	
Indicators of extent of trafficking	x	x	x	x		x	x		x		x	x		x	x	x	x	x	x	x	x
Sexual exploitation	x		x	x						x	x	x	x		x	x	x			x	
Labour exploitation	x	x	x	x						x	x			x	x	x	x			x	
Forced marriage	x	x				x				x			x	x			x				x
domestic servitude	x		x	x						x	x	x								x	
forced criminality	x		x																		
kidnapping for ransom (x								x					x		x			
forced begging																x					
Illegal adoption												x									
early marriage / forced marriages			x																x		
organ trafficking	x		x							x											
profiles of victims	x		x	x					x	x	x		x	x	x	x	x	x	x	x	x
traffickers profiles and modus operandi	x	x	x	x	x		x		x	x	x	x	x	x	x	x	x	x	x	x	x
Routes	x		x	x		x	x		x	x	x	x	x	x	x	x	x	x	x	x	x
Clients	x		x							x			x								
related abuses		x	x	x		x				x		x				x	x	x			x
Other features of individual issues	x	x	x	x		x	x		x	x	x	x	x	x	x	x	x	x	x	x	x

Workbook organising terminology by theme

	A	B	C
62	THEMATIC AREA	TERM	DEFINITION
	Internal Displacement	Gentrification	The process of changing the character of a neighborhood through the influx of more affluent residents and businesses.
63			
	Internal Displacement	Internally Displaced Person(s)	Persons or groups of persons who have been forced or obliged to flee or to leave their homes or places of habitual residence, in particular as a result of or in order to avoid the effects of armed conflict, situations of generalized violence, violations of human rights or natural or human-made disasters, and who have not crossed an internationally recognized State border
64			
	Internal Displacement	Katchi Abadi	Makeshift communities comprised of shacks and shanties, with inadequate electricity, water, and sanitation facilities.
65			
	Internal Displacement	Land Acquisition	Process whereby a person is compelled by a public agency to alienate all or part of the land she/he owns or possesses, to the ownership and possession of that agency, for public purposes in return for fair compensation.
66			
	Internal Displacement	Land Acquisition Resettlement Plan	Plan and process by which the government, property developers, or development organisations make accommodations for populations displaced by development projects
67			
	Internal Displacement	Qabza group	Land/property mafia groups, notorious for land grabbing and immovable property theft.
68			
	Internal Displacement	Relocation	physical movement to an alternative location of the assets and infrastructure permanently lost due to the project impact. It may include: houses; public service facilities; religious and other buildings.
69			
	Internal Displacement	Relocation (IDPs)	The transfer and integration of internally displaced persons into another geographical area within the same country as one of the three forms of durable solutions
70			

Annex 11: Addressing challenges when conducting an Assessment

You may encounter some challenges when conducting a migration and displacement assessment. Effective preparation and revisiting the objectives of the Assessment will help mitigate challenges that may occur. Below are some common challenges experienced by National Societies when conducting an assessment, and suggestions for possible solutions to the challenge.

Challenge	Possible solution
Lack of leadership or management support for the Assessment	Share commitments made by National Societies related to Migration and Displacement e.g., Resolution 3 on Migration, the IFRC Global Migration Strategy and the Manila Call for Action targets
Lack of necessary resources, e.g., funding, time, or expertise to conduct or participate in the Assessment	Identify a Project leader to negotiate the allocation of resources needed to complete the Assessment successfully. Request support from IFRC or RCRC Movement Partners as needed. Establish a workplan and identify resources need at the start of the Assessment but be flexible!
Competing humanitarian priorities that impact the momentum of the Assessment	Be organised and persistent but flexible. Identify and highlight where the National Society is already responding to the humanitarian needs of migrants and displaced people as a cross-cutting issue.
Data collection issues, such as lack of available or reliable data, or ability to validate data	Conduct a literature review at the start of the Assessment to ensure that reliable sources of data have been explored first e.g. UN publications, government publications, academic articles, research publications from local migration and displacement-focused networks or organisations etc.
'Migration and displacement' is considered to be too political or too sensitive in your country context, and your National Society is hesitant to engage	Review the principles and approach of the IFRC on Migration and Displacement: i.e. as a neutral and impartial humanitarian network, to provide protection and assistance to people, irrespective of legal status or documentation, and based only on vulnerability and needs. When establishing the scope of the Assessment, discuss sensitive issues with senior NS leadership to clarify the purpose of the Assessment and how sensitivities will be addressed while conducting the Assessment.

<p>Misunderstandings or lack of awareness of the role and mandate of the RCRC Movement to respond to the humanitarian needs of migrants and displaced people</p>	<p>Before engaging with external stakeholders or conducting interviews, review the principles and approach of the IFRC and the role of your National Society in responding to the humanitarian needs of migrants and displaced people. Familiarise yourself with your National Society's historic engagement with migrants and displaced people, current activities that could be expanded / adapted to include migrants and/or displaced people, and examples of other National Societies' migration and displacement activities.</p>
<p>Serious protection issues are uncovered</p>	<p>Before starting the Assessment, consult with PGI colleagues or the IFRC PGI Coordinator. Ask for support and resources as you design and plan your Assessment, e.g. ask if your National Society has established a safe referral process in case protection concerns are identified. Be sure that you are familiar with trusted organisations and services available that you could refer people to. Ensure that members of the Assessment team have been trained in PGI Minimum Standards including on making safe referrals, the 'do no harm' principle, and the Minimum Protection Approach.</p>

Annex 12: Law and Policy Frameworks Relating to Migration and Displacement

Research which of these your country has signed and ratified.

International Legal instruments (Conventions, Treaties, Declarations etc.)	Description
Repository of UN Treaties	Website containing links to all UN Treaties
1948 Universal Declaration of Human Rights	The Universal Declaration recognises that <i>'the inherent dignity of all members of the human family is the foundation of freedom, justice and peace in the world'</i> . It declares that human rights are universal – to be enjoyed by all people, no matter who they are or where they live. Includes civil and political rights, like the right to life, liberty, free speech and privacy, and economic, social and cultural rights, like the right to social security, health and education.
1985 Declaration on the Human Rights of Individuals who are not Nationals of the Country in which They Live	The protection of human rights and fundamental freedoms provided for in international instruments should also be ensured for individuals who are not nationals of the country in which they live.
1992 Declaration on the Rights of Persons Belonging to National or Ethnic, Religious or Linguistic Minorities	Persons belonging to national or ethnic, religious and linguistic minorities have the right to enjoy their own culture, to profess and practice their own religion, and to use their own language, in private and in public, freely and without interference or any form of discrimination.
1965 Convention on the Elimination of All Forms of Racial Discrimination (CERD)	Commits its States parties to the elimination of racial discrimination and the promotion of understanding among all races. The Convention also requires its parties to outlaw hate speech and criminalize membership in racist organizations.
1966 International Covenant on Civil and Political Rights (ICCPR)	Grants the right to life, freedom from torture, freedom from slavery, rights to liberty and security, freedom of movement, rights of aliens, equality before courts, rights to freedom of thought, conscience, and religion, peaceful assembly and association with others, minority protection, and right to political participation.
1966 International Covenant on Economic Social and Cultural Rights (ICESCR)	Provides the legal framework to protect and preserve the most basic economic, social and cultural rights, including rights relating to work in just and favourable conditions, social protection, adequate standard of living, the highest attainable standards of physical and mental health, education and enjoyment of the benefits of cultural freedom and scientific progress.

1989 Convention on the Rights of the Child (CRC)	Protects children's rights by setting standards in health care, education, and legal, civil and social services through the principles of non-discrimination, devotion to the best interests of the child, the rights to life, survival and development, and respecting views of the child.
1990 International Convention on the Protection of the Rights of All Migrant Workers and Members of Their Families	Aims at guaranteeing equality of treatment, and the same working conditions, for migrants and nationals. Recognises that migrants should have access to a minimum degree of protection. Recognises that regular migrants have the legitimacy to enjoy different rights than irregular immigrants, but that the fundamental human rights of all migrants - including irregular migrants - must be respected.
1951 UN Convention on the Status of Refugees	Defines who is a refugee, and the core principle of <i>non-refoulement</i> , which asserts that a refugee should not be returned to a country where they face serious threats to their life or freedom. Sets out rights of refugees and those granted asylum, including granting of identity and travel documents, and protection.
1967 Protocol Relating to the Status of Refugees	Extended the scope of the 1951 Refugee Convention to include all geographical territories and removed the time limit previously set.
1954 Convention relating to the Status of Stateless Persons	States that everyone has the right to a nationality, provides the legal definition of a stateless person. Specifies certain minimum rights for stateless people, including the rights to education, employment, housing and public relief, on par with nationals. Defines the right to a name, to identification and travel documents, and administrative assistance. Specifies that stateless people are not to be expelled, except on grounds of national security or public order.
1961 Convention on the Reduction of Statelessness	A multilateral treaty whereby sovereign states agree to reduce the incidence of statelessness.
1956 Supplementary Convention on Abolition of Slavery, the Slave Trade, and Institutions and Practices Similar to Slavery	Commits States parties to abolish and abandon debt bondage, serfdom, servile marriage and child servitude, enact minimum marriage ages, and criminalise slave trafficking.

2000 UN Convention against Transnational Organised Crime	Aimed at the protection of rights of migrants and the reduction of the power and influence of organized criminal groups that abuse migrants. Emphasizes the need to provide migrants with humane treatment, and the need for comprehensive international approaches to combating people smuggling, including socio-economic measures that address the root causes of migration.
2003 Convention against Transnational Organized Crime Annex II: Protocol to Prevent, Suppress and Punish Trafficking in Persons, Especially Women and Children	First global legally-binding instrument with an agreed definition on trafficking in persons, to facilitate convergence in national approaches with regard to the establishment of domestic criminal offences that would support efficient international cooperation in investigating and prosecuting trafficking in persons cases. An additional objective of the Protocol is to protect and assist the victims of trafficking in persons with full respect for their human rights.
2004 Convention against Transnational Organized Crime Annex III: Protocol against the Smuggling of Migrants by Land, Sea and Air	Deals with the growing problem of organized criminal groups who smuggle migrants. Provides first definition of smuggling of migrants. Aims to prevent and combat the smuggling of migrants, as well as promoting cooperation among States parties, while protecting the rights of smuggled migrants and preventing the worst forms of their exploitation which often characterize the smuggling process.
1930 ILO Forced Labour Convention	Defines forced or compulsory labour as <i>"all work or service which is exacted from any person under the menace of any penalty and for which the said person has not offered himself voluntarily,"</i> and obligates States parties to abolish or suppress forced labour within their territory.
1949 ILO Migration for Employment Convention and 1975 Supplemental Provisions	<p>Protects the interests of workers employed in countries other than their own and provides governance of labour migration and protection of migrant workers.</p> <p>The 1975 Supplementary Provisions are also known as the Convention concerning Migrations in Abusive Conditions and the Promotion of Equality of Opportunity and Treatment of Migrant Workers</p>

1957 ILO Abolition of Forced Labour Convention	<p>Expanded definition of ‘forced labour’ to include:</p> <ul style="list-style-type: none"> a. means of political coercion or education or as a punishment for holding or expressing political views or views ideologically opposed to the established political, social or economic system b. method of mobilising and using labour for purposes of economic development c. means of labour discipline d. punishment for having participated in strikes e. means of racial, social, national or religious discrimination.
1999 ILO Worst Forms of Child Labour Convention	<p>Outlines that States parties shall take immediate and effective measures to secure the prohibition and elimination of the worst forms of child labour, including all forms of slavery or coerced labour, child prostitution or pornography, drug trafficking, or anything that harms the health, safety, or morals of a child.</p>
2011 ILO Domestic Workers Convention	<p>Defines decent domestic work to include daily and weekly rest hours, entitlement to minimum wage and the choice of where they live and spend their leave. Party states should take protective measures against violence and enforce a minimum working age consistent with other types of employment. Workers have a right to a clear communication of employment conditions, which should in case of international recruitment, be communicated prior to immigration.</p>

Regional inter-governmental and consultative process on Migration and Displacement

Regional inter-governmental and consultative processes are state-led, ongoing, information-sharing and policy dialogues dedicated to discussing specific migration and displacement issues in a cooperative manner from an agreed (usually geographical) region, and may either be officially associated with formal regional institutions, or be informal and non-binding.

Inter-Regional Consultative Processes on Migration	Inter-regional forums on migration are State-led, informal and non-binding dialogues on migration usually connecting two or more regions.
Abu Dhabi Dialogue	Aims to enable safe, orderly and regular labour migration within Asia and the Middle East. Member states include Afghanistan, Bangladesh, Bahrain, China, India, Indonesia, Kuwait, Malaysia, Nepal, Oman, Pakistan, the Philippines, Qatar, Saudi Arabia, Sri Lanka, Thailand, the United Arab Emirates (UAE) and Vietnam. Also includes IOM and ILO, as well as private sector and civil society observers.
Asia-EU Dialogue on Migration	Aims to improve understanding of the key trends and issues, support the identification of common policy concerns, and promote actions which will facilitate safe and legal labour migration between the two regions and its impact on development.
Budapest Process	Inter-regional dialogue on migration stretching from Europe to the Silk Routes region - also covering the Western Balkans, Central and South Asia. It provides a platform for dialogue and operational cooperation for over 50 governments and 10 international organisations.
Colombo Process	A Regional Consultative Process on the management of overseas employment and contractual labour for countries of origins in Asia. Member states include Afghanistan, Bangladesh, China, India, Indonesia, Nepal, Pakistan, the Philippines, Sri Lanka, Thailand and Vietnam. Observer States include Bahrain, Italy, Kuwait, Malaysia, Qatar, Republic of Korea, Saudi Arabia, United Arab Emirates.

Bali Process on People Smuggling, Trafficking in Persons and Related Transnational Crimes	<p>Asia Pacific regional intergovernmental process co-chaired by the governments of Australia and Indonesia focused on:</p> <ul style="list-style-type: none"> • Regional cooperation to combat people smuggling and smuggling networks • Public awareness to deter irregular migration • Tackling root causes of irregular migration • Sharing best practices in asylum management <p>IFRC and ICRC are Observers to the Bali Process.</p>
Global Compact for Safe Orderly and Regular Migration (GCM)	<p>The first-ever, global framework on international migration. A non-binding, voluntary agreement negotiated by States in 2018, founded in international human rights law and aligned with the 2030 Agenda for Sustainable Development. Contains 23 objectives that States have committed to implement, related to migration across countries of origin, transit, destination and upon return. Specifically focused on international (cross-border) migration and does not cover migration within countries (internal migration).</p> <p>The International Red Cross and Red Crescent Movement is mentioned by name in paragraph 44 of the GCM.</p>
Global Compact on Refugees	<p>A framework for more predictable and equitable responsibility-sharing, recognizing that a sustainable solution to refugee situations cannot be achieved without international cooperation. It provides a blueprint for governments, international organizations, and other stakeholders to ensure that host communities get the support they need and that refugees can lead productive lives. Its four key objectives are to:</p> <ul style="list-style-type: none"> • Ease the pressures on host countries • Enhance refugee self-reliance • Expand access to third-country solutions • Support conditions in countries of origin for return in safety and dignity



Humanity

The International Red Cross and Red Crescent Movement, born of a desire to bring assistance without discrimination to the wounded on the battlefield, endeavours, in its international and national capacity, to prevent and alleviate human suffering wherever it may be found. Its purpose is to protect life and health and to ensure respect for the human being. It promotes mutual understanding, friendship, cooperation and lasting peace amongst all peoples.

Impartiality

It makes no discrimination as to nationality, race, religious beliefs, class or political opinions. It endeavours to relieve the suffering of individuals, being guided solely by their needs, and to give priority to the most urgent cases of distress.

Neutrality

In order to enjoy the confidence of all, the Movement may not take sides in hostilities or engage at any time in controversies of a political, racial, religious or ideological nature.

Independence

The Movement is independent. The National Societies, while auxiliaries in the humanitarian services of their governments and subject to the laws of their respective countries, must always maintain their autonomy so that they may be able at all times to act in accordance with the principles of the Movement.

Voluntary service

It is a voluntary relief movement not prompted in any manner by desire for gain.

Unity

There can be only one Red Cross or Red Crescent Society in any one country. It must be open to all. It must carry on its humanitarian work throughout its territory.

Universality

The International Red Cross and Red Crescent Movement, in which all societies have equal status and share equal responsibilities and duties in helping each other, is worldwide.

