Information Management (IM) Hub

**Terms of Reference**

This document provides a short overview of the scope of activities of the REACH IM hub in Slovyansk. It was developed with the support of ECHO to support information management capacities in the field in the displacement crisis affecting Eastern Ukraine.

Introduction & Objective

Within the framework of its ECHO-funded project in Ukraine and following requests from several humanitarian stakeholders, REACH is planning to open and operation an information management (IM) hub to support the humanitarian community in using appropriate tools and methodologies in collecting, centralizing, analyzing and visualizing data in order to better inform humanitarian response in a timely manner. After consultations with donors, UN agencies and NGOs REACH is proposing to open this hub in its Sloviansk office. This initiative has been well received and the hub will revolve around two main pillars i) capacity building and ii) technical advice. The purpose of this document is to outline REACH’s vision for this new IM hub and to collect additional suggestions from partners.

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| **Pillars:** | **1/ Capacity Building** | **2/ Technical Advice** |
| **Proposed Activities** | Training on using mobile data collection tools | Sampling approaches |
| Training on open source GIS software | Data analysis plans |
| Training on data analysis | Post distribution monitoring |
| Training on data visualization | Indicators |
| Support to assessment and GIS activities (to be agreed based on scope) | Results based management |

These activities capitalize on REACH’s global expertise in the field of assessment and GIS and have already been successfully implemented in several countries.

Expected Outputs

Based on the current discussions around the purpose of the IM hub the humanitarian actors in the field should be able to in the short to medium term to develop:

1. **A methodologically strong survey** that fits the specific needs of an assessment that fills an information gap in the field
2. Associated **data collection tools** that reduce human resource requirement for processing and analysis of information
3. **Informative data visualization products** including basic GIS maps using widely available or open source software

Resources

The IM hub is expected to be operational by beginning of November 2016. Funding for the hub has been secured until May 2017 and based on demand from the actors on the field, a request for additional support could be envisaged.

The human resources dedicated to this activity will consist of: i) one **REACH GIS Officer** and ii) one **REACH Assessment Officer** that will be able to support the humanitarian community based on request. REACH is also considering procuring a plotter to print large maps on demand for partners.

The REACH team in Kyiv, composed of the Country Focal Point/Assessment Officer and technical specialists, will also be able to provide advice based on requests from partners.

Consultations

REACH announced the opening of IM HUB on NGO Forum meeting the 21st of October in Kramatorsk and the 22nd in Severodonetsk. REACH shared the concept of IM HUB both on field and capital levels. The initiative was met positively and a lot of partners expressed their interest.

Registration form for participation IM HUB activities was available on both Russian and English from the 26th of October, with links for registration forms shared to humanitarian community.

On the 2nd of November 2016, 10 different organization sent their requests for participation in IM HUB activities: WASH Cluster Ukraine; UNICEF; ADRA Ukraine; Premire Urgence Internationale; Save the Children; Action Contre la Faim; CO Slaviansk hearts; SOS-Kramatorsk, Terre des hommes, DDC etc. At the same time other organization continue to express the interest and the number of requests can increase

In average, 30 persons registered to participate in both activities: CAPACITY BUILDING and TECHNICAL ADVICE.According to responses from the electronic survey, different organizations expressed different interests:

**Pillar 1: Capacity building**

**Pillar 2: Technical advice**

Typical training session planning

The full-scale assessment training will be structured as follows:

Participants registration

Introduction

Knowledge level identification

Types of monitoring

1. Planning stage
2. Mobile data collection (KOBO presentation, exercises, PILOT)
3. Training on data analyses (Data check, excel, formulas)
4. Training on open GIS software (Data visualization, exercise)
5. Reporting (exercise, result based management workout, indicators output, work on mistakes)

Level of acknowledgment exercise, Training efficiency evaluation, Training certificate

Guiding Principles

Following high demand and specific interests of participant, REACH Initiative will organize training sessions in a small forum to ensure the training leads to improved capacities

The five key principles that will guide the activity are the following:

1. Each training group will contain no more than 10 participants
2. Each session will be evaluated by a survey to ensure effectiveness of learned material, training exercises, final product materials
3. REACH strongly encourages partner agencies to participate to exchange best practices
4. REACH will listen to requests from participants and provide information in both languages to ensure materials can be used by local partners
5. All REACH staff must participate in at least one training session to ensure adequate sharing of all REACH competencies

Requirements

To participate in the trainings, agencies are to ensure:

1. Participants should bring laptops to be able to do trainings` exercises
2. Participants are provided with accommodation and transport to the training location
3. Participants are able to cover their lunch and diner expenses

REACH will cover

1. Coffee brakes across the training sessions
2. Other materials from training purposes (installation of GIS software, smartphones for Kobo data collection)

Location

ACTED/REACH Office, 42a Universytetska str., 84122 Sloviansk

GPS: 48.853932, 37.60593

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|   (**+380 63) 234 90 31****VOLODYMYR.MOISEIENKO@REACH-INITIATIVE.ORG** |
| Skype  **moiseienko** | Location Marker  **Kyiv / Sloviansk, Ukraine**  |
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 Contact information

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| **Jeremy WETTERWALD |** **REACH Country Focal Point / Assessment Officer** |
| PictoPhone  (**+380 73) 478 51 94** |  |
| Skype  **wetterwald.jeremy** | Location Marker  **Kyiv / Sloviansk, Ukraine** |
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# Annex 1. Activities Plan

**REACH IM HUB Activities in 2016**

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| --- | --- | --- |
| Activities | November | December |
| 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| Full scale assessment training, session 1 (PILOT), 22/11/2016-24/11/2016 |  |  |  |  |  |  |  |  |
| Technical Advise related activities |  |  |  |  |  |  |  |  |

**REACH IM HUB Activities in 2017**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activities | January | February | March | April |
| 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |  |  |  |  |  |  |  |  |
| Mobile data collection  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| GIS [software and visualization] |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Technical Advise related activities | On continuing basis |

# ANNEX 2: Invitation

**INVITATION FOR PARTICIPATION REACH INITIATIVE IM HUB**

**FULL SCALE ASSESSMENT TRAINING**

Dear Partners,

In order to respond your request to REACH Initiative and your interest in its IM HUB activities in Sloviansk, we are glad to invite you to participate the 1st PILOT Assessment training session in Sloviansk from the 22/11/2016 to 24/11/2016. You are kindly invited to send \_\_\_\_\_**person(s)** from your organization to participate.

In case if your initial request exceeds the invited number, REACH Initiative will include your staff in the next session automatically.

FULL SCALE ASSESSMENT TRAINING will include:

Participants registration

Introduction

Knowledge level identification

1. Planning stage
2. Mobile data collection (KOBO presentation, exercises, PILOT)
3. Training on data analyses (Data check, excel, formulas)
4. Training on open GIS software (Data visualization, exercise)
5. Reporting (exercise, result based management workout, indicators output, work on mistakes)

Level of acknowledgment exercise, Training efficiency evaluation, Training certificate

**Training will take place at** [REACH Initiative field office in Sloviansk [48.853860, 37.606007]](https://yandex.ua/maps/28944/sloviansk/?mode=whatshere&ll=37.605501%2C48.853201&z=18&text=%D1%81%D0%BB%D0%B0%D0%B2%D1%8F%D0%BD%D1%81%D0%BA&sll=30.523541%2C50.450418&sspn=0.326843%2C0.118152&ol=geo&ouri=ymapsbm1%3A%2F%2Fgeo%3Fll%3D37.605%252C48.853%26spn%3D0.193%252C0.093%26text%3D%25D0%25A3%25D0%25BA%25D1%2580%25D0%25B0%25D1%2597%25D0%25BD%25D0%25B0%252C%2520%25D0%2594%25D0%25BE%25D0%25BD%25D0%25B5%25D1%2586%25D1%258C%25D0%25BA%25D0%25B0%2520%25D0%25BE%25D0%25B1%25D0%25BB%25D0%25B0%25D1%2581%25D1%2582%25D1%258C%252C%2520%25D0%25A1%25D0%25BB%25D0%25BE%25D0%25B2%2527%25D1%258F%25D0%25BD%25D1%2581%25D1%258C%25D0%25BA&whatshere%5Bpoint%5D=37.606016%2C48.853808&whatshere%5Bzoom%5D=18).

Agenda foresee full working day engagement from 9 am till 6 pm 22/11/2016-24/11/2016. Participants will have 45 minutes’ lunch break and two 15 minutes’ coffee brakes. REACH Initiative provides refreshments for coffee breaks. Launch is not provided.

Participants should bring their laptops to perform training exercises. REACH Initiative provides participants with smartphones and other tools needed for the training.

ANNEX 3 : Registration Form

**REGISTRATION CONFIRMATION FORM**

**For REACH Initiative training session participation**

In order to respond the invitation letter from REACH Initiative, we \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will send the next staff for training session: (the name of organization)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(please, fill the name of participant)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(please, fill the name of participant)

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(please, fill the name of participant)

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(please, fill the name of participant)

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(please, fill the name of participant)

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(please, fill the name of participant)

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(Date) (Signature of person in charge)

Please, return this form in hard or soft copy filled and signed to REACH Initiative address: 84122 Sloviansk, Universytetskaia 42a or by email: volodymyr.moiseienko@reach-initiative.org

ANNEX 4 : Detailed Training Plan

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| **Full scale assessment training AGENDA session 1 level 1\*** |
|   |   | 9:00 | 10:00 | 11:00 | 12:00 | 13:00 | 14:00 | 15:00 | 16:00 | 17:00 | Trainer |
| Tuesday 22/11/2016 |  |
| Participants registration  |   |   |   |   |   |   |   |   |   | Volodymyr Moiseienko |
| Introduction  |   |   |   |   |   |   |   |   |   | Volodymyr Moiseienko |
| Knowledge level identification  |   |   |   |   |   |   |   |   |   | Svitlana Vershynina |
| Types of monitoring  |   |   |   |   |   |   |   |   |   | Svitlana Vershynina |
| 1 | Indicators identification – (indicators should be identified for PILOT survey) |   |   |   |   |   |   |   |   |   | Volodymyr Moiseienko |
|   | Result based management – theory  |   |   |   |   |   |   |   |   |   | Volodymyr Moiseienko |
|   | Sampling approaches  |   |   |   |   |   |   |   |   |   | Jeremy Wetterwald |
|   | Questionnaire building |   |   |   |   |   |   |   |   |   | Svitlana Vershynina |
|   | Data analyses plan |   |   |   |   |   |   |   |   |   | Anton Vasyliev |
|   | Logistics overview  |   |   |   |   |   |   |   |   |   | Volodymyr Moiseienko |
| Wednesday 23/11/2016 |  |
| 2 | Training on using mobile data collection tools |   |   |   |   |   |   |   |   |   | Volodymyr Moiseienko |
|   | KOBO presentation |   |   |   |   |   |   |   |   |   | Volodymyr Moiseienko |
|   | PILOT exercises  |   |   |   |   |   |   |   |   |   | Volodymyr Moiseienko |
| 3 | Training on data analyses |   |   |   |   |   |   |   |   |   | Anton Vasyliev |
|   | Data check, excel, formulas, macros |   |   |   |   |   |   |   |   |   | Anton Vasyliev |
|   | Exercise |   |   |   |   |   |   |   |   |   | Anton Vasyliev |
| Thursday 24/11/2016 |  |
| 4 | Training on open GIS software  |   |   |   |   |   |   |   |   |   | Juan Torres |
|   | Data visualization (participants should bring laptops) – GIS materials should be printed |   |   |   |   |   |   |   |   |   | Juan Torres |
|   | Exercise |   |   |   |   |   |   |   |   |   | Juan Torres/Anton Vasyliev |
| 5 | Reporting (exercise should be done) |   |   |   |   |   |   |   |   |   | Jeremy Wetterwald |
|  | Reporting format |  |  |  |  |  |  |  |  |  | Svitlana Vershynina |
|   | Result based management workout  |   |   |   |   |   |   |   |   |   | Jeremy Wetterwald |
|   | Indicators result |   |   |   |   |   |   |   |   |   | Jeremy Wetterwald |
|   | Exercise |   |   |   |   |   |   |   |   |   | Jeremy Wetterwald |
|   | Work on mistakes  |   |   |   |   |   |   |   |   |   | Volodymyr Moiseienko |
|   | Level of acknowledgment exercise, Training efficiency evaluation  |   |   |   |   |   |   |   |   |   | Volodymyr Moiseienko |

ANNEX 5 : Detailed Training Plan

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of participant** | **Organization`s Name** | **Title of position** | **Phone number** | **Email address** | **Signature** |
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