

Summary of Planning Process for DTM & Partners Cooperation for Useful and Usable Data: Clusters, WGs and AoRs

The proposed approach and tools were not developed in isolation, but rather based on best practices in the humanitarian sector and developed through consultations with DTM, Global Cluster /AoR/WGs and other partners. In addition, approach and tools are adapted from work done by the Working Group on Useful and Usable Data and Analysis (EDAUIR) under the Grand Bargain work stream on Needs Assessment.

DTM coordinator and Cluster Coordinators and IMOs have the joint responsibility to cooperate to obtain useful and usable data. Global Clusters and DTM support may be able to guide your field colleagues through the process jointly developed (see: [Pocket Guide to the shared approach \(online\).pptx](https://displacement.iom.int/dtm-partners-toolkit/intro-dtm-and-partners-cooperation) in: <https://displacement.iom.int/dtm-partners-toolkit/intro-dtm-and-partners-cooperation> and the narrated briefing on DTM (01) in: <https://displacement.iom.int/dtm-partners-toolkit/narrated-briefings>

1. DTM may start data collection by using DTM Field Companion questions, developed by Global Clusters, AoRs and WGs together with DTM. (see: [Introduction to DTM Field Companion for Location Assessment Sectoral Questions.docx](https://displacement.iom.int/dtm-partners-toolkit/field-companion-sectoral-questions-location-assessment) in: <https://displacement.iom.int/dtm-partners-toolkit/field-companion-sectoral-questions-location-assessment>. Excel and Pdf Sectoral Field Companions, both questions and analysis plan: <https://displacement.iom.int/dtm-partners-toolkit/field-companion-excel> and <https://displacement.iom.int/dtm-partners-toolkit/field-companion-pdf>
2. Once the initial round is complete, Clusters, AoRs, WGs and other partners receive the first analysis, they may be able to adapt the questionnaire to capture some additional /different information needs of the clusters.
3. Clusters Coordinators and IMOs together identify Information Needs for response (see: [Flow Chart Planning DTM Location Assessment with Data Users.pptx](https://displacement.iom.int/dtm-partners-toolkit/information-needs-and-data-users) and [Type of DTM Information commonly used by Partners MSLA.docx](https://displacement.iom.int/dtm-partners-toolkit/information-needs-and-data-users) in: <https://displacement.iom.int/dtm-partners-toolkit/information-needs-and-data-users>;) and how each need link to their use of the information (see [Field Companion Template – columns D - Information Need & L - Example of Use, in: https://displacement.iom.int/dtm-partners-toolkit/field-companion-excel](https://displacement.iom.int/dtm-partners-toolkit/field-companion-excel))
4. Cluster Coordinators and IMOs understand what DTM Multi Sectoral Location Assessment can and cannot collect for them (see: [FAQ on DTM for Clusters EN.docx /Preguntas más frecuentes sobre la DTM - SP.docx](https://displacement.iom.int/dtm-partners-toolkit/what-dtm), in: <https://displacement.iom.int/dtm-partners-toolkit/what-dtm> and presentations in English French and Spanish on DTM, *especially slides 7 to 10* in: <https://displacement.iom.int/dtm-partners-toolkit/presentations-dtm-en-fr-and-sp>)
5. Cluster Coordinator / IMO approach DTM coordinator with list of information needs that can be obtained through the non-sectoral expert Key Informants and Observation methodology at Community level that DTM MSLA uses. (see: [Decision making tree for Clusters WG and Partners on using DTM.pptx](https://displacement.iom.int/dtm-partners-toolkit/information-needs-and-data-users) in: <https://displacement.iom.int/dtm-partners-toolkit/information-needs-and-data-users> and [Handout Methods and Information.pptx](https://displacement.iom.int/dtm-partners-toolkit/other-tools-0) in: <https://displacement.iom.int/dtm-partners-toolkit/other-tools-0>)
6. Cluster and DTM jointly develop appropriate questions (see [DTM Field companion for suggestions in: https://displacement.iom.int/dtm-partners-toolkit/field-companion-excel](https://displacement.iom.int/dtm-partners-toolkit/field-companion-excel)) and agree on data sharing modalities (see: [DTM Clusters Data-sharing Modalities.pptx](https://displacement.iom.int/dtm-partners-toolkit/data-sharing), in: <https://displacement.iom.int/dtm-partners-toolkit/data-sharing> and [Checklist for DTM datasets and report -what to include.docx](https://displacement.iom.int/dtm-partners-toolkit/reporting) in: <https://displacement.iom.int/dtm-partners-toolkit/reporting>), agree on DTM and Clusters roles in analysis (see: [Options for Analysis.docx](https://displacement.iom.int/dtm-partners-toolkit/analysis), in : <https://displacement.iom.int/dtm-partners-toolkit/analysis>) and agree on modalities to provide further feedback to DTM in following rounds (see: <https://displacement.iom.int/dtm-partners-toolkit/capturing-feedback-and-adjusting>).
7. Cluster and DTM jointly verify with cultural experts that questions are context-appropriate (in the translation used for the exercise) and do no harm.

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8. Cluster Coordinator / IMO are mindful in their requests of the impact that each additional question has on the capacity to quickly provide necessary data. DTM Coordinators try to include as many questions as possible, however will exclude questions not in line with the methodology, questions that may be putting enumerators or community members at risk, and questions not clearly linked to their use for response. In addition, DTM may also need to limit the number of questions in the questionnaire.
9. Cluster Coordinator and IMOs both verify that the questions will provide the information the clusters need through a mock-up descriptive analysis (done by DTM or Cluster IMO). (For DTM Field Companion questions the mock-up is already done, in column J (chart) and K (narrative) <https://displacement.iom.int/dtm-partners-toolkit/field-companion-excel>)
10. Cluster may support DTM with specific sectoral training for enumerator, if needed (e. g., on definitions) (see: <https://displacement.iom.int/dtm-partners-toolkit/trainings>)
11. DTM collects the data, cleans and process them and implements quality control measures.
12. DTM shares data according to agreed modalities.
13. DTM analyses data according to agreed analysis plan and shares analytical products as agreed.
14. DTM captures feedback in line with agreed modalities, and adjusts questionnaire, analysis plan and methodology as necessary. DTM communicates to those who provided feedback whether it was implemented or not, and the reasons why it may no have been implemented.
15. Clusters, AoRs, WGs and other partners interpret DTM and other data, in order to plan for response.
16. DTM may be able to support interpretation of Clusters, AoRs, WGs and other partners through presentations of findings at partners meetings. (see: [Options for Analysis.docx](#), in : <https://displacement.iom.int/dtm-partners-toolkit/analysis>). This will depend on field resources.

