Research Terms of Reference
Area-based Neighbourhood and Community Profiling, Brazil

May 2018
V2

REACH Informing more effective humanitarian action

1. Executive Summary

Country of intervention	*Brazil*				
Type of Emergency	□	Natural disaster		□	Conflict
Type of Crisis	□	Sudden onset	□	Slow onset	**X** Protracted
Mandating Body/ Agency	*UHNCR*				
Project Code	*42iAGR 3H8*				
Overall Research Timeframe *(from research design to final outputs / M&E)*	01/05/2018 to 20/10/2018				

Research Timeframe *Add planned deadlines (for first cycle if more than 1)*	1. Start collect data: 11/05/2018	4. Data sent for validation: 01/06/2018
	2. Data collected: 25/05/2018	5. Outputs sent for validation: 05/06/2018
	3. Data analysed: 31/05/2018	6. Outputs published: 08/06/2018

Number of assessments	□	Single assessment (one cycle)
	x	Multi assessment (more than one cycle)
		Monthly data collection

Humanitarian milestones *Specify **what** will the assessment inform and **when** e.g. The shelter cluster will use this data to draft its Revised Flash Appeal;*	**Milestone**	**Deadline**
	x Donor plan/strategy	Ongoing
	□ Inter-cluster plan/strategy	_ _/_ _/_ _ _ _
	□ Cluster plan/strategy	_ _/_ _/_ _ _ _
	□ NGO platform plan/strategy	_ _/_ _/_ _ _ _
	□ Other (Specify):	_ _/_ _/_ _ _ _

Audience Type & Dissemination *Specify **who** will the assessment inform and **how** you will disseminate to inform the audience*	**Audience type**	**Dissemination**
	X Strategic	**X** General Product Mailing (e.g. mail to NGO consortium; HCT participants; Donors)
	□ Programmatic	□ Cluster Mailing (Education, Shelter and WASH) and presentation of findings at next cluster meeting
	X Operational	□ Presentation of findings (e.g. at HCT meeting; Cluster meeting)
	□ [Other, Specify]	**X** Website Dissemination (Relief Web & REACH Resource Centre)
		□ [Other, Specify]

Detailed dissemination plan required	□	Yes	**X**	No

General Objective	The objective of this assessment is to increase the understanding of primary needs and vulnerabilities of Venezuelan asylum seekers and migrants living in host communities in rural contexts and city neighborhoods in Roraima state (off-site). This will facilitate

	identification of target groups and enable informed prioritisation of humanitarian assistance.
Specific Objective(s)	• Provide up to date information on location, socio-economic profiles and registration status of Venezuelan asylum seekers' and migrants' across Romaira state. • Determine the push factors that influence the decision to leave Venezuela, and the pull factors that attract Venezuelans to Brazil and influence where they settle within Roraima state. • Understand the level of access of Venezuelans in Roraima State to livelihood opportunities (including potential protection risks of engaging in activities), basic services (education, health) and information. • Compare the needs and vulnerabilities of Venezuelan asylum seekers and migrants in off-site settings in Roraima State across time and geographic locations, including identification of specific protection risks and groups most in need. • Assess the current obstacles or factors contributing to a peaceful coexistence between Venezuelans and host community members

Research Questions	• Where are Venezuelan asylum seekers and migrants living in Romaira state and what are their socio-economic profiles and registration status?
	 • What are the push factors that cause people to leave Venezuela and what are the pull factors that contribute to choice of current location?
	 • To what extent do Venezuelan migrants and asylum seekers have access to livelihood opportunities (including identification of potential protection risks of engaging in activities), basic services (education, health), and information?
	 • How do the needs and vulnerabilities of Venezuelan asylum seekers and migrants in off-site settings in Roraima state differ graphically and over time?
	     o Which are the most vulnerable groups and where are they located?
	     o What are the most prevalent protection-related issues, if any?
	 • What is the current state of coexistence and socialisation between Venezuelans and the Brazilian host community, and what factors improve or hinder this relationship?

Geographic Coverage	The entirety of neighborhood areas in Boa Vista and Pacaraima, major cities within Roraima State, as well as rural communities with Venezuelan populations in Roraima State, Brazil.
Secondary data sources	• IOM, Displacement Tracking Matrix Results on Venezuelan Flows in Brazil, March 2018 • Fiocruz Institute, Technical Analysis on the process of intersectorial response to GBV in Boa Vista, August 2017 • Report on the situation of Venezuelan migrants on the humanitarian corridor in Roraima state, Institute of Migrations and Human Rights (Scalabrinian Sister Congregation), April 2017 • The Production of the urban space in Boa Vista, Veras (PhD Thesis), 2009 • Municipality data on service provision in Roraima state • Research reports from UN-partner agencies

Population(s) *Select all that apply*	☐ IDPs in camp	☐ IDPs in informal sites
	☐ IDPs in host communities	☐ IDPs [Other, Specify]

	□ Refugees in camp *(abrigo)*	□ Refugees in informal sites	
	□ Refugees in host communities	□ Refugees [Other, Specify]	
	□ Non-displaced (hosting)	□ Non-displaced (not hosting)	
	□ Returnees	**X** Migrants in host communities	
	X Asylum seekers		

Stratification *Select type(s) and enter number of strata*	□ Geographical #:TBC[1] Population size per strata is known? □ Yes **X** No	□ Group #: _ _ _ Population size per strata is known? □ Yes **X** No	□ *[Other Specify]* #: _ _ Population size per strata is known? □ Yes **X** No
Data collection tool(s)	□ Structured (Quantitative)	**X** Semi-structured (Qualitative)	

	Sampling method	**Data collection method**
Semi-structured data collection tool (s) # 1 *Select sampling and data collection method and specify target # interviews*	**X** Purposive □ Snowballing □ [Other, Specify]	**X** Key informant interview with community leaders (Target #): > 50 □ Individual interview (Target #):_ _ _ _ _ □ Focus group discussion (Target #):_ _ _ □ [Other, Specify] (Target #):_ _ _ _ _
Semi-structured data collection tool (s) # 2 *Select sampling and data collection method and specify target # interviews* ***If more than 2 structured tools please duplicate this row and complete for each tool.*	□ Purposive **X** Snowballing □ [Other, Specify]	□ Key informant interview (Target #):_ _ _ _ _ □ Individual interview (Target #):_ _ _ _ _ **X** Focus group discussion (Target #): > 50 □ [Other, Specify] (Target #):_ _ _ _ _
Semi-structured data collection tool (s) # 3 *Select sampling and data collection method and specify target # interviews*	**X** Purposive □ Snowballing □ [Other, Specify]	**X** Key informant interview with service providers (Target #): >20 □ Individual interview (Target #):_ _ _ _ _ □ Focus group discussion (Target #):_ _ _ _ _ □ [Other, Specify] (Target #):_ _ _ _ _
Semi-structured data collection tool (s) # 4 *Select sampling and data collection method and specify target # interviews*	**X** Purposive □ Snowballing □ [Other, Specify]	**X** Key informant interview for vulnerability tracking (Target #): TBD - determined by # of vulnerability cases identified through-out above mentionned tools, during each round of data collection. □ Individual interview (Target #):_ _ _ _ _ □ Focus group discussion (Target #):_ _ _ _ _
Data management platform(s)	**X** IMPACT	□ UNHCR
	□ [Other, Specify]	

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[1] Full number of locations to be assessed will be defined after a first baseline data collection is completed in Boa Vista, based on the verified presence of Venezuelans and of information gap regarding the needs and vulnerabilities of this population in each considered location.

Expected output type(s)	X	Situation overview #: 2 (1 for Boa Vista and 1 for Pacaraima)	□	Report #: _ _	X	Profile #: TBD (1 per assessed community)
	□	Presentation (Preliminary findings) #: _ _	□	Presentation (Final) #: _ _	X	Factsheet #: 7 (1 per assessed macro area)
	□	Interactive dashboard #:_	□	Webmap #: _ _	□	Map #: _ _
	□	[Other, Specify] #: _ _				
Access	X	Public (available on REACH resource center and other humanitarian platforms)				
	□	Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)				
Visibility *Specify which logos should be on outputs*	*UNHCR, REACH*					

2. Rationale

2.1. Rationale

As a consequence of social, economic and political turmoil, an increasing number of Venezuelans have been crossing the border into Brazil to seek asylum and/or better livelihoods opportunities since the year 2015. Currently, it is estimated that over 50,000 Venezuelans are in Brazil, 25,000 of whom in its northern city of Boa Vista, capital of Roraima state. Part of these Venezuelans live on one of nine sites (abrigos) that have been established in order to provide shelter and assistance to most vulnerable Venezuelans. However, a considerable number of newly-arrived Venezuelans continue to live off-site in Boa Vista and Pacaraima neighbourhoods as well as in villages across Roraima state. Venezuelans off-site often live on the street or in unstable settings and thus face growing protection risks, including sexual exploitation and violence. Yet, little is known about Venezuelans' situation in out-of-site settings and their priority needs and vulnerabilities. For this reason, REACH will conduct area based assessments in partnership with the UNHCR with the purpose of addressing this information gap and informing the humanitarian community on current needs and vulnerabilities of this population.

3. Methodology

2.1. Methodology overview

Through an area-based approach, REACH will collect localized information on Venezuelans' situation in out-of-site settings. Data collection methods employed will include:
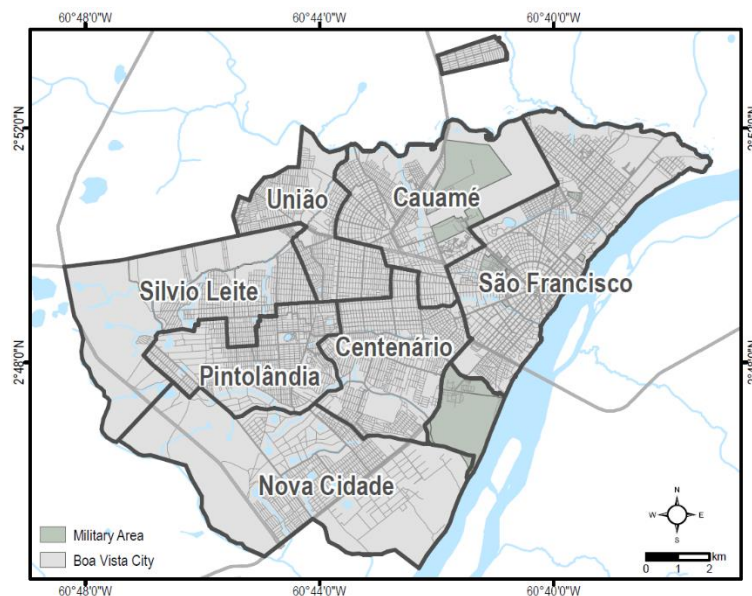- Focus Group Discussions with Venezuelans the purpose of Venezuelans, to assess displacement trends, living conditions, access to services, access to livelihood opportunities, peaceful coexistence trends and protection risks faced by this population group.
- Key Informant interviews with Brazilian community leaders to be triangulated with FGDs and aiming to assess Venezuelan influx trends in each area and host community members' perception on the changes occurred in the area as a consequence (if applicable), access to services and peaceful coexistence trends.
- Key Informant interviews with service providers (health and education), to assess the presence of Venezuelan in service facilities, the difficulties faced by this population to access services, the difficulties faced by service providers in responding to the needs of this population group and strategies developed to address these difficulties.
- Key Informant interviews with Venezuelan group leaders (vulnerability tracking tool[2]), implemented with vulnerable population groups referred to REACH field teams throughout data collection activities (FGDs and KIIs) and assess the specific needs of this population. Data collected through this activity provide quantitative information on population assessed disaggregated by gender and age. In order to increase the operational relevance of this data to the UNHCR protection team, the tool also assesses the population's interest in living in a shelter.

In the city of Boa Vista, the geographic research unit will be that of a *macro area* – a set of official neighbourhoods grouped together by the Municipality, based on shared socio-economic profiles and on catchment area of social services (cf. map 1

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[2] Questionnaire created through collaboration between REACH and UNHCR, with the aim of providing more information on protection-related issues of identified vulnerable groups.

and annex 1). Outside of city boundaries, REACH will collect data on village-level and city level in case of Pacaraima. In both settings, the research approach will be primarily qualitative, although key informant (KI) data collection in villages will allow to produce reliable quantitative estimations, as opposed to in the city, because of smaller community sizes and clearly defined geographic areas of knowledge. In the city of Pacaraima (boarder town that separates the territories of Brazil and Venezuela), due to the high density of Venezuelans in this area, REACH will replicate the methods implemented in Boa Vista city, conducting 1-2 FGDs per neighbourhood within the city and reporting the results exclusively at city level. KI interviews will be conducted during the first baseline assessment and after six months, to provide granular neighbourhood-level information that will not be necessary to analyse on a monthly basis.

Map 1. Macro areas of Boa Vista city

2.2. Population of interest

As outlined, the population of interest are Venezuelan asylum seekers and migrants in Roraima state, who do not currently live in one of the official sites but in Brazilian host communities. This population of interest is dispersed over several villages (with no confirmed number) in between the Venezuelan border in the north and Boa Vista as well as across city neighbourhoods in Pacaraima and Boa Vista. With the aim to produce localized situation overviews and community profiles, the geographic units of *macro areas* in the city of Boa Vista and of villages/city outside the city of Boa Vista are considered to be most appropriate units of measurement for this assessment.

2.3. Secondary data review (outline key bibliography/sources you will use and for what).

This activity will consider the following secondary data:

- o IOM, Displacement Tracking Matrix Results on Venezuelan Flows in Brazil, that will inform questionnaire design and identification of information gaps in the current humanitarian response in Roraima state;
- o Fiocruz Institute, Technical Analysis on the process of intersectorial response to GBV in Boa Vista, contributing to the understanding of the social service provision in the city of Boa Vista;
- o Veras PHD thesis,The Production of the urban space in Boa Vista, that will support in the understanding of the urban context of Boa Vista;
- o Official municipality data on service provision and population density data used to address quantitative information gaps across the cities of Boa Vista and Pacaraima;
- o Report on the situation of Venezuelan migrants on the humanitarian corridor in Roraima state, Institute of Migrations and Human Rights (Scalabrinian Sister Congregation), to be used as a first preliminary mapping of villages most affect by the influx of Venezuelan migrants and asylum seekers.

In addition, research reports from UN-partner agencies related to the humanitarian crisis in Venezuela and its impact will be used on an ongoing basis for verification and triangulation purpose.

2.4. Primary Data Collection

This assessment consists of monthly data collection rounds in Boa Vista neighbourhoods, Pacaraima city and rural communities in Roraima. The first round of data collection is aiming at creating a baseline for future data collection rounds. As such, it is designed to be more extensive and explorative, i.e. open, in its approach. Subsequent data collection rounds will be based on the information obtained during the baseline round and will focus on key neighbourhoods where the presence of Venezuelans was confirmed and themes identified in order to provide updates on most relevant issues faced by Venezuelan asylum seekers and migrants. As such, KIIs with host community members in Boa Vista and Pacaraima (service providers and community leaders) will only be collected in the first round and last round of data collection (expected to take place in October).

Data collection differs between city neighbourhoods in Boa Vista and Pacaraima on the one hand and rural communities on the other hand. While a majority of neighbourhood related information, during the first data collection round, is collected through FGDs, data collection in communities outside of Boa Vista and Pacaraima relies on key informant interviews (KII) with community representatives[3]. While in rural communities a smaller geographic area, smaller community size and a clear delineation of the area of knowledge (the village boundaries) allows for reliable quantitative KI estimations, this approach is not possible in city neighbourhoods. Data on city neighbourhoods (Boa Vista and Pacaraima) is thus of more qualitative nature and no estimations are made on overall numbers and percentages. This will be offset in as much as possible through official municipality data on population density and service provision[4].

In Boa Vista, data is collected on neighbourhood level and aggregated on macro area level[5]. During the first round of data collection, data collection in Boa Vista comprises a minimum of one FGD with Venezuelan asylum seekers and migrants per neighbourhood (where Venezuelans are verified to live in[6]) and a parallel KII with a Brazilian neighbourhood representative. FGDs focus on five main aspects: 1) displacement dynamics and pull factors, 2) the socio-economic background of Venezuelans in the area of interest, 3) access to basic services, 4) vulnerabilities and 5) social cohesion. Neighbourhood KIs with Brazilian community representatives supplement this information focussing on 1) the socio-economic profile of the neighbourhood more generally and on 2) social cohesion with regards to Brazilian and Venezuelan communities in the neighbourhood. A total of 57 neighbourhoods exist in Boa Vista city (*cf*. annex 1). It is estimated that over 50 FGDs and KIIs will be conducted in Boa Vista during the first round of data collection. Subsequent rounds will cover half of the neighbourhoods in each macro area, covering those in which a larger proportion of Venezuelans was reported.

The sampling for FGD participants is purposive. A dedicated Venezuelan field team identifies Venezuelan residents of a given neighbourhood via personal networks, direct identification in public spaces, and community organisations. This is compounded through snowballing to attain a group of 6-10 Venezuelan participants. Participants are of legal age (18 years or plus) and are required to have lived in the neighbourhood for a minimum of 2 months in order to be able to report beyond their immediate personal experiences in the neighbourhood. FGDs are held by a trained Venezuelan Field Officer, while a second Field Officer is taking notes and facilitating the organization. FGDs are based on a semi-structured question route covering the above mentioned topics via open questions. This research tool has been discussed with UNHCR protection specialists and has been piloted before use. Each FGD held is subsequently debriefed with a dedicated Assessment Officer and via a standardized debrief tool. A minimum of 55 FGDs is expected, one for each neighbourhood. In those cases where one FGD per neighbourhood does not yet lead to data saturation on macro area level, additional FGDs are held.

FGDs are supplemented by KIIs on neighbourhood level with long-time neighbourhood Brazilian residents in order to capture more in-depth information on each neighbourhood area, and on the coexistence between Brazilians and Venezuelans therein. In each neighbourhood, one to two community representatives are identified and interviewed. In cases where there

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[3] In this context, community representatives can be mayors, *Tuxáuas* (term used in this region to refer to indigenous leader), village elders or other opinion leaders referred to REACH field teams by the local population.

[4] The Boa Vista Municipality is currently preparing a city-wide census of the Venezuelan population living in Boa Vista. This data, along with service provider data will be integrated as much as possible into the city situation overview and neighborhood profiles. This is depending still on availability and accessibility.

[5] Each of the 55 official neighborhoods is officially grouped into one of seven macro areas with the purpose of delimiting social service catchment areas.

[6] No data collection will be conducted in neighbourhoods where REACH field teams confirms, through in-site verification, that there is no presence of Venezuelan.

are existent and active official neighbourhood associations[7], their presidents are approached for an interview. Other KI profiles targeted are community religious leaders and long-term community members (having lived for 20 years or more in the neighbourhood) who have been referred to REACH field teams by other community members. Brazilian KIs are also asked about information on the larger macro area, i.e. beyond their immediate neighbourhood, and their information is triangulated with KIs from adjacent neighbourhoods.

In addition to the KIIs with community representatives, KIIs will be conducted with education and health service providers – at least one per macro area and per type of service provider. The KIs will aim to identify key factors hampering or favouring the Venezuelan population's access to these services, the impact of the current population influx in service provision and main adapting strategies implemented at service level. KIIs are led by trained Brazilian Field Officers and based on a semi-structured interview questionnaire. As in the case of FGDs, Field Officers are debriefed by an Assessment Officer after each interview.

Whenever vulnerability cases[8] are identified during data collection exercises (FGDs and KIIs), REACH field teams conduct a vulnerability tracking KII questionnaire at the location of the identified case. Quantitative data collected through interviews with adults from within the identified vulnerable population is further compounded by direct observation and by visual evidence (photos). This data will be reported through a map allowing the visualisation of vulnerability pockets within each macro-area. The Assessment Officer responsible for this activity will report in-depth information of identified cases to the UNHCR protection team attending their weekly team meetings when relevant. With regard to cases of extreme vulnerability, REACH field teams will comply with the Interagency Referral system defined by the UNHCR[9].

In communities of concern outside Boa Vista, i.e. in villages with Venezuelan populations, data is collected exclusively through KIIs. One KII is done with a group of two to three Brazilian host community representatives, another KII with a group of two to three Venezuelan community representatives. KI profiles targeted consist of community leaders such as mayors, village elders or other opinion leaders referred to REACH field teams by the local population. This KI grouping allows for a direct triangulation of information at the moment data collection. For each closed question, only one answer, the common answer of the KI group, will be recorded.[10] The topics covered in KIIs are matching those covered in the Boa Vista neighbourhood FGDs, namely: 1) displacement dynamics and pull factors, 2) the socio-economic background of Venezuelans in the area of interest, 3) access to basic services, 4) vulnerabilities and 5) social cohesion. As opposed to the Boa Vista neighbourhood FGDs, a structured questionnaire is used for the KIIs including questions on population estimations. Collected data will thus be of more quantitative nature than in Boa Vista, allowing for more accurate estimations in terms of actual prevalence of certain population characteristics and faced issues.

2.5. Data Processing & Analysis

Qualitative data from FGDs and KIIs is obtained through regular debriefs with REACH field teams. Standardized debrief tools, as employed by the debriefing Assessment Officers, generates structured text-based data. This data is compiled and then analysed by a team of two trained Assessment Officers. A data saturation grid is used in order to identify key themes and triangulate information across different FGDs and KIIs. For the city-related research outputs, neighbourhood-level data is aggregated on macro area level to produce macro area profiles. Further aggregation of all reported responses across macro areas serve as a basis of a city-wide situation overview. In the case of Pacaraima, neighbourhood level data will be aggregated directly at city level.

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[7] Neighbourhood associations are entities made up of neighbourhood residents with the work to improve living conditions at local level. These associations aim to identify local problems related to issues such as infrastructure, security, education, health to name a few, and articulate with government agents to implement solutions. The articulation with government agents are mostly done by one representative, elected by the members of the association.

[8] Vulnerability cases include cases of Venezuelan migrants and asylum seekers living without shelter or in precarious living conditions (lack of roof or wash facilities and over crowdedness) or identified cases of unaccompanied or separated minors, child labor or minor victims of SGBV.

[9] Extreme vulnerability cases include unaccompanied and separated minors and/or minors victims of SGBV and any other cases considered by the UNHCR as eligible of priority access to shelters. In order to assure compliance and a clear understanding of vulnerability cases to be referred under this system and referral procedures to be followed, an internal standard operational procedure (SOP) document has been drafted by REACH and approved by the UNHCR management team, later shared with REACH field teams and Assessment Officers.

[10] In cases of disagreement between KIs, the interviewing REACH Field Officer will put a remark. Questions of concern can then either be asked to other KIs, verified through other means of data collection or flagged as contested in results reports.

Data from community KIIs (non-neighbourhood) are processed directly as a triangulation mechanism has been included in the very phase of data collection, as described above. In this case, no aggregations are necessary either as the unit of data collection corresponds to the unit of data analysis, i.e. the village of interest. Data is processed by a dedicated REACH Assessment Officer.

3. Roles and responsibilities

Table 2: Description of roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed
Research design	*Project Coordinator*	*Project Coordinator*	*UNHCR protection team;*	*REACH Geneva research support unit; UNHCR protection team*
Supervising data collection	Field Coordinator	*Assessment Manager*	*Project Coordinator*	*UNHCR project team*
Data processing (checking, cleaning)	*Assessment Officer*	*Assessment Manager*	Field Coordinator	*REACH Geneva data support unit*
Data analysis	*Assessment Manager*	*Project Coordinator*	*UNHCR project team*	*REACH Geneva data support unit*
Output production	*Assessment Manager (for portuguese outputs) / Project Coordinator (for english outputs)*	*Project Coordinator*	*UNHCR project team*	*UNHCR project team; REACH Geneva reporting support unit*
Dissemination	*Project Coordinator*	*Project Coordinator*	HQ Communication Officer	*UNHCR project team; REACH Geneva reporting support unit*
Monitoring & Evaluation	*Project Coordinator*	*Project Coordinator*		*REACH Geneva M&E support unit*
Lessons learned	*Project Coordinator*	*Project Coordinator*	*UNHCR project team*	*REACH Geneva M&E support unit*

Responsible: *the person(s) who executes the task*

Accountable: *the person who validates the completion of the task and is accountable of the final output or milestone*

Consulted: *the person(s) who must be consulted when the task is implemented*

Informed: *the person(s) who need to be informed when the task is completed*

NB: Only one person can be Accountable; the only scenario when the same person is listed twice for a task is when the same person is both Responsible and Accountable.

4. Data Analysis Plan

Research Questions	SUBQ#	Data collection method	Sub-research question group	Sub-research Question	Questionnaire QUESTION	Probes	Key disaggregation
N/A	*N/A*	*FGD*	*Key characteristics*	*Facilitator name*	*Facilitator name*	*N/A*	*N/A*
	N/A	*FGD*	*Key characteristics*	*Note taker name*	*Note taker name*	*N/A*	*N/A*
	N/A	*FGD*	*Key characteristics*	*Neighbourhood name*	*Neighbourhood name*	*N/A*	*N/A*
1. What are the push factors that cause people to leave Venezuela and what are the pull factors that contribute to choice of current location?	**1.1.**	*FGD*	*Push factors*	*What are the main reasons for Venezuelans coming to Brazil leaving their country?*	*Why did you and other Venezuelans like you leave your country?*	*N/A*	*neighbourhood level (Boa Vista; rural vs. urban (i.e.in Boa Vista vs. villages outside of Boa Vista)*
	1.2.	*FGD*	*Pull factors*	*What are the main reasons for Venezuelans to come to Brazil?*	*Why did you and other Venezuelans from your neighbourhood chose to come to Brazil?*	*Why did you not chose to go to a different country?*	*neighbourhood level (Boa Vista; rural vs. urban (i.e.in Boa Vista vs. villages outside of Boa Vista)*
	1.3.	*FGD*	*Pull factors*	*What are the main reasons for Venezuelans to come to come to Boa Vista?*	*Why did you and other Venezuelans from your neighbourhood chose to come to Boa Vista?*	*Why did you chose to come to this neighbourhood? Why did you not chose a different place?*	*neighbourhood level (Boa Vista; rural vs. urban (i.e.in Boa Vista vs. villages outside of Boa Vista)*
	1.4.	*FGD*	*Intentions*	*What are common displacement intentions of Venezuelan migrants and asylum seekers currently in Boa Vista, Brazil?*	*Do Venezuelans in your neighbourhood intend to settle in this neighborhood for the next 12 months?*	*If not, where are they planning to go to and for what reasons?*	*neighbourhood level (Boa Vista; rural vs. urban (i.e.in Boa Vista vs. villages outside of Boa Vista)*
2. Where are Venezuelan asylum seekers and migrants	**2.1.**	*FGD / KIIs*	*New arrivals*	*What are the principal areas of new arrivals?*	*Have you observed new arrivals of Venezuelans to this neighbourhood in the past month?*	*How many?*	*neighbourhood level (Boa Vista; rural vs. urban (i.e.in Boa Vista vs. villages outside of Boa Vista)*

living in Romaira state and what are their socio-economic profiles and registration status?							
	2.2.	*FGD*	*Documentation*	*Are Venezuelans in Roraima State documented, under what legal pathway and for what reasons?*	*Have Venezuelans in this neighbourhood, as yourself and your acquaintances, been registered with the Federal Police?*	*If no why? What were the difficulties faced to conduct registration?*	*neighbourhood level (Boa Vista; rural vs. urban (i.e.in Boa Vista vs. villages outside of Boa Vista)*
	2.3.	*FGD*	*Documentation*	*Are Venezuelans in Roraima State documented, under what legal pathway and for what reasons?*	*What are the reasons leading Venezuelans in this neighbourhood to choose for one specific legal pathway over another?*	*Is the legal pathway you have registered in the one you intended to register under? Do you wish to change your legal status?*	*neighbourhood level (Boa Vista; rural vs. urban (i.e.in Boa Vista vs. villages outside of Boa Vista)*
	2.4.	*FGD / KIIs*	*Socio-economic profileSocio-economic profile*	*What is the socio-economic profile of Venezuelans in Boa Vista? How does this differ across different parts of the city?*	*How would you characterize the profile of the Venezuelans living in this neighbourhood, in terms of basic demographics and whether or not they are living in family groups?*	*Do Venezuelans in your neighbourhood live with their families or alone? Are there mostly men or women? Adults or children?*	*neighbourhood level (Boa Vista; rural vs. urban (i.e.in Boa Vista vs. villages outside of Boa Vista)*
	2.5.	*FGD*	*Socio-economic profile*	*What is the socio-economic profile of Venezuelans in Boa Vista? How does this differ across different parts of the city?*	*What educational background do Venezuelans in this neighbourhood have?*	*Have most Venezuelans in this neighbourhood finished secondary school? Are there Venezuelans here that haven't accessed any form of formal education?*	*neighbourhood level (Boa Vista; rural vs. urban (i.e.in Boa Vista vs. villages outside of Boa Vista)*
	2.6.	*FGD*	*Socio-economic profile*	*What is the socio-economic profile of Venezuelans in Boa Vista? How does this differ across*	*What professional background do Venezuelans in this neighbourhood have?*	*Have work skills been acquired through empirical experience (occupation) or through formal training (professionals)?*	*neighbourhood level (Boa Vista; rural vs. urban (i.e.in Boa Vista vs. villages outside of Boa Vista)*

				different parts of the city?			
3. To what extent do Venezuelan migrants and asylum seekers have access to livelihood opportunities (including identification of potential protection risks of engaging in activities), basic services (education, health), and information?	**3.1.**	*FGD*	*Access to livelihoods*	*Do Venezuelans migrants and asylum seekers have access livelihoods in Boa Vista and if yes to what type of livelihoods?*	*Have Venezuelans living in your neighbourhood had access to work opportunities?*	*Have you worked in the past 30 days?* *In average how many days of work?*	*neighbourhood level (Boa Vista;* *rural vs. urban (i.e.in Boa Vista vs. villages outside of Boa Vista)*
	3.2.	*FGD*	*Access to livelihoods*	*Do Venezuelans migrants and asylum seekers have access livelihoods in Boa Vista and if yes to what type of livelihoods?*	*If yes, what type of work do Venezuelans in your neighbourhood have access to?*	*Formal or informal sector?* *Regular or irregular work (in a temporal sense)?* *What sector?*	*neighbourhood level (Boa Vista;* *rural vs. urban (i.e.in Boa Vista vs. villages outside of Boa Vista)*
	3.3.	*FGD*	*Access to livelihoods*	*Do Venezuelans migrants and asylum seekers have access livelihoods in Boa Vista and if yes to what type of livelihoods?*	*If yes, does the type of work you have access to correspond to your educational level?*	*The work you are accessing here in Brazil, does it correspond to the income generating activities you were conducting in Venezuela?*	*neighbourhood level (Boa Vista;* *rural vs. urban (i.e.in Boa Vista vs. villages outside of Boa Vista)*
	3.4.	*FGD*	*Access to livelihoods*	*Do Venezuelans migrants and asylum seekers have access livelihoods in Boa Vista and if yes to what type of livelihoods?*	*What type of work are you looking for, if any?*	*Formal or informal sector?* *Regular or irregular work (in a temporal sense)?* *What sector?*	*neighbourhood level (Boa Vista;* *rural vs. urban (i.e.in Boa Vista vs. villages outside of Boa Vista)*
	3.5.	*FGD*	*Hindering factors*	*What are principal hindering factors for Venezuelan migrants and asylum seekers to access livelihood opportunities?*	*What are the main hindering factors for Venezuelans in your neighbourhood to access work?*	*Lack of documentation?* *Lack of transportation/distance?* *Language barriers?* *Discrimination?*	*neighbourhood level (Boa Vista;* *rural vs. urban (i.e.in Boa Vista vs. villages outside of Boa Vista)*

5. What are the prevalent living conditions of Venezuelans living in Brazilian host communities and how is their access to basic services?	**3.6.**	*FGD/KIIs*	*Living conditions*	*How are the living conditions of Venezuelans living in Brazilian host communities?*	*What are the living conditions of Venezuelas living in this neighbourhood?*	*Do they live with Brazilians? Do they rent living space? Are living conditions decent? If not, why?*	*neighbourhood level (Boa Vista; rural vs. urban (i.e.in Boa Vista vs. villages outside of Boa Vista)*
	3.7.	*FGD/KIIs*	*Living conditions*	*What is the prevalence of Venezuelans living without shelter in Boa Vista?*	*Are there Venezuelans in this neighbourhood living without shelter? If so, where?*	*Can you please indicate on the map where? How many people live there approximately? What is the profile of people living there (single persons/ family groups)? Are there children? IF yes, how many?*	*neighbourhood level (Boa Vista; rural vs. urban (i.e.in Boa Vista vs. villages outside of Boa Vista)*
	3.8.	*FGD/KIIs*	*Access to health services*	*To what extend do Veneuelans in Boa Vista have access to health care?*	*To what extend to Venezuelans in this neighbourhood have access to health services?*	*Can you please indicate on the map where Venezuelans access health services?*	*neighbourhood level (Boa Vista; rural vs. urban (i.e.in Boa Vista vs. villages outside of Boa Vista)*
	3.9.	*FGD/KIIs*	*Access to health services*	*What are the hindering factors for Venezuelans accessing health services?*	*What are the difficulties for Venezuelans to access health services in your neighbourhood, if any?*	*Discrimination? Transportation?*	*neighbourhood level (Boa Vista; rural vs. urban (i.e.in Boa Vista vs. villages outside of Boa Vista)*
	3.10.	*FGD/KIIs*	*Special needs*	*Do people with special needs have access to needed services?*	*Are there Venezuelans with special health needs in your neighbourhood? If so, do they have access to adequate health services?*	*Special needs due to chronical disease (diabetes, chronical heart disease, etc.); Pregnant women?*	*neighbourhood level (Boa Vista; rural vs. urban (i.e.in Boa Vista vs. villages outside of Boa Vista)*
	3.11.	*FGD/KIIs*	*Access to education*	*To what extend do Venezuelan school-aged children have access to formal education?*	*Do Venzuelan children living in this neighbourhood go to school?*	*Please indicate on the map where children go to school?*	*neighbourhood level (Boa Vista; rural vs. urban (i.e.in Boa Vista vs. villages outside of Boa Vista)*
	3.12.	*FGD/KIIs*	*Access to education*	*What are the hindering factors for Venezuelan school-aged children to attend school?*	*What difficulties do Venezuelans in your neighbourhood face sending their children to school?*	*Why do children not go to school? Lack of documentation? Language? Lack of means of transportation? Discrimination?*	*neighbourhood level (Boa Vista; rural vs. urban (i.e.in Boa Vista vs. villages outside of Boa Vista)*

3.13.	*FGD/KIIs*	*Access to education*	*To what extend do Venezuelan school-aged children have access to informal education?*	*Are there any alternatives in this neighbourhood to formal schools?*	*Does the church offer educational services? Are there any other community initiatives?*	*neighbourhood level (Boa Vista; rural vs. urban (i.e.in Boa Vista vs. villages outside of Boa Vista)*
3.14.	*FGD*	*Access to basic services*	*Apart from health and education, what other basic services do Venezuelans commonly access?*	*What other services do Venezuelans in this neighbourhood commonly access?*	*N/A*	*neighbourhood level (Boa Vista; rural vs. urban (i.e.in Boa Vista vs. villages outside of Boa Vista)*
3.15.	*FGD*	*Access to basic services*	*What other basic services do Venezuelans have limited access to, if any?*	*Are there any other basic services to which Venezuelans in this neighbourhood do NOT have access to?*	*If so, which? And for what reasons?*	*neighbourhood level (Boa Vista; rural vs. urban (i.e.in Boa Vista vs. villages outside of Boa Vista)*
3.16.	*FGD*	*Access to assistance*	*To what extend do Venezuelans outside the sites have access to assistance?*	*Do Venezuelans in your neighbourhood receive any form of assistance or help by individuals or organizations in Boa Vista?*	*If so, what type? By whom?*	*neighbourhood level (Boa Vista; rural vs. urban (i.e.in Boa Vista vs. villages outside of Boa Vista)*
3.17.	*FGD*	*Service needs*	*What type of assistance do Venezuelans outside the sites wish?*	*What type of support/assistance do you think would be necessary for Venezuelans in this neighbourhood?*	*If any, why?*	*neighbourhood level (Boa Vista; rural vs. urban (i.e.in Boa Vista vs. villages outside of Boa Vista)*
3.18.	*FGD*	*Access to information*	*To what extent do Venezuelans have access to information and what are their principal sources of information?*	*What sources of information do you have access to and use? (Information on topics of your concern: documentation, socio-economic assistance, work, legal rights, etc.)?*	*Do you use official sources? Internet (WhatsApp, facebook, etc.)? Friends or neighbours?*	*neighbourhood level (Boa Vista; rural vs. urban (i.e.in Boa Vista vs. villages outside of Boa Vista)*
3.19.	*FGD*	*Access to information*	*To what extent do Venezuelans have access to information and what are their principal sources of information?*	*What difficulties do you face in accessing these sources of information?*	*N/A*	*neighbourhood level (Boa Vista; rural vs. urban (i.e.in Boa Vista vs. villages outside of Boa Vista)*

	3.20.	*FGD*	*Access to information Special needs*	*To what extent are Venezuelans informed about their legal rights in Brazil?*	*What legal rights here in Brazil are Venezuelans in this neighbourhood aware of?*	*What is the information you are lacking, if any?*	*neighbourhood level (Boa Vista; rural vs. urban (i.e.in Boa Vista vs. villages outside of Boa Vista)*
	3.21.	*FGD*	*Knowledge about legal referral system*	*To what extent are Venezuelans informed about legal referral systems in Brazil*	*What are the legal institutions you know of that you can to revert to in case your legal rights are violated?*	*N/A*	*neighbourhood level (Boa Vista; rural vs. urban (i.e.in Boa Vista vs. villages outside of Boa Vista)*
	3.22.	*FGD*	*Risks at work*	*In how far are Venezuelans who do have access to work exposed to risks at work?*	*What protection risks, if any, are Venezuelans in your neighbourhood exposed to because of their working conditions?*	*What activities are observed? What types of risks: Inadequate work equipment? Abuse? Exploitation?*	*neighbourhood level (Boa Vista; rural vs. urban (i.e.in Boa Vista vs. villages outside of Boa Vista)*
	3.23.	*FGD/KIIs*	*Child labour*	*What is the prevalence of child labor and where are the hot spot areas?*	*Have you observed children working in this neighbourhood?*	*If so, can you please indicate on the map, where? Which activities are children involved in? What age are these children? Have you also observed children working at night? Have you seen indigenous children working?*	*neighbourhood level (Boa Vista; rural vs. urban (i.e.in Boa Vista vs. villages outside of Boa Vista)*
	3.24.	*FGD/KIIs*	*Unaccompanied children*	*What is the prevalence of unaccompanied children in Boa Vista?*	*Have you observed unaccompanied children in this neighbourhood?*	*If so, could you please show on the map where?*	*neighbourhood level (Boa Vista; rural vs. urban (i.e.in Boa Vista vs. villages outside of Boa Vista)*
	3.25.	*FGD/KIIs*	*Special needs*	*What is the prevalence of indigenous Venezuelan groups living outside the indigenous site?*	*Do you know of any Venezuelans in this neighbourhood who identify themselves as indigenous?*	*If so, are these family groups or individuals? If so, can you please point on the map where these people live?*	*neighbourhood level (Boa Vista; rural vs. urban (i.e.in Boa Vista vs. villages outside of Boa Vista)*
	3.26.	*FGD/KIIs*	*Special needs*	*What groups are perceived as particularly vulnerable?*	*Within the Venezuelans in your neighbourhood, which are the most vulnerable and why?*	*Do they receive special assistance? If so by whom?*	*neighbourhood level (Boa Vista; rural vs. urban (i.e.in Boa Vista vs. villages outside of Boa Vista)*
4. What is the current	**4.1.**	*FGD/KIIs*	*Perception on security*	*Does perceived security impact on the*	*Do you feel safe in this neighbourhood area?*	*If not, why? Have there been changes in terms of*	*neighbourhood level (Boa Vista; rural vs. urban (i.e.in Boa*

state of coexistence and socialisation between Venezuelans and the Brazilian host community, and what factors improve or hinder this relationship?				*relationship between Venezuelans and Brazilian hosts?*		*security, since you have moved here? Can you tell us about any incidents involving criminal groups in this neighbourhood?*	*Vista vs. villages outside of Boa Vista)*
	4.2.	*FGD/KIIs*	*Relations with host community*	*What is the perceived relationship between Venezuelans and Brazilian hosts?*	*How would you characterize the relationship between Venezuelans and Brazilians in this neighbourhood?*	*Can you give us examples that illustrate your position? Is there any form of tension? If so, which and why?*	*neighbourhood level (Boa Vista; rural vs. urban (i.e.in Boa Vista vs. villages outside of Boa Vista)*
	4.3.	*FGD/KIIs*	*Relations with host community*	*To what extent has this relationship changed over the past months?*	*To what extent have you observed changes in this relationship, since you have arrived?*	*If so, what has changed and why?*	*neighbourhood level (Boa Vista; rural vs. urban (i.e.in Boa Vista vs. villages outside of Boa Vista)*
	4.4	*FGD/KIIs*	*Relations with host community*	*How could the relationship between Venezuelans and host communities improve*	*What type of activities would you suggest to improve the relationship between the two communities?*	*N/A*	*neighbourhood level (Boa Vista; rural vs. urban (i.e.in Boa Vista vs. villages outside of Boa Vista)*

5. Data Management Plan

Administrative Data				
Research Cycle name	*Brazil BRA1802*			
Project Code	*42iAGR 3H8*			
Donor	*UNHCR*			
Project partners	*-*			
Research Contacts	*Carla Coelho carla.coelho@reach-initiative.org* *Daniel Martins Daniel.martins@reach-initiative.org*			
Data Management Plan Version	*Date: 07/06/2018*		*Version: 1*	
Related Policies	*-*			
Documentation and Metadata				
What documentation and metadata will accompany the data? *Select all that apply*	X	Data analysis plan	□	Data Cleaning Log, including: □ Deletion Log □ Value Change Log
	□	Code book	□	Data Dictionary
	□	Metadata based on HDX Standards	X	Data base, including: X Debriefing forms
Ethics and Legal Compliance				
Which ethical and legal measures will be taken?	x	Consent of participants to participate	□	Consent of participants to share personal information with other agencies
	x	No collection of personally identifiable data will take place	x	Gender, child protection and other protection issues are taken into account

	X	All participants reached age of majority		[Other, Specify]
Who will own the copyright and Intellectual Property Rights for the data that is collected?	*UNHCR*			

Storage and Backup

Where will data be stored and backed up during the research?	x	IMPACT/REACH Kobo Server	□	Other Kobo Server: *[specify]*
	□	IMPACT Global Physical / Cloud Server	□	Country/Internal Server
	x	On devices held by REACH staff	x	Physical location – *Folder in Boa Vista, Roraima state*
	□	[Other, Specify]		
Which data access and security measures have been taken?	□	Password protection on devices/servers	□	Data access is limited to *[specify, e.g. REACH staff]*
	□	Form and data encryption on data collection server		
	□	[Other, Specify]		

Preservation

Where will data be stored for long-term preservation?	□	IMPACT / REACH Global Cloud / Physical Server	□	OCHA HDX
	x	REACH Country Server	□	[Other, Specify]

Data Sharing

Will the data be shared publically?	x	Yes	□	No, only with mandating agency / body
Will all data be shared?	□	Yes	□	No, only anonymized/ cleaned/ consolidated data will be shared
	x	No, Only data collected through FGD conducted with the population of concern will be shared		
Where will you share the data?	x	REACH Resource Centre	□	OCHA HDX
	□	Humanitarian Response	x	Email transfer to the UNHCR protection team

Responsibilities

Data collection	*Lilitza Trias*
Data cleaning	*Bruna Azevedo*
Data analysis	*Bruna Azevedo*
Data sharing/uploading	*Daniel Martins*

6. Monitoring & Evaluation Plan

IMPACT Objective	External M&E Indicator	Internal M&E Indicator	Focal point	Tool	Will indicator be tracked?
Humanitarian stakeholders are accessing IMPACT products	Number of humanitarian organisations accessing IMPACT services/products Number of individuals accessing IMPACT services/products	# of downloads of activity products from Resource Center	Country request to HQ	User_log	X Yes
		# of downloads of activity products from Relief Web	Country request to HQ		X Yes
IMPACT activities contribute to better program implementation and coordination of the humanitarian response	Number of humanitarian organisations utilizing IMPACT services/products	# references in single agency documents	Country team	Reference_log	X Yes
Humanitarian stakeholders are using IMPACT products	Humanitarian actors use IMPACT evidence/products as a basis for decision making, aid planning and delivery Number of humanitarian documents (HNO, HRP, cluster/agency strategic plans, etc.) directly informed by IMPACT products	Perceived relevance of IMPACT country-programs Perceived usefulness and influence of IMPACT outputs Recommendations to strengthen IMPACT programs Perceived quality of outputs/programs Recommendations to strengthen IMPACT programs	Country team	Usage_Feedback *and* Usage_Survey template	*Usage survey to be conducted in July 2018, following the release of one complete set of outputs, targeting UNHCR-Brazil staff*
Humanitarian stakeholders are engaged in IMPACT programs throughout the research cycle	Number and/or percentage of humanitarian organizations directly contributing to IMPACT programs *(providing resources,*	# of organisations/clusters inputting in research design and joint analysis	Country team	Engagement_log	x Yes
		# of organisations/clusters attending briefings on findings;			x Yes

participating to presentations, etc.)				

Annex 1. List of macro areas and neighbourhoods in Boa Vista

Silvio Leite (6)	Nova Cidade (6)	Uniao (7)	Centenario (8)	Pintolandia (8)	Cauame (9)	Sao Francisco (14)
Dr. Silvio Leite	DR Airton Rocha/Perola	Cidade Satelite	Asa Branca	Dr Silvio Botelho	Cauame	13 de Setembro
Equatorial	Nova Cidade	Caimbe	Buritis	Nova Canaa	Carana	31 de Março
Alvorada	Distrito Industrial	Uniao	Centenario	Cambara	Jardim Carana	Aparecida
Santa Luzia	Operario	Tancredo Neves	Cinturao Verde	Olimpico	Jardim Floresta	dos Estados
Residencial Cruviana	Bela Vista	Psicultura	Joquei clube	Jardim Tropical	Aeroporto	Caçari
Murilo Teixeira	Raiar do Sol	Santa Tereza	Pricuma	Pintolandia	Liberdade	Calunga
		Jardim Primavera	Prof. Aracele Souto Maior	Senador Helio Campos	Pedra Pintada	Canarinho
			Sao Bento	Laura Moreira (Conjunto cidadão)	Said Salomao	Centro
					Monte das Oliveiras	Francisco Caetano Filho
						Mecejana
						Paraviana
						São Francisco
						São Pedro
						São Vicente