



# Standard Operating Procedures for Reintegration of Returnees in Ghana

September 2020



## Disclaimer

The *Standard Operating Procedures for Reintegration of Returnees in Ghana* were produced through the EU-IOM Joint Initiative for Migrant Protection and Reintegration, funded by the European Union Emergency Trust Fund for Africa.



Project funded by the European Union  
Project implemented by IOM

# Table of Contents

- Acronyms .....4**
- 1. Introduction .....5**
  - 1.1 Objective and scope of the SOPs .....5
- 2. Key Concepts and Principles.....6**
  - 2.1 Return.....6
  - 2.2 Reintegration .....9
  - 2.3 Involving local actors and building synergies .....11
  - 2.3.1 Regular exchange of information.....11
  - 2.3.2 Referral mechanisms.....11
  - 2.3.3 Direct contribution to reintegration activities.....12
  - 2.3.4 Capacity-building.....12
- 3. Reintegration assistance in Ghana: Standard Operating Procedures.....13**
  - 3.1 Phase 4: Assistance upon arrival.....13
  - 3.1.1 STEP 6: Reception at the airport or bus station.....13
  - 3.1.2 STEP 7: Pocket money .....14
  - 3.1.3 STEP 8: Onwards transportation .....14
  - 3.2 Phase 5: Reintegration Assistance .....15
  - 3.2.1 STEP 9: Reintegration assistance upon return.....15
  - 3.2.2 STEP 10: Additional reintegration support.....16
  - 3.2.3 STEP 11: Monitoring and Evaluation .....23
- 4. Annexes.....24**
  - Annex 1: AVRR process flowchart.....24
  - Annex 2: Main resources used .....25
  - Annex 3: Focus on reintegration.....26
  - Annex 4: Forms that may be used .....29

## Acronyms

<b>AVM</b>	Assistance to vulnerable migrants
<b>AVR</b>	Assisted voluntary return
<b>AVRR</b>	Assisted voluntary return and reintegration
<b>BID</b>	Best interest determination
<b>CoO</b>	Country of origin
<b>DCI</b>	Development Cooperation Instrument
<b>ECOWAS</b>	Economic Community of West African States
<b>EU</b>	European Union
<b>EUR</b>	Euro
<b>EUTF</b>	EU Emergency Trust Fund for Africa
<b>ICRC</b>	International Committee of the Red Cross
<b>IN</b>	Internal note (IOM)
<b>IO</b>	International organization
<b>IOM</b>	International Organization for Migration
<b>LP</b>	Laissez-passer
<b>MAD</b>	Migrant Assistance Division (IOM)
<b>M&amp;E</b>	Monitoring and evaluation
<b>NGO</b>	Non-governmental organisation
<b>PARA</b>	Post-arrival and reintegration assistance
<b>RMM</b>	Resettlement and Movement Management Division (IOM)
<b>SOPs</b>	Standard Operating Procedures
<b>UMC</b>	Unaccompanied migrant children
<b>UNHCR</b>	United Nations High Commissioner for Refugees
<b>UNICEF</b>	United Nations International Children's Emergency Fund
<b>VoT</b>	Victim of trafficking



# 1. Introduction

## 1.1 Objective and scope of the SOPs

The present “Standard Operating Procedures for Reintegration of Returnees in Ghana” (hereafter “the SOPs”) aim to provide a common understanding and ensure a consistent approach in the context of all returns to Ghana and the returnees’ subsequent reintegration back into their communities of return. These SOPs were adapted from the regional framework SOPs for the EU-IOM Joint Initiative on Migrant Protection and Reintegration to the Ghanaian context following a consultative process with relevant government stakeholders.

After presenting the basic concepts and principles related to return and reintegration – the definitions come primarily from the International Organization for Migration - these SOPs clarify the processes and procedures related to return and reintegration in Ghana, as well as the roles and responsibilities of the different actors involved. They constitute a living document that will be updated upon new developments and needs.

To facilitate reading and adaptation of these SOPs, the following icons and corresponding boxes have been included:



Important notes



Forms to be filled in or signed



Actors involved

## 2. Key Concepts and Principles

### 2.1 Return

All returns of Ghanaians to Ghana should be coordinated with the relevant authorities prior to the arrival.

#### Return

The act of going back from a country of presence (either transit<sup>1</sup> or host) to the country of origin or habitual residence.<sup>2</sup> There are subcategories of return which can describe the way the return is implemented, e.g. voluntary, forced, assisted or spontaneous return; as well as subcategories which describe who is participating in the return, e.g. repatriation (for refugees). Returns may be undertaken by air, land or sea.

#### Assisted Voluntary Return and Reintegration (AVRR)

Administrative, logistical and financial support, including reintegration assistance, provided to irregular migrants, (rejected) asylum-seekers, victims of trafficking, stranded migrants, qualified nationals and other migrants unable or unwilling to remain in the host country, and who volunteer to return to their countries of origin.

*Note on returns from Libya: Due to the prevailing circumstances, returns facilitated by IOM in Libya are referred to as Voluntary Humanitarian Returns.<sup>3</sup> IOM's ultimate goal is to progressively enhance the services offered in Libya to attain the highest possible AVRR standards as applied globally.*

#### Evacuation

Facilitation or organization of transfer of individuals or groups from one area/locality to another in order to ensure their security, safety and well-being.

#### Forced return

The compulsory return of an individual to the country of origin, transit or third country, on the basis of an administrative or judicial act.

IOM is never and in no way involved with the forcible return of migrants. However, IOM may still provide forced returnees with post-arrival and reintegration assistance.<sup>4</sup>

While taking no part in the forcible return of migrants, IOM may provide capacity building support to state and non-state actors in countries of origin, transit or third countries to improve the management of pre- and post-arrival processes that may also be relevant to forced returns.

#### Large-scale return

Return of more than 50 migrants within one movement requiring the organization of a dedicated operation by charter flight, bus or boat convoy.

---

<sup>1</sup> For Ghana Immigration Service, transit is same as destination country once it is the departure country

<sup>2</sup> For the purposes of the SOPs, we will use "country of origin" (CoO) as encompassing both.

<sup>3</sup> While this type of return is implemented under the programmes, it is not described in these SOPs. A separate guidance for voluntary humanitarian return from Libya is being prepared by IOM Libya. The present SOPs thus do not apply to Libya. Upon re-turn in countries of origin covered by the Initiative, returnees from Libya are however eligible to reintegration assistance as per these SOPs.

<sup>4</sup> A definition of PARA is provided further below.

## Voluntariness

Based on a decision freely taken by the individual. A voluntary decision encompasses two elements: (i) freedom of choice, which is defined by the absence of any physical or psychological pressure; and (ii) an informed decision, based on the availability of sufficient, up-to-date and objective information.



- Migrants have the right to change their decision to return at any time;
- Determining whether the return is voluntary is the pre-requisite to IOM's involvement in any AVRR activity;
- Organizations/agencies, must ascertain that the return is voluntary before arranging AVRR;
- Migrants must confirm in writing that they are returning voluntarily by completing the "Voluntary return declaration and authorization for collection of personal data" form.

## Confidentiality and data protection

The confidentiality of personal information must be observed at all times. Some personal information may need to be transmitted to a third party for the purpose of AVRR (for example, documentation). In all instances written consent must be obtained from the assisted individual prior to the disclosure of his/her personal data and/or story to a third party. In addition, there may be further considerations to take into account in order to abide by the privacy laws of the country concerned.

## Administrative detention

Detention refers to the restriction on freedom of movement through confinement that is ordered by an administrative or judicial authority. Places which detain migrants may include "prisons, closed camps, detention facilities or airport transit zones."<sup>5</sup>

The term "administrative detention" covers a range of situations outside the process of police arresting suspects and bringing them into the criminal justice system. Migrants, including asylum seekers often find themselves in administrative detention. In most cases, detained migrants will be held under the migration legislation of the country concerned.



- AVRR can be provided to migrants detained because of violation of immigration rules only.
- Organizations/agencies must have direct access to migrants in the detention facility, and be able to offer counselling in conditions that allow the migrant's views to be expressed freely and confidentially.

---

<sup>5</sup> UNHCR Revised Guidelines on Applicable Criteria and Standards Relating to the Detention of Asylum Seekers, 1999, Guideline 1.

## Migrants in vulnerable situations

IOM defines vulnerability within a migration context as “the diminished capacity of an individual or group to resist, cope with, or recover from violence, exploitation, abuse, and violation(s) of their rights. It is determined by the presence, absence, and interaction of factors and circumstances that (a) increase the risk of, and exposure to, or (b) protect against, violence, exploitation, abuse, and rights violations.”<sup>6</sup>

Migrants with the following profiles have been frequently considered by IOM to be at heightened risk due to their vulnerability : chronically ill migrants; migrants with significant medical conditions; victims of trafficking; victims of exploitation, abuse and violence; elderly; unaccompanied migrant children; single-headed households; female-headed households; and pregnant women.<sup>7</sup>

### *Migrants with known health needs*

Migrants having health concerns that are known in the pre-departure phase and that may affect the capacity of an individual to take an informed decision and/or the well-being of migrants during the AVRR process.

### *Unaccompanied and separated migrant children*

Unaccompanied children are “children [...]”<sup>8</sup>who have been separated from both parents and other relatives and are not being cared for by an adult who, by law or custom, is responsible for doing so.”

Separated children are “children [...] who have been separated from both parents, or from their previous legal or customary primary caregiver, but not necessarily from other relatives. These may, therefore, include children accompanied by other adult family members.”

For the purpose of these SOPs, references to unaccompanied migrant children (UMCs) also include separated children and the procedural safeguards for UMCs equally apply to separated children.

---

<sup>6</sup> IOM, *Protection of the Human Rights and Fundamental Freedoms of Migrants and the Specific Needs of Migrants in Vulnerable Situations*, Global Compact Thematic Paper, 2017

<sup>7</sup> This list is not exhaustive but includes the main vulnerabilities usually considered within AVRR interventions.

<sup>8</sup> As defined in Article 1 of the Convention on the Rights of the Child of 20 November 1989 (CRC), a “child” means “every human being below the age of 18 years unless under the law applicable to the child, majority is attained earlier.”



## 2.2 Reintegration

### Reintegration

The re-inclusion or re-incorporation of a person into a group or process, for example, of a migrant into the society of his or her country of origin or habitual residence.

### Sustainable reintegration

Reintegration can be considered sustainable when returnees have reached levels of economic self-sufficiency, social stability within their communities, and psychosocial well-being that allow them to cope with (re)migration drivers. Having achieved sustainable reintegration, returnees are able to make further migration decisions as a matter of choice rather than necessity.<sup>9</sup>

There is a list of indicators to measure sustainability developed by IOM.

**Table 1: Individual, collective and community-based reintegration assistance**

Individual reintegration assistance	Collective reintegration assistance	Community-based reintegration assistance <sup>10</sup>
Assistance provided to individual returning migrants. Assistance traditionally delivered in the context of AVRR.	Assistance provided to several returning migrants as a group.	Individual or collective reintegration assistance directly involving local communities <sup>11</sup> and/ or directly addressing their needs. <sup>12</sup>

*Individual, collective and community-based assistance*

### Different approaches to community-based reintegration assistance

Different types of community-based reintegration assistance can be defined according to the degree of involvement of the local community (from reintegration assistance involving and impacting the local community to assistance to local community including a component of reintegration of returnees). Within the context of AVRR, three main possible approaches to community-based reintegration can be identified: (i) the migrant-focused approach, (ii) the community-focused approach and (iii) the approach focusing on existing projects.

<sup>9</sup> IOM, *Towards an Integrated Approach to Reintegration in the Context of Return*, 2017

<sup>10</sup> For further details, refer to specific section on community-based reintegration assistance.

<sup>11</sup> Despite its increasing use and importance, the concept of “community” is vague and encompasses a wide variety of realities. While there is no single definition of community, this concept usually includes a few common features such as the fact that (i) it refers to a group of people interacting with one another (relatives, neighbours, etc.) (ii) within a specific geographic territory (village, neighbourhood, city) and (iii) often sharing common values, beliefs and attitudes. For the purpose of these SOPs, one can define a community as the immediate environment of the returning migrant. Whether in a rural or urban setting, it typically includes his/ her family, friends and neighbours. In a broader sense, the notion of community can be extended to other actors that could play a role in the provision of services to returnees that may facilitate their reintegration, such as local authorities, civil society and the private sector.

<sup>12</sup> Direct involvement of the local community refers here to the participation of representatives of the community in the design and/ or the validation of the beneficiaries’ reintegration projects, as detailed further in the SOPs. An assistance can thus be characterized as community-based if the community participates in or validates the reintegration assistance envisaged.

**Table 2: Different approaches to community-based reintegration assistance**

Type	Description	Advantages	Disadvantages
Projects taking as a starting point the returnees' needs	Individual or collective project of (a) returnee(s) in which the returnee(s) involve(s) the community	Strong impact on migrants; responds to their needs	Risk not to really address the community's needs. Limited impact in terms of reducing the risks of tensions between returnees and their community due to a limited involvement of the community.
Projects taking as a starting point the community's needs	Project designed with/ for the community in which returnees are included	Strong impact on the community; really addresses the needs of the local community. Provides enabling environment for reintegration.	Risk of limited impact on returnees (that may have limited involvement)
Projects taking as a starting point already-existing projects	Including returnees to successful projects (implemented by IOM or by other actors that benefitted from support in the past or are currently benefitting from support).	Higher chances that projects are successful and generate regular and sufficient income for its beneficiaries. Solution to limited available funding for reintegration and lack of internal expertise in a given sector by the AVRR actors. Coaching opportunities for migrants who do not have specific skills.	Need to connect migrants to projects (detailed and updated database of existing projects and of returnees, compatibility determination). Requires a good relationship between the returnee and the group already created. IOM or other referring actor may not have access to information on all available projects.

Source: Possible approaches to AVRR community-based projects, adapted from Altai Consulting<sup>13</sup>



More information on reintegration, including on IOM's integrated approach to reintegration and on community-based reintegration assistance, can be found in *Annex 3 – Focus on reintegration*.

### Post-arrival and reintegration assistance (PARA)

It refers to assistance provided to returning migrants starting at the post-arrival stage encompassing activities such as onward transportation, counselling and provision of information, reintegration and community development.

PARA can be provided to migrants who have returned on their own means, through different agencies' AVR programmes, and forced returnees.

<sup>13</sup> Altai Consulting, *Retour volontaire et réintégration : approches communautaires*, 2016, produced for IOM Morocco in the framework of the project "Responding to the needs of vulnerable and distressed migrants in targeted countries of origin, transit and destination". The research is currently available only in French.

## 2.3 Involving local actors and building synergies

Synergies and cooperation with state and non-state actors should be built in host countries and in countries of origin to promote local ownership and sustainability of reintegration. Different levels of involvement are considered: (i) regular exchange of information, (ii) contribution to migrants' assistance through referrals, (iii) direct contribution to reintegration activities and (iv) capacity-building.

Formal agreements with local actors can add particular value to institutionalise the referral mechanisms and their direct contribution to AVRR activities in the framework of the programmes. When considering such cooperation, it is important to assess the quality and reliability of the state or non-state actor(s) in question. It is recommended to perform a quality check and a risk assessment before proceeding with any new cooperation.



Regular monitoring of the procedures and activities of local actors contracted to provide services or which have been awarded grants within the programmes should be ensured.

### 2.3.1 Regular exchange of information

Organizations/agencies are responsible for regular data collection and reporting on reintegration programmes. There should be regular exchange of information, coordinated by the Ministry of the Interior, between relevant stakeholders about reintegration activities carried out as well as about the trends and main figures related to reintegration in their country. As per confidentiality and data protection issues, personal information of returnees should not be shared.

### 2.3.2 Referral mechanisms

Both in the host countries and in Ghana, migrants with specific needs who opt for AVRR should be referred to existing services and programmes implemented by state and non-state actors, including IOs, NGOs, or UNHCR, various MDAs (among others) based on their profile and needs. With regard to reintegration assistance, referrals should constitute the first option for all migrants, whether or not vulnerable.

In order to ensure adequate referrals, there should be an ongoing effort to identify the main services and programmes of potential relevance for returning migrants. Community mappings or country-level assessments can help identifying relevant services and programmes and inform the referral process.<sup>14</sup>

Some actors that should be considered for referral in Ghana:

- Ministry of the Interior;
- NADMO: referral of returnees;
- Ministry of Foreign Affairs and Regional Integration (MoFARI);
- Ministry of Gender, Children and Social Protection (Anti Human Trafficking Unit): Referral of VoTs;
- Department of Social Welfare: for UMC and BID
- GIS: Returnees with issues on travel documents;
- Ghana Health Service (Port Health): Returnees with chronic medical conditions;
- UNHCR: referral of (potential) asylum-seekers;
- UNICEF: referral of UMC and cooperation on best interest determination (BID);

---

<sup>14</sup> In the framework of the EUTF – IOM Initiative, community mapping and profiles are envisaged. Separate guidance on this activity was produced.

Other relevant actors should be identified at national and local levels.

To the extent possible, actors covering the whole range of reintegration needs and preferences, including agencies and NGOs specialized on specific vulnerabilities and on psycho-social assistance, employment agencies, youth employment programmes, education and vocational training institutions, microfinance institutions, private sector and the like should be included in referral mechanisms. Existing ad-hoc referrals should be formalised.

### 2.3.3 Direct contribution to reintegration activities

National institutions that have competence over the reintegration of migrants, as well as other actors such as local authorities and NGOs should be engaged in the implementation of reintegration assistance.



#### Counterparts' contribution:

- Added value in terms of experience, expertise and geographical coverage;
- Improved provision of AVRR in remote regions and specialized support;
- Enhanced sustainability and local ownership of assistance provided to returnees.

In addition, national and local authorities, civil society organizations and potentially the private sector, as well as members of the local communities should be involved in the reintegration process. "Reintegration committees"<sup>15</sup> could be established at national and/or local levels in the countries of origin, gathering these actors and with the task to: participate in the community mapping (where relevant), contribute to referrals, participate in the selection process of projects or programmes to be implemented at reintegration assistance stage (see Phase 5 in the SOPs) and, where relevant, be involved in the design, support, follow-up and monitoring of community-based projects.

When agreements are reached as to the scope and functioning of the cooperation, the respective roles and responsibilities of each party should be clarified in the SOPs.

### 2.3.4 Capacity-building

State and non-state actors can also be involved as beneficiaries of capacity-building activities. However, efforts to build the capacity of AVRR actors should be coordinated as part of each programme's capacity-building component; they are not covered by these SOPs.

---

<sup>15</sup> The term of "reintegration committee" is only provided as an example. Other names can be considered, such as "case management committee" that were established in Cameroon, Nigeria, Cote d'Ivoire and Guinea Conakry in the framework of the IOM Morocco-managed, EU-funded project "Responding to the needs of vulnerable and distressed migrants in targeted countries of origin, transit and destination".

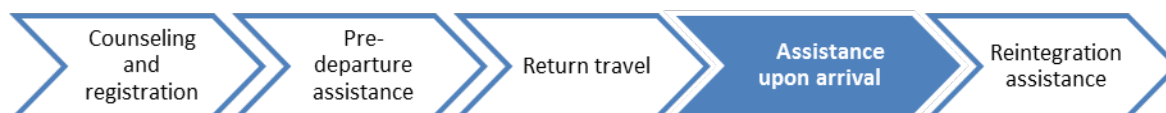


### 3. Reintegration assistance in Ghana: Standard Operating Procedures

The assisted voluntary return and reintegration (AVRR) process encompasses different phases: identification, counselling and registration (phase 1), pre-departure assistance (phase 2), return travel (phase 3), assistance upon arrival (phase 4) and reintegration assistance (phase 5). Phases 1, 2 and 3 are implemented by the IOM Missions or other actors in the host countries, in coordination with IOM Ghana. Their implementation may vary depending on the country and the programme under which returns take place. In case of returns from host countries covered by the Joint Initiative, these phases are guided by Framework SOPs that have been adapted to each country.

The present SOPs focus on the phases starting with the migrant's arrival in Ghana (assistance upon arrival) and then go through the reintegration assistance process. While the first three phases of the AVRR process do not directly regard Ghana, it is important that pre-departure activities and return travel are closely coordinated with IOM Ghana.

#### 3.1 Phase 4: Assistance upon arrival



Main actors include Ghana Immigration Service, Port Health, NADMO and IOM. For charters, additional actors such as CID and Ghana Police Service are also involved.

##### 3.1.1 STEP 6: Reception at the airport or bus station

- Staff from relevant agencies ensures returning migrants' reception at the airport or bus station *at least* for all large-scale returns as well as for each case of vulnerable migrants needing immediate assistance upon return;
- It is ideal that a migrant reception centre exists where migrants can be provided with accommodation and immediate services to cover basic needs, awaiting counselling and further information about reintegration assistance where necessary. This is particularly necessary during large scale movements as there may not be enough time to provide individualized information to all returnees upon arrival. In the absence of reception centres, assistance such as the provision of accommodation at hotels for one or two nights may be considered;
- If a migrant is found not to be from the country s/he returned to, secondary movement until his/her country of origin must be arranged in the shortest delays, taking into consideration the potential need to get correct travel documents and to provide the migrant with temporary accommodation and ensure his/her basic needs are met during his/ her stay.



Upon arrival of a UMC in his/her country of origin, the legal guardian(s), should complete the UMC Handover Notification including the details of arrival and handover.

### 3.1.2 STEP 7: Pocket money

- All returnees are provided with pocket money upon return unless this was already received before departure.



The pocket money is meant to cover the migrants' basic needs such as housing, clothing and food in the short term, as well as onwards transportation until final destination when not covered as part of the return travel. It does *not* constitute a form of reintegration assistance and is not linked to it. It should be determined based on (i) the principle of fairness and (ii) the need to mitigate any risk that the cash allowance could create a "pull factor".

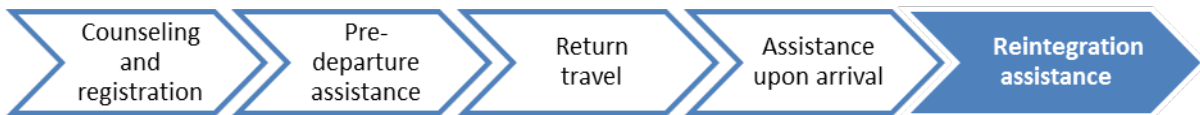
- The suggested amount of pocket money to be provided in Ghana is of 86 EUR equivalent in Ghana cedis.

Upon handover of the pocket money, the migrant should sign the Acknowledgement of Payment Receipt.

### 3.1.3 STEP 8: Onwards transportation

- If required, onward transportation until final destination (and overnight accommodation) is arranged for migrants in situation of vulnerability. Where possible, the relevant receiving agency/stakeholder should also facilitate onward transportation of non-vulnerable migrants, considering the available resources and the migrants' needs, and in compliance with the principles of equity and fairness.

### 3.2 Phase 5: Reintegration Assistance



#### Eligibility

Migrants fulfilling the below criteria are eligible for reintegration assistance (note: eligibility criteria may differ based on programmes):

- Ghanaians who have returned on their own means;
- Ghanaians who have been forcefully returned by their host countries;
- Ghanaian returnees who have not benefited from any other reintegration programme;



Reintegration assistance flowchart (page 22) at the end of this section for a quick review.

- Vulnerable Ghanaian returnees.

#### 3.2.1 STEP 9: Reintegration assistance upon return



All eligible returning migrants as detailed above are entitled to reintegration assistance upon return in the form of counselling, information and referral services, as well as training and other types of general support activities.

#### Counselling, information and referral

- Upon return (ideally within one month), eligible migrants contact the relevant agency/organization providing reintegration support and arrange for counselling sessions;
- Upon appointment, the relevant agency/organization in Ghana meets the returnee to assess potential vulnerabilities, specific needs, migrant's background, perspectives and reintegration assistance;
- When it is not possible to meet in person, the counselling can take place by phone. Face-to-face meetings are however the preferred option;
- Complementing the information provided before departure, the relevant agency/organization informs the migrants on the range of reintegration assistance available as well as on the complementary reintegration support available (see section "complementary reintegration support");
- Where possible, and especially for vulnerable cases, family members, relatives or friends of the returnees should be involved in the counselling sessions;

- If during the counselling session(s) or at data entry stage a migrant is found to have already benefitted from AVRR assistance under the same programme, additional assistance would need to be coordinated to ensure correct utilization of available resources;
- The relevant agency/organization provides migrants with information on the opportunities existing in the CoO and more specifically in their community of return, including on employment opportunities (e.g. information on the job market, employment agencies, youth employment programmes, specialized NGOs, etc.), funding and support mechanisms available for entrepreneurs (e.g. credit and microfinance institutions, specific support programmes for micro/small businesses, etc.) and support services available for vulnerable migrants (e.g. healthcare services, shelters, family tracing, etc.);
- When services or programmes able to respond to the needs or preferences of returning migrants (either vulnerable or not) exist, the relevant agency/organization refers returning migrants to them. This includes referrals to existing community-based projects as well as to psycho-social services or programmes able to support migrants dealing with mental health needs or facing challenges re-establishing links with their relatives.

### Training and general support

- All eligible returning migrants can benefit from training or other forms of general support that are being implemented in Ghana. Examples of general support activities include: (i) regular training sessions (on business management, technical skills, etc.), (ii) focus groups among returnees or psychosocial counselling sessions with relatives, (iii) job or other types of fairs where returnees can meet representatives of the private sector, of microfinance institutions, etc.
- The relevant agency/organization informs the returnees accordingly and, if interested, registers them. All related costs (travel, accommodation, participation) can be covered as part of the reintegration support.

### 3.2.2 STEP 10: Additional reintegration support



Beyond the reintegration assistance upon return offered to all eligible returning migrants, additional reintegration support is available under certain conditions.



## General provisions

- **Access to additional reintegration support** is linked to (i) addressing specific situations of vulnerability, to (ii) community-based projects implemented in the main communities of return or to (iii) a selection procedure.
- **Assistance can be used for:**
  - The creation or strengthening of income generating activities (including at community level);
  - Job insertion: apprenticeship/ on-the-job training, paid internships;
  - Training or educational support: vocational training, education (including for children);
  - Medical support: medical treatment and follow-up, hospitalization, traditional medicine;
  - Psychosocial support: individual coaching, focus groups or activities related to psychosocial well-being, including at community level through dialogue or other activities promoting social cohesion;
  - Housing support: housing rent, restructuring, shelter fees, temporary guesthouse, nursery home;
  - Basic needs: first aid goods, food, or other emergency needs that may arise upon return.The above types of assistance are not exclusive: migrants can benefit from assistance in more than one category.
- Assistance can be individual, collective or community-based. Different **levels of assistance** do not necessarily exclude each other. In particular, vulnerable migrants can be assisted individually to address their specific needs such as temporary accommodation while being assisted within a collective project to set up an activity that will provide long-term income;
- The **value of the assistance** is not fixed and can vary according to the action's specific criteria and budget, to the migrants' reintegration plans (see below) as well as of their profile, needs and preferences;
- Particular attention should be given to **women** returning as part of a household: specific assistance may be considered to foster their self-sufficiency;
- As **dependants or family members** who did not migrate are directly involved in and impacted by the returnee's reintegration, part of the assistance can also be provided to them under specific conditions;<sup>16</sup>

## Addressing specific situations of vulnerability

- All migrants in situation of vulnerability that cannot be referred to adequate services or programmes should be provided by the relevant agency/organization with individual reintegration assistance tailored to their needs (as determined during the counselling sessions and vulnerability assessments carried out before departure and upon return). All vulnerable migrants should be prioritized for assistance;

---

<sup>16</sup> For instance, if deemed relevant in view of the returnee's smooth reintegration, the assistance can cover the education costs of the returnee's children or the set up of an income generating activity by a family member if the returnee has medical conditions preventing him/ her to run a business.

- In addition to the individual needs-based assistance they are entitled to, migrants in situation of vulnerability may also benefit from complementary forms of assistance to improve their reintegration prospects. Depending on the vulnerability assessment and counselling session(s) carried out in Ghana (as well as of the risk assessment in case of VoTs), migrants in situation of vulnerability may benefit from any other type and level of assistance available (i.e. individual or collective assistance, either community-based or not, for business set-up, training, etc.);
- Regular follow-up should be ensured.

### Community-based projects implemented in the main communities of return

- If and where community mappings or assessments have been carried out, the relevant agency/organization together with representatives of the community may design community projects aiming at improving the conditions for return and reintegration in the community. Migrants returning to a community where such project is implemented, willing to participate and with the adequate skills, should be inserted in the project. Coordination should be ensured with the communities and other actors implementing community projects in order to optimize the resources available and prevent any possible duplication or overlapping in the activities envisaged.

### Selection procedure

- All other interested eligible returning migrants can apply to additional reintegration support by submitting completed reintegration plans. These plans should indicate the type and purpose of assistance requested as well as details about the expected costs and outcomes. The relevant agency/organization should support returning migrants to prepare their Reintegration Plan;
- The relevant agency/organization or larger reintegration committee(s) assess each reintegration plan and select those to be supported according to specific criteria (see Box 2);
- The reintegration plan submitted by the returning migrant determines the level and type of reintegration support to be provided;
- To the extent possible, the following factors should be considered when assessing the returning migrants' reintegration plans and should be linked to the selection criteria to be defined:

## **Box 2: Factors to be considered when assessing the returning migrants' reintegration plans**

### **Factors related to the individual**

- **Socio-economic situation:** What is the socio-economic situation of the migrant (part of a poor household, sole provider for the family, numbers of dependants, etc.)?
- **Migration experience:** What is the migration experience of the migrant, and how some key elements of this experience (including hardship, cost and duration of the migration experience, as well as potential skills, capacity or networks built abroad) may have a positive or negative impact on the migrant's reintegration?
- **Complementarities with other projects and programmes:** Has the migrant received some form of reintegration assistance under other return and reintegration projects or support programmes available in Ghana?
- **Returnees' perspectives, preferences and opportunities:** Has the returning migrant expressed concrete reintegration perspectives and preferences? Does s/he have specific opportunities? Does s/he have the intention to re-migrate within a short period?
- **Potential impact of the reintegration project:** Does the reintegration project elaborated by the returning migrant have a potential positive impact at local level (including involvement of the community in the project, potential for employment creation, alignment to local development plans, etc.)?

### **Factors related to the context**

- **Concentration of returns in specific areas:** Is the area of return an area with a high concentration of returns?
- **Opportunities and conduciveness for community-based assistance:** What are the socio-economic opportunities in the area of return and are they conducive to community-based projects? Has the community of return expressed specific needs or proposals for returnees' involvement? Has the community of return reported particular tensions stemming from significant numbers of returns in their area that could be alleviated?
- **Capacities/ resources available in the return location:** Are there capacities or resources in place in the area of return potentially facilitating or on the contrary hindering the reintegration process?

### **Factors that should not influence the decision**

- Migrants' administrative status in the host country;
- The modality of return (AVRR, humanitarian voluntary return, evacuation, forced return).<sup>17</sup>

- The **selection criteria** for additional reintegration support are based on the factors identified above. The following selection criteria have been defined in Ghana:

---

<sup>17</sup> It is understood that the modality of return may have an impact on the potential vulnerability of returning migrant as well as on his/ her degree of preparation of the return. However, the modality of return itself should not play a role in the definition of the level, type and value of the assistance proposed.

### Positive criteria (from most positive to least positive)<sup>18</sup>

- Project gathering several returnees and several members of the community;
- Project allowing support to the needs of migrant with high vulnerability;
- Project expected to contribute to improve the community's socio-economic situation, including by creating employment and livelihood opportunities in the community;
- Project responding to specific needs of the community, inter alia by contributing to improve access to services at community level;
- Project contributing to environmental sustainability, climate change adaptation and/ or disaster risk reduction, or with positive impact on environment;
- Project contributing to social cohesion (i.e. contributing to improve the attitude of the community towards return and returnees and vice-versa);
- Project gathering several returnees (cooperative/ collective project);
- Project closely linked to the local development plan;
- Project expected to create employment for family members/ relatives;
- Project presented by migrant with good technical or managerial skills.

### Negative criteria (from most negative to least negative)

- Project that could do harm to the community of return (e.g. by competing with existing local initiatives);
  - Project that is assessed as not viable;
  - Project presented by migrant already assisted in his/ her reintegration through another AVRR project;<sup>19</sup>
  - Project presented by migrant that has not been determined as vulnerable, with no collective or community aspect and no specific skills;
  - Project presented by migrant with strong support network;
  - Project presented by migrant that returned from a neighbouring country.
- 
- Several (positive and/ or negative) criteria can be reflected in one reintegration plan.

---

<sup>18</sup> Positive criteria refer to criteria that increase the score, or that should positively influence the decision to select a project for complementary support. Negative criteria refer to criteria that diminish the score, or that should influence negatively the decision to select a project.

<sup>19</sup> Migrants returning under other AVRR projects are usually provided with a cash grant and, in some cases, with so-called "reintegration assistance". In the context of these programmes, migrants receiving assistance for any combined value below EUR 1,000 will be considered as "not assisted in their reintegration through other AVRR projects". It is indeed considered that any amount below EUR 1,000 cannot be described as reintegration assistance as in no way, regardless of the area of return's cost of living, of the individual's needs, skills and reintegration project, etc., can smaller amounts contribute to sustainable reintegration.

### **Box 3: Focus on community-based approaches to reintegration**

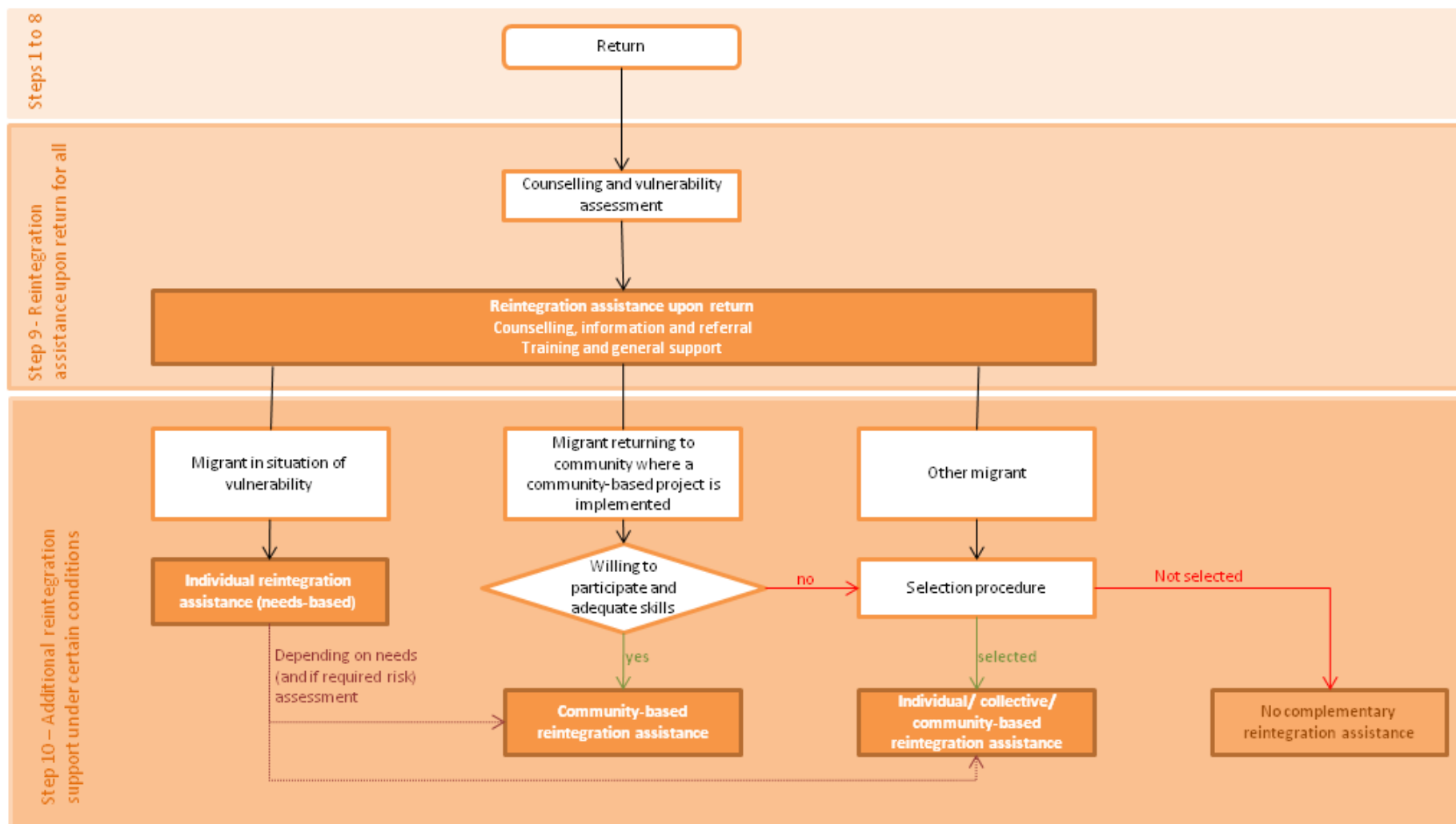
In the framework of the present programmes, the following three approaches to community-based assistance are considered:

**(i) Community-based assistance focusing on the returning migrant** are envisaged through the selection of migrants/ projects for complementary reintegration support. Migrants presenting projects envisaging the involvement of or a potential impact on the community to which they return, should be selected for complementary assistance and supported by the relevant agency/organization providing reintegration support;

**(ii) Community-based assistance focusing on the communities** stems from community mapping/ assessments and/or from local dialogue sessions. Based on a participatory approach closely involving local actors (authorities, civil society, private sector, members of the community including traditional, local, religious and community leaders and former returnees, etc.), needs and opportunities in the communities – that can be economic and/ or social - are identified. Together, they design project(s) addressing these needs and opportunities. Local coordination/ management/ supervision structures (“reintegration committees”) gathering the relevant agency/organizations as well as some selected local actors should be established once a community-level project has been identified. Quick labour market assessments/ value chain studies can be commissioned to complement the community assessment carried out and better frame the types of projects most likely to have a positive impact on both the community and returnees. The relevant agency/organization then supports the set-up of the project(s).

Once implemented, returnees should be involved in these projects if and when interested and if and when they have the skills required. By targeting high areas of emigration, which are also typically high areas of return, an environment favouring reintegration is created, as well as direct opportunities for returnees and non-migrant populations;

**(iii) Community-based assistance through existing projects** are envisaged too, especially by referring migrants to larger projects operated by other actors and by forging partnerships with specialized organizations.



Reintegration assistance flowchart

## Procurement, provision of the assistance and follow-up

- Upon approval of a reintegration plan, the beneficiaries together with the relevant agency/organization finalize it and verify the costs of the goods and services needed to implement it. The beneficiaries, the relevant agency/organization identify the best supplier(s) and a final decision is taken on the value of the assistance to be provided. The final decision is taken by the beneficiaries, the relevant agency/organization implementing reintegration and/or a reintegration committee formed with other relevant stakeholders and community members, where applicable. If the beneficiaries agree, the relevant agency/organization starts the procurement process in compliance with its procurement rules;
- Ideally the assistance is provided in-kind, i.e. through the provision of the goods and services needed to implement the beneficiaries' reintegration plans. To ensure sound financial management and accountability, it is recommended that suppliers are paid by bank transfer, or if not possible by cheque;
- Payments can be made in either one or more than one instalment. Depending on the project size, on the value of the assistance and on the number of beneficiaries (in the case of collective projects), several instalments could be envisaged to also allow for a regular follow-up/ monitoring;
- When the in-kind approach is not feasible<sup>20</sup>, small cash instalments can be envisaged;
- The relevant agency/organization implementing reintegration programmes should regularly contact the beneficiaries and provide support where possible, including at economic level (e.g. advice, information on existing financing schemes, etc.) and at psycho-social level (e.g. support to address situation of vulnerability, to re-establish family links, etc.).

### 3.2.3 STEP 11: Monitoring and Evaluation

- The organization responsible for disbursing the reintegration support should ensure that monitoring of the reintegration support is conducted, including on the returnees' satisfaction on the assistance received as well as on the sustainability of the reintegration.
- Evaluation of the reintegration component of the programmes is highly recommended. It can be either internal or external, with a preference for external evaluation.



During this phase, the following forms should be filled in/ signed:

#### **Counseling and assistance stages:**

- Profile and vulnerability screening form
- Individual Reintegration Plan
- Declaration of reintegration assistance and financial contribution

#### **Monitoring stage:**

- Declaration on Monitoring and Evaluation
- Photography consent form
- Case management form
- Final monitoring questionnaire

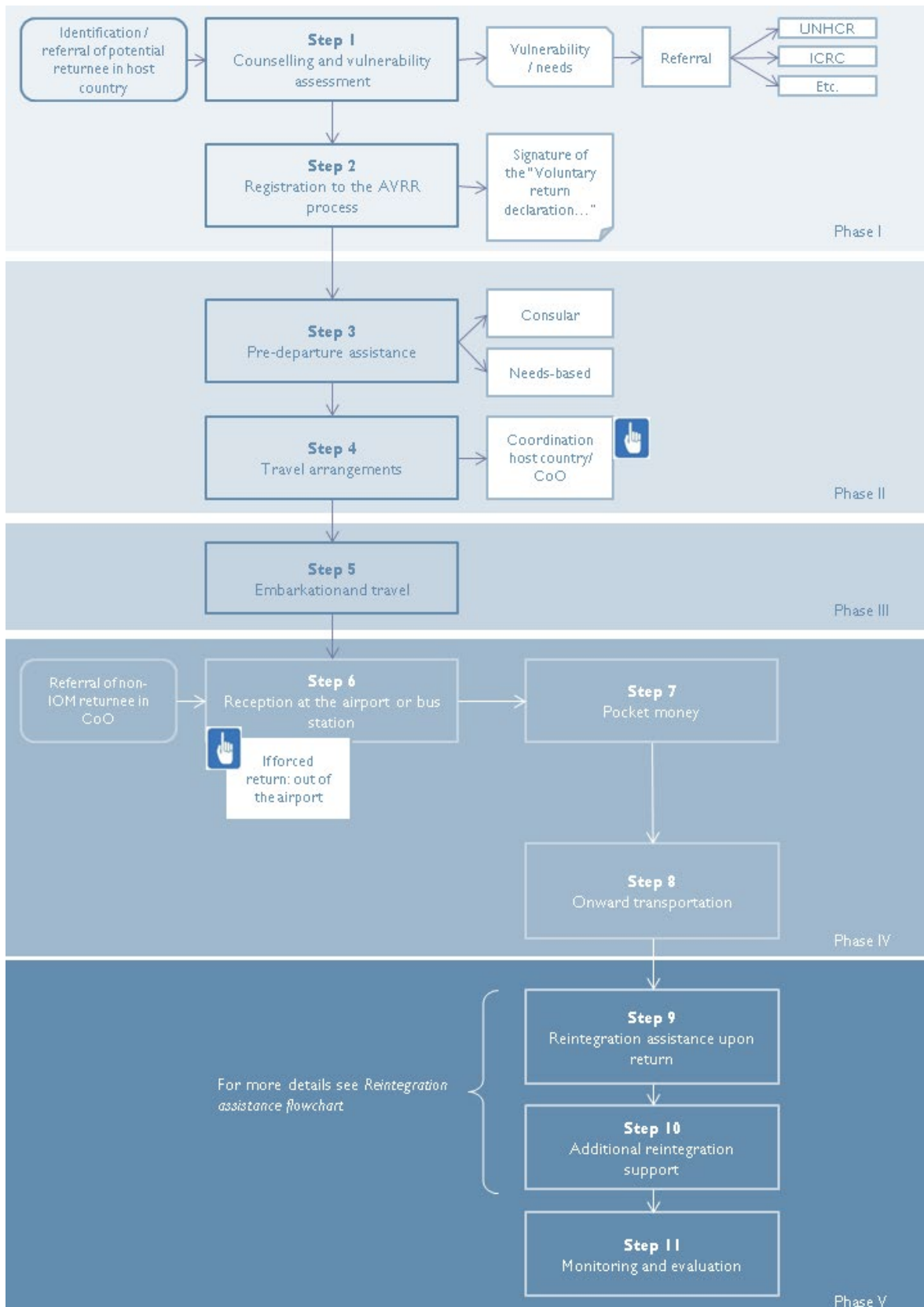
---

<sup>20</sup> For instance because of the lack of banking system in the area or because the assistance corresponds to most pressing needs for which in-kind support may prove difficult (such as food, medicines, or accommodation in some cases).



## 4. Annexes

### Annex 1: AVRR process flowchart



AVRR flowchart

## **Annex 2: Main resources used**

IOM, *Towards an Integrated Approach to Reintegration in the Context of Return*, 2017

IOM, *Enhancing Migrant Well-Being upon Return through an Integrated Approach to Reintegration*, Global Compact Thematic Paper, 2017

IOM, *Supporting Safe, Orderly and Dignified Migration through Assisted Voluntary Return and Reintegration*, Global Compact Thematic Paper, 2017

IOM, *MRRM Handbook*, draft version, 2017

IOM, *Standard Operating Procedures (SOP) for Assisted Voluntary Return and Reintegration (AVRR) to Iraq*, March 2017

IOM, *Assisted Voluntary Return and Reintegration (AVRR) in the Southern Africa Region, Guidance Document*, August 2016

IOM, *IOM Handbook on Direct Assistance for Victims of Trafficking*, 2007

IOM, *Assisted Voluntary Return and Reintegration Handbook*, April 2010

IOM, *Glossary on Migration*, Second edition, 2011

Altai Consulting, *Retour volontaire et réintégration : approches communautaires*, 2016

## Annex 3: Focus on reintegration

### The integrated approach to reintegration

According to IOM's Integrated Approach to Reintegration, "the complex, multidimensional process of reintegration requires a holistic and a need-based approach: one that takes into consideration the various factors impacting an individual's reintegration, including economic, social, and psychosocial factors across individual, community, and structural dimensions."<sup>1</sup>

"Sustainable reintegration<sup>2</sup> can be facilitated when the above factors are addressed in parallel, through:

- Individual assistance targeting the specific needs of returning migrants and households;
- Community-based support to foster a participatory approach in the reintegration process where families and communities are involved and their specific needs and concerns addressed; and
- Structural interventions aiming at improving the provision of essential services for returnees and non-migrant population alike, and promoting overall good governance of migration."<sup>3</sup>

Achieving the adoption of an integrated approach to reintegration requires, among others, cooperation and complementarities with different actors and across different sectors, including state and non-state, public and private, local and international actors involved with return management, community stabilization and cooperation for development.

For more details on this approach, please refer to: IOM, *Towards an Integrated Approach to Reintegration in the Context of Return*, 2017, available [here](#).

### The interaction between returnees and communities in the reintegration process

As indicated above, the integrated approach to reintegration encompasses different levels of interventions at the individual, community and structural levels.

Such a holistic approach needs to recognize that the role communities play in migrant reintegration can be manifold. When return is seen as a failure or the decision to migrate in the first place is seen as abandonment, leading to a more hostile environment, reintegration efforts will be negatively impacted. Resentment among communities may also be generated, if the reintegration assistance received by individual returnees is perceived as an undue reward to returnees as opposed to local populations. However, the opposite is also true, as communities can provide a conducive environment for reintegration in terms of safety nets, support of strong social networks, as well as financial resources. When communities perceive return positively, it helps to mitigate the risk of stigmatization of returning migrants, enabling them to re-establish social ties, and facilitating re-insertion into society.<sup>4</sup>

---

<sup>1</sup> IOM, *Towards an Integrated Approach to Reintegration in the Context of Return*, 2017

<sup>2</sup> According to IOM, reintegration can be considered sustainable when returnees have reached levels of economic self-sufficiency, social stability within their communities, and psychosocial well-being that allow them to cope with (re)migration drivers. Having achieved sustainable reintegration, returnees are able to make further migration decisions a matter of choice, rather than necessity.

<sup>3</sup> IOM, *Towards an Integrated Approach to Reintegration in the Context of Return*, 2017

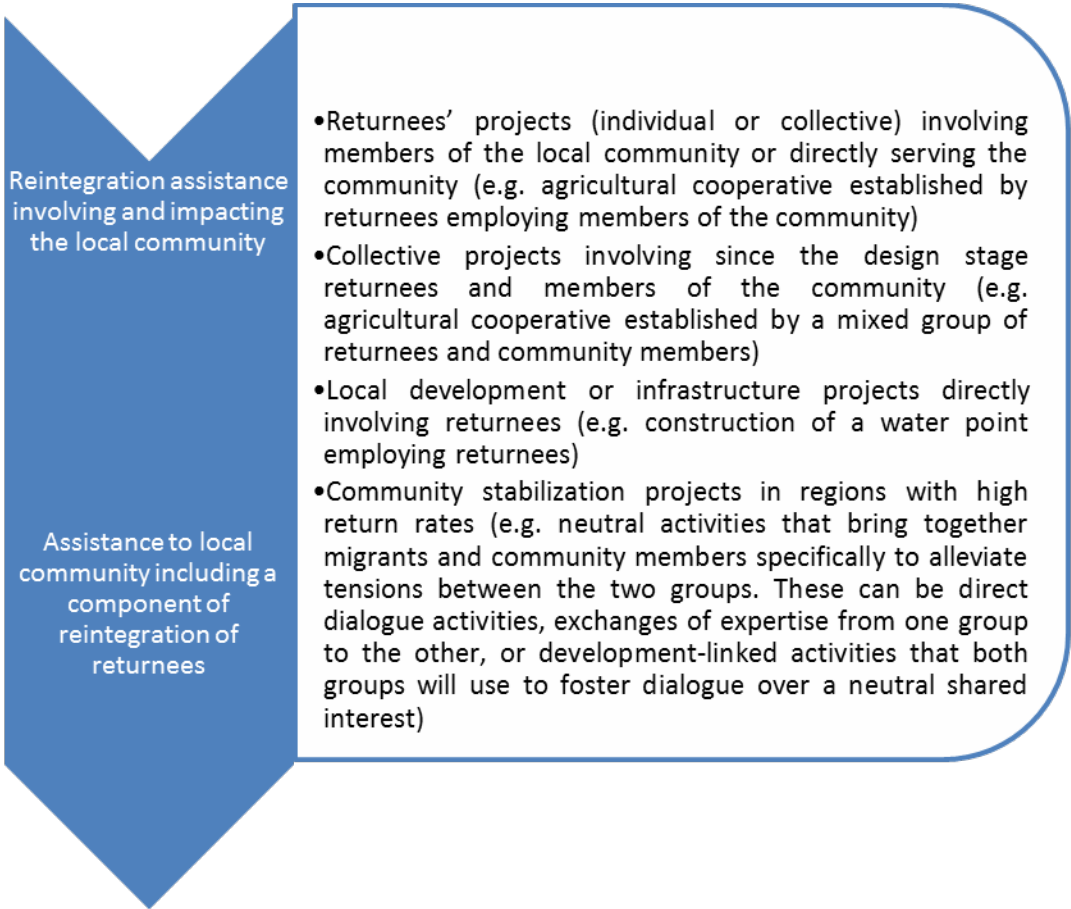
<sup>4</sup> Paragraph inspired from IOM, *Enhancing Migrant Well-Being upon Return through an Integrated Approach to Reintegration*, Global Compact Thematic Paper, 2017.

To enhance understanding on the needs, concerns and opportunities of the main communities of return and ensure that reintegration activities respond to their needs and priorities, community mappings/assessments should be carried out.<sup>5</sup>

**Different approaches to community-based reintegration assistance**

Reintegration assistance can be defined as “community-based” when the assistance provided to an individual or a group involves the local community and/ or directly addresses its needs.

Different types of community-based reintegration assistance can be defined according to the degree of involvement of the local community (from reintegration assistance involving and impacting the local community to assistance to local community including a component of reintegration of returnees). This is illustrated in the below figure which provides a conceptual panorama of the various possible approaches.



*Schematic typology of community-based approach to AVRR, adapted from Altai Consulting<sup>6</sup>*

Within the context of AVRR, three main possible approaches to community-based reintegration can be identified: (i) the migrant-focused approach, (ii) the community-focused approach and (iii) the approach focusing on existing projects.

<sup>5</sup> A separate *Guidance for Community Mapping and Socio-economic Profiles* has been produced in the framework of the Joint Initiative, further detailing the objective and methodology of these mapping exercises.

<sup>6</sup> Altai Consulting, *Retour volontaire et réintégration : approches communautaires*, 2016, produced for IOM Morocco in the framework of the project "Responding to the needs of vulnerable and distressed migrants in targeted countries of origin, transit and destination". The research is currently available only in French.

## Key features and advantages of a community-based approach<sup>7</sup>

- ✓ *Contribution to social and psychosocial dimensions of reintegration:* Community-based projects are not limited to income generating activities: they can also address social cohesion and psychosocial aspects. For instance, they can promote dialogue and increased understanding on irregular migration and return<sup>8</sup> to reduce the stigma and contribute to improving the attitude of community members towards returnees and vice versa. On the other hand, beyond their economic impact, community-based income-generating projects also contribute to the social reintegration of returnees by encouraging the (re)establishment of social networks by returnees and reducing the potential resentment of the local community, thereby contributing to improve social cohesion within the community. Returnees brought together have a shared experience of migration, and by sharing their project with non-returnees, they avoid building “insular networks” isolated from the communities they return to. Contributing to the local community, returnees can feel a sense of utility and belonging, which in turn contributes to improve their psychosocial wellbeing;
- ✓ *Participatory approach:* Families and communities are involved in the reintegration process and their specific needs and concerns are addressed. Potentially, former returnees (e.g. through mentoring schemes) and diaspora (e.g. through sponsorship schemes) can also be involved;
- ✓ *Sustainability of projects:* A participatory approach and the shared property and management of the projects established with members of the community can help improve the sustainability of reintegration;
- ✓ *Enabling environment for reintegration:* Community-based reintegration assistance alone cannot and is not intended to address the structural drivers of migration but aims at creating an enabling environment so that reintegration is more likely to be successful. By positively impacting the main areas of return, providing economic opportunities, empowering local communities and strengthening social cohesion, it should enable communities to better receive returning migrants, and migrants to better reintegrate in their community;
- ✓ *Potential driver for local development:* Community-based reintegration projects are based on the needs of the local community and should be aligned with local development plans. In such case, the involvement of local leaders and communities at the early stages of the identification of community-based reintegration projects is a must. Distinction should, however, be made between community-based reintegration assistance that is limited in scope and has the main purpose of facilitating reintegration versus larger scale community development projects that have the main purpose of addressing all aspects of local development.

---

<sup>7</sup> Section adapted from:

IOM Niger, *MRRM Handbook*, 2017 (draft version)

IOM, *Towards an integrated approach to reintegration in the context of return migration*, 2017

<sup>8</sup> Strong links with awareness-raising activities can be developed in this regard.

## Annex 4: Forms that may be used

Form
<b>Return and Reintegration</b>
A. Profile and vulnerability screening form
B. Acknowledgement of Payment Receipt
C. Reintegration Plan
D. Declaration of reintegration assistance and financial contribution
<b>Monitoring and Evaluation</b>
E. Declaration of Consent on Monitoring and Evaluation
F. Case Management Form (AVRR Satisfaction)
G. Final Monitoring Questionnaire (AVRR Sustainability)
H. Photography Consent Form
<b>Forms for Vulnerable Migrants</b>
<b>Medical Cases</b>
I. General consent form (to share data on medical condition to third parties)
<b>VoTs</b>
J. Risk Assessment Checklist
K. Screening Interview Form
<b>UMCs</b>
L. UMC Handover Notification
<b>AVRR of minor child with only one parent while both parents share full legal custody</b>
M. Declaration on Voluntary Return of Minor Children with one Parent

# A. PROFILE AND VULNERABILITY SCREENING FORM

## PART I – RECOMMENDED QUESTIONS

BASIC DATA
Unique ID:
First name:
Last name:
Place of return ( <i>region, district, city/village</i> ):
Phone numbers: Personal: Parent/Relative:

SOCIO-ECONOMIC ASSESSMENT
<b>EDUCATION, TRAINING AND PROFESSIONAL BACKGROUND</b>
Highest level of education completed  <input type="radio"/> Primary education <input type="radio"/> Secondary education <input type="radio"/> Tertiary education <input type="radio"/> No education
Field of Studies
Training Completed: (list all trainings completed)
Jobs
<b>SOCIO-ECONOMIC SITUATION</b>
Possession of productive assets  <input type="radio"/> Land <input type="radio"/> Livestock/Cattle <input type="radio"/> House <input type="radio"/> Business <input type="radio"/> Transportation means <input type="radio"/> Equipment, machines <input type="radio"/> Other: (specify)
Existence of family/relatives network that could ease the reintegration  <input type="radio"/> Yes <input type="radio"/> No
Relationship with family  <input type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor



## QUICK VULNERABILITY SCREENING

The aim of this section is to get very quick indications on potential situations of vulnerability to be addressed. The counsellor should complete the separate vulnerability screening form if s/he suspects any specific situation of vulnerability.

### Medical Issues

- No
- Chronic medical issues potentially hindering reintegration: \_\_\_\_\_
- Serious medical condition requiring immediate care: \_\_\_\_\_
- Medical condition not having impact on reintegration and not requiring immediate care

Grounds to suspect that the individual has been a victim of trafficking, exploitation, abuse and violence even if not found at pre-departure or reception stages

- Yes
- No

**If so, complete the VOT screening form and risk assessment**

Any other situation of vulnerability that has not been identified prior to departure

- Serious Psychosocial needs
- Unaccompanied Migrant Child (UMC)
- Elderly
- Single Parent Family
- Pregnant woman
- Other (please detail: \_\_\_\_\_)

## RETURN PROCESS

Reason to apply for AVRR

- Stranded on his/her way towards intended final destination
- Reconsidered the decision to migrate
- Family reasons
- Alternative to detention
- Improved situation in CoO
- Other: \_\_\_\_\_

Cash Assistance before departure

- Yes
- No

If so: \_\_\_\_\_ (amount)

## MIGRATION EXPERIENCE

Countries Crossed (list all countries crossed)

Estimated date of arrival in (last)host/transit country

Length of stay in host/transit country

- Less than 2 weeks
- 2 to 4 weeks
- 1 to 3 months
- 3 to 6 months
- 6 months to 1 year
- 1 to 5 years
- 5 to 10 years
- More than 10 years

Professional experience(s) in host country

Experiences faced during migration journey (Do not ask systemically; take note according to the story told by the migrant)

- Lack of money to continue the journey
- Belongings robbed
- Abuse and/or violence by authorities
- Abuse and/or violence by smugglers.
- Unsuccessful attempt to cross the desert
- Abandoned in the desert
- Unsuccessful attempt to cross the Mediterranean
- Detention
- Conflict /Conflict
- Unsustainable living condition
- Unemployment
- Discrimination
- Other: \_\_\_\_\_

Intended destination country

Reason for departure from CoO

- Crisis/Conflict
- Unsustainable living conditions
- Unemployment
- Better Employment
- Discrimination/ stigmatization
- Vacation
- Adventure
- Other: \_\_\_\_\_

## PART II – ADDITIONAL DATA

### FEEDBACK ON RETURN PROCESS

This section is not directly related to case management but seeks to collect feedback from beneficiaries on the pre- departure and return process, mainly for M&E purposes. As such, decide when to collect this data (during counselling sessions, through a separate survey later on, etc.). The below thus only constitutes a suggestion.

Did you face any problem at emigration and /immigration controls?

Yes  No

If so: \_\_\_\_\_

Did you receive pre-departure counselling about the assistance available?

Yes  No

If yes, did this contribute to the decision to return?

Yes  No

Has the assistance received met your needs?

Yes  No

How satisfied are you with the entire pre-departure assistance received?

- Very satisfied
- Satisfied
- It was OK
- Unsatisfied
- Very unsatisfied

Do you think you could have withdrawn from the programme at any time?

Yes  No

Did you feel safe during return travel?

Yes  No

Did the organization of the return travel take into account any particular needs that you had (e.g. wheelchair, seat with more leg space in the case of injury etc.)

Yes  No

## REINTEGRATION PERSPECTIVES

This data can be collected here or at reintegration plan compilation stage. Collecting it at early stage however allows better envisaging reintegration options to be communicated and discussed.

Reintegration preference/priority (indicate the main one)

- Employment
- Training
- Income-generating activity (Business)
- Medical psychosocial care
- Other: \_\_\_\_\_

Obstacles in achieving above preference (max 3)

- Funding
- Transportation
- Skills/Training
- Work experience
- Tools/equipment
- Network
- Family pressure
- Debts
- Access to credit
- Other (explain): \_\_\_\_\_

Other projects and perspectives (max 3)

- Start my own business
- Join an existing business
- Build a house
- Find a job
- Start a non-profit organization, community group, cooperative
- Further my formal education
- Depart for another city/town
- Depart for another country
- Get married
- Seek medical assistance/psychosocial support
- talk about my migratory experience and raise awareness of others on the risks related to irregular migration

Willing to participate in awareness-raising activities

- Yes
- No

## **B. ACKNOWLEDGEMENT OF PAYMENT RECEIPT**

### **CASH UPON ARRIVAL RECEIPT**

<b>Case number:</b>	
<b>Flight Number:</b>	
<b>Name:</b>	
<b>Contact Number:</b>	
<b>Date of Arrival:</b>	
<b>Host country (country from which migrant returned)</b>	
<b>When did you leave Ghana?</b>	
<b>Place of Origin in Ghana (region and district):</b>	
<b>Place of Return in Ghana (region and district):</b>	
<b>Highest education level achieved (one answer possible)</b>	
<b>What was your work status before your departure? (one answer possible)</b>	
<b>What was the main reason for leaving your country of origin? (one answer possible)</b>	
<b>Onward Transportation Amount:</b>	
<b>Name and signature of Paying Officer:</b>	
<b>Signature of beneficiary:</b>	
<b>Date of disbursement and signature:</b>	

## C. REINTEGRATION PLAN

<b>Case number:</b>	
<b>Name:</b>	
<b>Date of Arrival:</b>	
<b>Host country (country from which migrant returned)</b>	
<b>Place of Return in Ghana:</b>	
<b>Type of Assistance</b>	

Type of assistance requested (please select all that apply). Please note that all assistance (except cash provided at the airport) will be provided *in-kind*.

Type of Reintegration Activity	Specific items/details	Cost in GHS	Cost in USD/EUR
<b>Cash Assistance</b>			
<b>Business Setup</b> (complete business plan – Annex D - if setting up a business)			
<b>Education/Training</b>			
<b>Accommodation</b>			
<b>Medical Support</b>			
<b>Other</b>			

Signature of the Staff

Signature of Beneficiary

\_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

## D. DECLARATION OF REINTEGRATION ASSISTANCE AND FINANCIAL CONTRIBUTION

I, the undersigned, \_\_\_\_\_, assisted by \_\_\_\_\_,  
for my voluntary return from \_\_\_\_\_ (city of return)  
to \_\_\_\_\_ (country of origin)  
declare to have received/be entitled to receive the following assistance:

Type of assistance: \_\_\_\_\_

Amount: \_\_\_\_\_

Conditions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I hereby accept the assistance and declare that I shall comply with the conditions as outlined above.

Signed on **[date]** at **[place]** \_\_\_\_\_

Applicant's signature: \_\_\_\_\_

Signature of the Reintegration Officer/ Designated partner: \_\_\_\_\_



## E. DECLARATION ON CONSENT TO MONITORING AND EVALUATION

I, the undersigned, \_\_\_\_\_ assisted by the \_\_\_\_\_ for my voluntary return and/or reintegration from \_\_\_\_\_ to \_\_\_\_\_, Ghana authorize the \_\_\_\_\_ to monitor and evaluate my return and/or reintegration process.

I understand that my personal data and that of my dependents are necessary to carry out monitoring and evaluation activities in relation to my return and/or reintegration process. I have been informed about the specified and additional purpose(s) and hereby authorize any authorized person or entity acting on migrant return and reintegration to collect, use, disclose and dispose of the personal data obtained through monitoring and evaluation sessions. I am aware and agree that the personal data will be shared with and processed by \_\_\_\_\_ to achieve the specified purpose(s).

I acknowledge, for myself and for any person for whom I have the right to do so as well as for relevant heirs and estate, that IOM will not be held liable for any damage caused, directly or indirectly, to me or any such person in connection with this authorization, that derives from circumstances outside the control of IOM.

Signed on \_\_\_\_\_ at \_\_\_\_\_

Beneficiary's signature: \_\_\_\_\_

Interpreter's signature: \_\_\_\_\_

Signature of the Representative or delegate partner: \_\_\_\_\_

## F. CASE MANAGEMENT FORM (REINTEGRATION SATISFACTION SURVEY)

For use during and/or following provision of reintegration assistance

Profile (to be filled by Staff prior to interview)

<p><b>Name:</b></p> <p><b>Case ID:</b></p> <p><b>Date of return:</b></p> <p><b>Date of birth:</b></p> <p><b>Age at time of return:</b></p> <p><b>Sex:</b> <input type="checkbox"/> male <input type="checkbox"/> female</p> <p><b>Country from which return took place:</b></p> <p><b>Length of absence from Country of origin:</b> __ (years)</p> <p><b>Situation of vulnerability:</b> <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>If yes, please specify _____</p>	<p><b>Country to which return took place:</b></p> <p><b>Address in country:</b></p> <p>Province/governorate:</p> <p>Community (if mapped):</p> <p><b>Community of return same as community of origin?</b> <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p><b>Date of interview:</b> __/__/20__</p> <p><b>Interview location:</b> <input type="checkbox"/> at our office <input type="checkbox"/> phone call <input type="checkbox"/> on site (place of work, migrant's home, etc.)</p>
---	--

It is recommended that staff collects and/or verifies this information prior to beginning the monitoring survey.

Section 1 (to be filled by staff prior to interview)

1. **Total value of reintegration measures implemented:** \_\_\_\_\_ (GHS)
2. **Mode of delivery:**
  - Cash only
  - Mix: in cash & in kind → ..... ratio: \_\_\_\_\_ (total GHS) in cash; \_\_\_\_\_ (total GHS) in kind
  - In kind only

→ **Where all or part provided in kind: please indicate level**

  - Individual (assistance provided to individual returnees)
  - Collective (assistance provided to several returning migrants as a group)
  - Community (assistance that engages with local communities or directly addresses their needs)
3. **Schedule of disbursements:**
  - Single installment
  - Several installments over time
  - N/A (no disbursements, reintegration assistance provided in form of counselling, referrals, job placement, etc.)
4. **Please indicate time between return and first counselling meeting:** \_\_\_\_\_ (weeks)
5. **Please mark all reintegration measures implemented below, and on the following pages. All component fields selected below should be completed with the beneficiary. Services provided through referral should be monitored both in field A and in appropriate assistance fields (B-K). Sections referring to assistance not received by the beneficiary should be skipped.<sup>5</sup>**
  - Reintegration counselling
  - Referral (please also see section A below) -----  A
  - Medical Assistance (please also see section B below) -----  B
  - Housing Assistance (please also see section C below) -----  C
  - Psychosocial support (please also see section D below) -----  D
  - Childcare/Child support (please also see section E below) -----  E
  - Education for dependent children (please also see section F below) -  F
  - Education for returnee (please also see section F below) -----  G
  - Vocational Training (please also see section G below) -----  H
  - Job Placement (please also see section H below) -----  I
  - Micro-business (please also see section I below) -----  J
  - Cash grant (please also see section J below) -----  K
  - Other, please explain:

The Survey below contains:

- Section 2: a general set of questions for all reintegration assistance beneficiaries. Please fill with all beneficiaries.
- Section 3: questions regarding specific components of assistance (A-K). Please fill out all that are applicable.
- Section 4: a brief set of questions on overall life satisfaction and future plans. Please fill with all beneficiaries.

Section 2: general Reintegration Assistance monitoring

**ALL BENEFICIARIES**

**Interviewer Prompt:**

If you agree, I would like to ask for 30 minutes of your time to answer a few questions about your experience with reintegration assistance received after your return. Please know that your responses will give us a better idea of your experience with our organization and our partners. Your responses are important and will help us all improve our work in the future.

This is not a test. There are no right or wrong answers. If you feel uncomfortable answering any of these

	Questions	Answers	Notes
<b>ALL BENEFICIARIES</b>			
1.	<p><b>Was it easy for you to contact us after your arrival? (by phone or in person)</b></p> <p><b>select one</b> <b>do not prompt</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No - please explain →... <input type="checkbox"/> I don't wish to answer <input type="checkbox"/> I don't remember <input type="checkbox"/> N/A	
2.	<p><b>Was it clear to you how reintegration assistance would be provided?</b></p> <p><b>select one</b> <b>do not prompt</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No - please explain →... <input type="checkbox"/> I don't wish to answer <input type="checkbox"/> I don't remember	
3.	<p><b>Did someone else participate in the decision on how to use the available reintegration assistance?</b></p> <p><b>select all applicable</b> <b>do not prompt</b></p>	<input type="checkbox"/> No one else but returnee <input type="checkbox"/> Reintegration Counsellor <input type="checkbox"/> Return Counsellor <input type="checkbox"/> Family <input type="checkbox"/> Friends <input type="checkbox"/> Community members <input type="checkbox"/> Other persons - please specify →...	

4.	<p><b>Do you consider that the reintegration assistance<sup>6</sup> was provided in a timely manner?</b></p> <p><b>select one</b> <b>do not prompt</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No – please explain →... <input type="checkbox"/> I don't wish to answer <input type="checkbox"/> I don't remember	
5.	<p><b>How long did it take from the moment you returned until you received your reintegration assistance (or its first provision)?</b></p>	<p>_____ (weeks)</p> <input type="checkbox"/> I don't remember	
6.	<p><b>Have you encountered any problem with the provision of reintegration support?</b></p> <p><b>select all applicable</b> <b>do not prompt</b></p>	<input type="checkbox"/> No problem <input type="checkbox"/> Local bureaucracy/corruption <input type="checkbox"/> Issues with cash withdrawals (ATM cards) <input type="checkbox"/> Difficulty in providing documents requested <input type="checkbox"/> Living in remote area <input type="checkbox"/> Security problems <input type="checkbox"/> Unavailability of services <input type="checkbox"/> Inadequacy <input type="checkbox"/> Lack of trust <input type="checkbox"/> Incompleteness (did not receive assistance in full) <input type="checkbox"/> Other - please specify →... <input type="checkbox"/> I don't remember	
<p>Please follow with Reintegration Assistance component fields A-K in Section 3 below, as applicable.</p>			

---

**Section 3: Reintegration Assistance component monitoring – as applicable**

**To be filled by staff**

**Survey questions for beneficiary**

**A**

**A. REFERRAL (where applicable)**

**Staff:**

**Please indicate type of service and name(s) of organization(s) to which referral(s) was/were made.**

- reintegration counselling \_\_\_\_\_ (name of org.)
- vocational training \_\_\_\_\_
- education \_\_\_\_\_
- medical support \_\_\_\_\_
- psychosocial support \_\_\_\_\_
- housing \_\_\_\_\_
- micro-business \_\_\_\_\_
- job placement \_\_\_\_\_
- legal services \_\_\_\_\_
- special security measures \_\_\_\_\_
- social protection schemes \_\_\_\_\_
- material assistance \_\_\_\_\_
- Other- please specify \_\_\_\_\_

All assistance received under referrals should also be monitored later in the survey in appropriate assistance component fields (B-K).

1.	<p><b>Was it easy for you to contact the service provider(s) after your referral? (by phone or in person)</b></p> <p><b>select one</b> <b>do not prompt</b></p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No/Not all service providers - please explain </p> <p><input type="checkbox"/> I don't wish to answer</p>	
2.	<p><b>Did you receive expected support from the service provider(s)?</b></p> <p><b>select one</b> <b>do not prompt</b></p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No/Not all service providers - please explain </p>	
3.	<p><b>Do you feel that the service provider(s) was committed to assisting you with your needs?</b></p> <p><b>select one</b> <b>do not prompt</b></p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No/Not all service providers - please explain </p> <p><input type="checkbox"/> I don't wish to answer</p>	

B. MEDICAL ASSISTANCE (where applicable)		B <input type="checkbox"/>
<input type="checkbox"/> Referral <input type="checkbox"/> Direct assistance where direct →... <input type="checkbox"/> individual level		
Duration: _____ (weeks) Amount received: _____ (USD)		
1.	<b>Have you received the medical assistance you need(ed)?</b> <b>select one</b> <b>do not prompt</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No - please specify →... <input type="checkbox"/> I don't know <input type="checkbox"/> I don't wish to answer
2.	<b>What type of medical assistance did you receive?</b> <b>select all applicable</b> <b>prompt if needed</b>	<input type="checkbox"/> treatment <input type="checkbox"/> equipment <input type="checkbox"/> examination(s) <input type="checkbox"/> long term coverage <input type="checkbox"/> other - please specify →...
3.	<b>Are you looking for additional assistance in this area?</b> <b>at discretion of local staff/programme</b> <b>if further support is possible</b> <b>if further support is not possible, tick N/A</b>	<input type="checkbox"/> Yes – please specify →... <input type="checkbox"/> No <input type="checkbox"/> N/A

**C. HOUSING ASSISTANCE** (where applicable)

C □

Referral     Direct assistance where direct →...     individual level

Type of housing assistance:     rental costs     renovation     other – please specify:

Duration: \_\_\_\_\_ (weeks)

Amount received: \_\_\_\_\_ (GHS)

1.	<p><b>Where are you currently living?</b></p>	<p><input type="checkbox"/> Own house/flat  <input type="checkbox"/> Rented house/flat  <input type="checkbox"/> With family  <input type="checkbox"/> With friends  <input type="checkbox"/> Shelter  <input type="checkbox"/> Hotel/Pension  <input type="checkbox"/> Other - please specify →...  <input type="checkbox"/> I don't wish to answer</p>	
2.	<p><b>Has your housing standard improved since your return?</b> (e.g. Has beneficiary moved to own housing, renovated old home, moved to a cleaner place, etc.?)</p> <p><b>select one</b> <b>do not prompt</b></p>	<p><input type="checkbox"/> Yes  <input type="checkbox"/> No - please specify →...  <input type="checkbox"/> I don't wish to answer</p>	
2.	<p><b>Did assistance effectively help you with your housing needs?</b></p> <p><b>select one</b> <b>do not prompt</b></p>	<p><input type="checkbox"/> Yes  <input type="checkbox"/> No - please specify →...  <input type="checkbox"/> I don't know  <input type="checkbox"/> I don't wish to answer</p>	
3.	<p><b>Did the housing assistance provided allow you to focus on working/rebuilding your life in place of origin?</b></p> <p><b>select one</b> <b>do not prompt</b></p>	<p><input type="checkbox"/> Yes  <input type="checkbox"/> No - please specify →...  <input type="checkbox"/> I don't know  <input type="checkbox"/> I don't wish to answer</p>	
4.	<p><b>Are you looking for additional assistance in this area?</b>  <b>at discretion of local staff/programme</b></p> <p><b>if further support is not possible, tick N/A</b></p>	<p><input type="checkbox"/> Yes – please specify →...  <input type="checkbox"/> No  <input type="checkbox"/> N/A</p>	



D. PSYCHOSOCIAL SUPPORT (where applicable)		DL
<input type="checkbox"/> Referral <input type="checkbox"/> Direct assistance where direct →... <input type="checkbox"/> individual level <input type="checkbox"/> collective level <input type="checkbox"/> community level		
Duration: _____ (weeks)		
<b>Type of assistance:</b> <input type="checkbox"/> psychosocial counselling <input type="checkbox"/> focus group discussion/s <input type="checkbox"/> Social events/networking <input type="checkbox"/> group activities <input type="checkbox"/> other		
1.	<b>Did you feel that the support provided helped improve your psychosocial wellbeing?</b> <b>select one</b> <b>do not prompt</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No, please specify →... <input type="checkbox"/> I don't know <input type="checkbox"/> I don't wish to answer
2.	<b>If applicable, did the support help you manage distress? (anger, fears, stress, etc.)</b> <b>select one, do not prompt</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No, please specify →... <input type="checkbox"/> I don't know <input type="checkbox"/> I don't wish to answer <input type="checkbox"/> N/A
3.	<b>Did the support provided allow you to focus on working/rebuilding your life in place of origin?</b> <b>select one</b> <b>do not prompt</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No - please specify →... <input type="checkbox"/> I don't know <input type="checkbox"/> I don't wish to answer
4.	<b>Are you looking for additional assistance in this area?</b> <b>at discretion of local staff/programme if further support is possible</b> <b>if further support is not possible, tick N/A</b>	<input type="checkbox"/> Yes – please specify →... <input type="checkbox"/> No <input type="checkbox"/> N/A

**E. CHILD CARE** (where applicable)

**E U**

Referral    Direct assistance **where direct →...**    individual level    collective level    community level

**Type of assistance:**

center-based (day care etc.)    home-based (nanny/baby sitter)    social/educational activities    other -please specify:

**Number of children:** \_\_\_\_\_

**Duration:** \_\_\_\_\_ (weeks)

**Amount received:** \_\_\_\_\_ (GHS)

1.	<p><b>Did childcare improve the wellbeing of your child(ren)?</b>  <b>select one</b>  <b>do not prompt</b></p>	<p><input type="checkbox"/> Yes  <input type="checkbox"/> No - please specify →...  <input type="checkbox"/> I don't know  <input type="checkbox"/> I don't wish to answer</p>	
2.	<p><b>Did childcare provided allow you to focus on working/rebuilding your life in place of origin?</b>  <b>select one</b>  <b>do not prompt</b></p>	<p><input type="checkbox"/> Yes  <input type="checkbox"/> No - please specify →...  <input type="checkbox"/> I don't know  <input type="checkbox"/> I don't wish to answer</p>	
3.	<p><b>Are you looking for additional assistance in this area?</b>  <b>at discretion of local staff/programme if further support is possible</b>  <b>if further support is not possible, tick N/A</b></p>	<p><input type="checkbox"/> Yes – please specify →...  <input type="checkbox"/> No  <input type="checkbox"/> N/A</p>	

**F. EDUCATION for DEPENDENT CHILDREN (where applicable)**

**F U**

Referral     Direct assistance **where direct →...**     individual level     collective level     community level

**Type of assistance:**

Education fees     Equipment (books, uniform, etc.)     Transportation     Boarding, canteen fees     Other: \_\_\_\_\_

**Number of children:** \_\_\_\_\_

**Duration:** \_\_\_\_\_ (weeks)

**Amount received:** \_\_\_\_\_(GHS)

1.	<p><b>What is the current status of the course?</b> <b>select one</b> <b>prompt, if needed</b></p>	<p><input type="checkbox"/> Enrolled but not started <input type="checkbox"/> Studies/school ongoing <input type="checkbox"/> Education completed <input type="checkbox"/> Other - please explain →...</p>	
2.	<p><b>What type of school are your child(ren) attending?</b> <b>select one, do not prompt</b></p>	<p><input type="checkbox"/> Free State school <input type="checkbox"/> State school with fees <input type="checkbox"/> Private school</p>	
3.	<p><b>What level of education have your child(ren) enrolled in/completed?</b> <b>select all applicable</b> <b>prompt needed</b></p>	<p><input type="checkbox"/> Primary education <input type="checkbox"/> Secondary education <input type="checkbox"/> Higher education <input type="checkbox"/> Professional education <input type="checkbox"/> General education</p>	
4.	<p><b>What diploma/qualification will be/were obtained with our support?</b> <b>select all applicable</b> <b>do not prompt</b></p>	<p><input type="checkbox"/> Primary education diploma <input type="checkbox"/> Secondary education diploma <input type="checkbox"/> Higher education diploma <input type="checkbox"/> General education diploma <input type="checkbox"/> Professional education diploma <input type="checkbox"/> Other – please explain →...</p>	
5.	<p><b>Are you looking for additional assistance in this area?</b> <b>at discretion of local staff/programme</b> <b>if further support is possible</b></p> <p><b>if further support is not possible, tick N/A</b></p>	<p><input type="checkbox"/> Yes – please specify →... <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	

**G. EDUCATION for RETURNEE (where applicable)**

**GL**

Referral     Direct assistance **where direct →...**     individual level     collective level     community level

**Type of assistance:**

Education fees     Equipment (books, uniform, etc.)     Transportation     Boarding, canteen fees     Other: \_\_\_\_\_

**Duration:** \_\_\_\_\_ (weeks)

**Amount received:** \_\_\_\_\_(GHS)

1.	<p><b>What is the current status of the course?</b> <b>select one</b> <b>prompt, if needed</b></p>	<p><input type="checkbox"/> Enrolled but not started <input type="checkbox"/> Studies/school ongoing <input type="checkbox"/> Education completed <input type="checkbox"/> Other - please explain →...</p>	
2.	<p><b>What type of school are you attending?</b> <b>select one, do not prompt</b></p>	<p><input type="checkbox"/> Free State school <input type="checkbox"/> State school with fees <input type="checkbox"/> Private school</p>	
3.	<p><b>What level of education have you enrolled in/completed?</b> <b>select all applicable</b> <b>prompt needed</b></p>	<p><input type="checkbox"/> Primary education <input type="checkbox"/> Secondary education <input type="checkbox"/> Higher education <input type="checkbox"/> Professional education <input type="checkbox"/> General education</p>	
4.	<p><b>What diploma/qualification will be/were obtained with our support?</b> <b>select all applicable</b> <b>do not prompt</b></p>	<p><input type="checkbox"/> Primary education diploma <input type="checkbox"/> Secondary education diploma <input type="checkbox"/> Higher education diploma <input type="checkbox"/> General education diploma <input type="checkbox"/> Professional education diploma <input type="checkbox"/> Other – please explain →...</p>	
5.	<p><b>Do you feel the course(s) helped you in your career?</b> <b>select one</b> <b>prompt, if needed</b></p>	<p><input type="checkbox"/> Yes – please specify →... <input type="checkbox"/> No – please explain →... <input type="checkbox"/> I don't know</p>	
6.	<p><b>Are you looking for additional assistance in this area?</b> <b>at discretion of local staff/programme if further support is possible</b>  <b>if further support is not possible, tick N/A</b></p>	<p><input type="checkbox"/> Yes – please specify →... <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	

**H. VOCATIONAL TRAINING** (where applicable)



Referral    
  Direct assistance **where direct →...**    
 individual level    
 collective level    
 community level

Type of training:  Vocational training    
 language training    
 IT literacy

Duration: \_\_\_\_\_ (weeks)

Amount received: \_\_\_\_\_ (GHS)

<p>1.</p>	<p><b>If vocational training received, please indicate sector:</b>  <i><b>vocational training only</b></i>  <b>select all applicable</b>  <b>prompt if needed</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Agriculture forestry and fishing</li> <li><input type="checkbox"/> Mining and quarrying</li> <li><input type="checkbox"/> Manufacturing</li> <li><input type="checkbox"/> Energies supply</li> <li><input type="checkbox"/> Water supply and waste management</li> <li><input type="checkbox"/> Construction</li> <li><input type="checkbox"/> Trade and repair</li> <li><input type="checkbox"/> Transportation and storage</li> <li><input type="checkbox"/> Hospitality</li> <li><input type="checkbox"/> IT and communication</li> <li><input type="checkbox"/> Financial and insurance activities</li> <li><input type="checkbox"/> Real estate</li> <li><input type="checkbox"/> Professional scientific and technical activities Administrative and support services (incl. cleaning and maintenance)</li> <li><input type="checkbox"/> Public administration and defense</li> <li><input type="checkbox"/> Education (Teaching)</li> <li><input type="checkbox"/> Health and social work</li> <li><input type="checkbox"/> Arts and entertainment</li> <li><input type="checkbox"/> Other service (incl. beauty treatments) - please specify <b>→...</b></li> <li><input type="checkbox"/> Domestic work</li> <li><input type="checkbox"/> International organizations</li> </ul>	<p>Please specify below:</p>
<p>2.</p>	<p><b>What is the current status of the course?</b>   <b>select one</b>  <b>prompt, if needed</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Enrolled but not started</li> <li><input type="checkbox"/> Studies/school ongoing,</li> <li><input type="checkbox"/> Course completed - looking for employment</li> <li><input type="checkbox"/> Course completed and employed</li> <li><input type="checkbox"/> Other - please explain <b>→...</b></li> </ul>	

3.	<p>What diploma/qualification were/ will be obtained under this course?</p>	<input type="checkbox"/> Informal certificate <input type="checkbox"/> Formal Certificate <input type="checkbox"/> Professional Qualification <input type="checkbox"/> Other - please specify →... <input type="checkbox"/> None	
4.	<p>Did the vocational training help you gain <b>useful</b> skills?  Useful = e.g. helpful in job search  <b>select one, do not prompt</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No – please explain →... <input type="checkbox"/> I don't know	
5.	<p>Are you looking for additional assistance in this area?  at discretion of local staff/programme if further support is possible  if further support is not possible, tick N/A</p>	<input type="checkbox"/> Yes – please specify →... <input type="checkbox"/> No <input type="checkbox"/> N/A	





**I. JOB PLACEMENT (where applicable)**

Referral     Direct assistance where direct →...     individual level     collective level     community level

1.	<p><b>What is the current status of your job placement?</b>  <b>select one</b>  <b>prompt, if needed</b></p>	<p><input type="checkbox"/> Matched and employed</p> <p><input type="checkbox"/> Matched and unemployed again - please explain →...</p> <p><input type="checkbox"/> Not matched and employed elsewhere - please explain →...</p> <p><input type="checkbox"/> Not matched and unemployed - please explain →...</p> <p><input type="checkbox"/> Other - please specify →...</p>	
2.	<p><b>Have you refused any job placement offers?</b>  <b>select one</b>  <b>prompt, if needed</b></p>	<p><input type="checkbox"/> Yes →... please continue to 2b</p> <p><input type="checkbox"/> No →... please continue to Q3</p>	
2b	<p><b>If you did, what were your reasons for refusal?</b></p>	<p><input type="checkbox"/> Salary</p> <p><input type="checkbox"/> Location</p> <p><input type="checkbox"/> Type of job</p> <p><input type="checkbox"/> Other – please explain: →...</p>	
3.	<p><b>How long did it take you to find a job since your first counselling session after arrival?</b>  <b>select one</b>  <b>prompt, if needed</b></p>	<p><input type="checkbox"/> Less than one month</p> <p><input type="checkbox"/> 1-3 months</p> <p><input type="checkbox"/> 4-6 months</p> <p><input type="checkbox"/> 7-9 months</p> <p><input type="checkbox"/> 10-12 months</p> <p><input type="checkbox"/> Longer</p> <p>Still unemployed</p>	
4.	<p><b>Are you looking for additional assistance in this area?</b>  <b>at discretion of local staff/programme if further support is possible</b>  <b>if further support is not possible, tick N/A</b></p>	<p><input type="checkbox"/> Yes – please specify →...</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> N/A</p>	

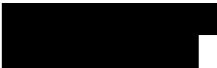
**J. MICRO-BUSINESS** (where applicable)

Referral  Direct assistance **where direct →...**  individual level  collective level  community level

**Business training received?**  no  yes - please specify **→...** \_\_\_\_\_

**Amount received:** \_\_\_\_\_ (GHS)

1.	<p><b>Please indicate the sector in which your business is active:</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Agriculture forestry and fishing</li> <li><input type="checkbox"/> Mining and quarrying</li> <li><input type="checkbox"/> Manufacturing</li> <li><input type="checkbox"/> Energies supply</li> <li><input type="checkbox"/> Water supply and waste management</li> <li><input type="checkbox"/> Construction</li> <li><input type="checkbox"/> Trade and repair</li> <li><input type="checkbox"/> Transportation and storage</li> <li><input type="checkbox"/> Hospitality</li> <li><input type="checkbox"/> IT and communication</li> <li><input type="checkbox"/> Financial and insurance activities</li> <li><input type="checkbox"/> Real estate</li> <li><input type="checkbox"/> Professionalscientific and technical activities</li> <li><input type="checkbox"/> Administrative and support services (incl. cleaning and maintenance)</li> <li><input type="checkbox"/> Public administration and defense</li> <li><input type="checkbox"/> Education (Teaching)</li> <li><input type="checkbox"/> Health and social work</li> <li><input type="checkbox"/> Arts and entertainment</li> <li><input type="checkbox"/> Other service (incl. beauty treatments)</li> <li><input type="checkbox"/> Domestic work</li> <li><input type="checkbox"/> International organizations</li> </ul>	
2.	<p><b>How is your business currently doing?</b></p> <p><b>select one</b> <b>prompt, if needed</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Operational</li> <li><input type="checkbox"/> Struggling</li> <li><input type="checkbox"/> Closed</li> <li><input type="checkbox"/> In preparation/planning stage</li> <li><input type="checkbox"/> Other – please explain <b>■</b></li> </ul>	





3.	<b>What type of business are you running?</b> <b>select all applicable</b> <b>prompt, if needed</b>	<input type="checkbox"/> Re-starting old business <input type="checkbox"/> New business <input type="checkbox"/> Partnership <input type="checkbox"/> Expanding <input type="checkbox"/> Joining an existing business (family/friend's business) <input type="checkbox"/> Other – please specify →...	
4.	<b>Does the business generate sufficient income to cover your household needs?</b> <b>select one</b> <b>do not prompt</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I don't wish to answer	
5.	<b>Is the business employing staff?</b> <b>select one</b> <b>do not prompt</b>	<input type="checkbox"/> Yes - please specify how many →... <input type="checkbox"/> No	
	<b>(if NO)</b> <b>Why is that?</b> <b>select one</b> <b>prompt, if needed</b>	<input type="checkbox"/> No need <input type="checkbox"/> Cannot find qualified staff <input type="checkbox"/> Currently cannot afford to hire (lacking income) <input type="checkbox"/> Other - please specify →...	
6.	<b>Apart from our assistance, did you use any other funds to open/enlarge your business?</b> <b>select all applicable</b> <b>prompt, if needed</b>	<input type="checkbox"/> No - only your assistance <input type="checkbox"/> Other cash grant - please specify →... <input type="checkbox"/> Personal savings <input type="checkbox"/> Support from family and/or friends <input type="checkbox"/> Additional job(s) <input type="checkbox"/> Bank loan <input type="checkbox"/> Bank (micro)credit <input type="checkbox"/> Informal/traditional loan <input type="checkbox"/> Other - please specify →...	
7.	<b>Have you encountered any problems with the reception of the grant?</b> <b>select all applicable</b> <b>do not prompt</b>	<input type="checkbox"/> No problem <input type="checkbox"/> Local bureaucracy/corruption <input type="checkbox"/> Items not available <input type="checkbox"/> Problems with supplier <input type="checkbox"/> Payment/delivery of goods/products <input type="checkbox"/> delayed <input type="checkbox"/> Business in remote area <input type="checkbox"/> Security problems <input type="checkbox"/> Other - please specify →...	

8.	<p><b>Are you looking for additional assistance in this area?</b>  <b>at discretion of local staff/programme if further support is possible</b>  <b>if further support is not possible, tick N/A</b></p>	<input type="checkbox"/> Yes – please specify →... <input type="checkbox"/> No <input type="checkbox"/> N/A	
9.	<p><b>Where business not successful, please indicate reason to be filled by staff select all applicable</b></p>	<input type="checkbox"/> Personal issues (family, health, etc.) <input type="checkbox"/> Bad management <input type="checkbox"/> Local competition <input type="checkbox"/> Low level of business in the area <input type="checkbox"/> Lack of funds <input type="checkbox"/> Accumulation of debt <input type="checkbox"/> Security <input type="checkbox"/> Victim of crime <input type="checkbox"/> Other - please specify →...	

**K. CASH GRANT** (where applicable)

**K**

Referral       Direct assistance **where direct →...**  individual level

Amount received: \_\_\_\_\_ (GHS)

1.	<p><b>How did you receive the cash grant? (or parts)</b>  <b>select one prompt, if needed</b></p>	<p><input type="checkbox"/> Cash in envelope  <input type="checkbox"/> ATM card  <input type="checkbox"/> Mobile app  <input type="checkbox"/> Other - please specify <b>→...</b></p>	
2.	<p><b>How did you use the cash grant?</b>  <b>select all applicable prompt, if needed</b></p>	<p><input type="checkbox"/> Housing (rental/renovation)  <input type="checkbox"/> Daily subsistence (food, clothes, etc.)  <input type="checkbox"/> Medical needs  <input type="checkbox"/> Training  <input type="checkbox"/> Investment into income-generating activity (small business, etc.)  <input type="checkbox"/> Children's education  <input type="checkbox"/> Gifts (e.g. for relatives)  <input type="checkbox"/> Donations (e.g. to relatives)  <input type="checkbox"/> Debt reimbursement (please specify <b>→...</b>)  <input type="checkbox"/> Savings  <input type="checkbox"/> Other – please explain <b>→...</b>  <input type="checkbox"/> I don't wish to answer</p>	
3.	<p><b>Are you looking for additional assistance in this area?</b>  <b>at discretion of local staff/programme if further support is possible</b>  <b>if further support is not possible, tick N/A</b></p>	<p><input type="checkbox"/> Yes – please specify <b>→...</b>  <input type="checkbox"/> No  <input type="checkbox"/> N/A</p>	

Section 4: life satisfaction and future plans

ALL BENEFICIARIES

	Questions	Answers	Notes
<b>ALL BENEFICIARIES</b>			
1.	<p><b>Do you consider that the decision to return was a good decision?</b></p> <p><b>Do not ask if forced return and check N/A</b></p> <p><b>select one</b></p> <p><b>do not prompt</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> Yes, but not fully →... <input type="checkbox"/> No <input type="checkbox"/> I don't know <input type="checkbox"/> I don't wish to answer <input type="checkbox"/> N/A (return not voluntary)	
2.	<p><b>How satisfied are you now with your overall situation?</b></p> <p><b>select one</b></p> <p><b>do not prompt</b></p>	<input type="checkbox"/> Very satisfied <input type="checkbox"/> Satisfied <input type="checkbox"/> OK please explain →... <input type="checkbox"/> Dissatisfied <input type="checkbox"/> Very Dissatisfied <input type="checkbox"/> I don't wish to answer	
3.	<p><b>What are your long-term goals and plans?</b></p> <p><b>select all applicable</b></p> <p><b>do not prompt</b></p>	<input type="checkbox"/> Start/continue further education <input type="checkbox"/> Develop skills through training, please specify →... <input type="checkbox"/> Expand existing business <input type="checkbox"/> Open a new business <input type="checkbox"/> Diversify business (selling new product/ providing new service) <input type="checkbox"/> Hire staff <input type="checkbox"/> Find new employment <input type="checkbox"/> Find a new house/apartment <input type="checkbox"/> I don't have any specific plan yet <input type="checkbox"/> Other - please specify →... <input type="checkbox"/> Re-migration, please specify: →... <ul style="list-style-type: none"> <li>○ Internal or regional: which city?</li> <li>○ External: which country?</li> </ul>	
4.	<p><b>If re-migration identified above:</b></p> <p><b>Did you already take steps to re-migrate?</b></p>	<input type="checkbox"/> Yes - please specify →... <input type="checkbox"/> No <input type="checkbox"/> I don't wish to answer	<input type="checkbox"/> Looking for information <input type="checkbox"/> Saving money <input type="checkbox"/> Applying for jobs Other:

## G. FINAL MONITORING QUESTIONNAIRE (REINTEGRATION SUSTAINABILITY SURVEY)

For use during and after reintegration assistance provision

Timing of the Reintegration Sustainability Survey is at discretion of the AVRR Programme – the Methodological Note offers further guidance on interpretation and use of reintegration scores generated at different times after arrival.

Profile (to be filled by Staff prior to interview)

<b>Name:</b> <b>Case ID:</b> <b>Date of return:</b> <b>Date of birth:</b> <b>Age at time of return:</b> <b>Sex:</b> <input type="checkbox"/> male <input type="checkbox"/> female <b>Country from which return took place:</b> <b>Length of absence from Country of origin:</b> ___(years) <b>Situation of vulnerability<sup>5</sup>:</b> <input type="checkbox"/> yes <input type="checkbox"/> no If yes, please specify _____	<b>Country to which return took place:</b> <b>Address in country:</b> Province/governorate: Community (if mapped): <b>Community of return same as community of origin?</b> <input type="checkbox"/> yes <input type="checkbox"/> no <b>Date of interview:</b> __/__/20__ <b>Interview location:</b> <input type="checkbox"/> at our office <input type="checkbox"/> phone call <input type="checkbox"/> on site (place of work, migrant's home, etc.)
--	--

The list of profile information to be collected contains variables essential for the purposes of case management and understanding of a migrant's reintegration experience. It is recommended that staff collects and/or verifies this information prior to beginning the Reintegration sustainability survey.

### Interviewer Prompt:

If you agree, I would like to ask for about 40 minutes of your time to answer some questions about your experience after returning to your country. Your responses will help us understand the situation of men and women like you who were supported through Reintegration programmes. Your responses are important and will help us all improve our assistance to those who return in the future.

This is not a test, there are no right or wrong answers. You are not obliged to answer any question, and you can stop at any moment you want. If you feel uncomfortable answering any of these questions, please let me know so that we can stop. Your responses will be confidential. They will not influence our future cooperation. Thank you for your time.

If I have your permission, can we proceed?

Returnees should never be forced to answer any question, and have the right to interrupt the interview at any time. In such case, their answers should be discarded entirely, as reintegration sustainability can only be assessed if the survey is answered in full.

### Reintegration sustainability

#### ECONOMIC DIMENSION Questions 1-10 contain indicators of economic reintegration, which contribute to economic self-sufficiency

	Questions	Answers	Notes
1	How satisfied are you with your current economic situation? (overall economic situation, self-assessed by respondent)  <b>select one</b> <b>do not prompt</b>	<input type="checkbox"/> Very satisfied <input type="checkbox"/> Satisfied <input type="checkbox"/> OK <input type="checkbox"/> Dissatisfied → please explain <input type="checkbox"/> Very Dissatisfied → please explain <input type="checkbox"/> I don't wish to answer	

2	<p>Since you returned, how often have you had to reduce the quantity or quality of food you eat because of its cost?</p> <p>(Food rationing as a cost-reduction strategy is a strong indicator of unstable economic situation)</p> <p><b>select one, do not prompt</b></p>	<input type="checkbox"/> Very often <input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never <input type="checkbox"/> I don't wish to answer	<p>Given that this indicator is cross-sectional (has implications also for social and psychosocial dimensions of reintegration), it is weighted more heavily in the scoring system to reflect its overall importance in determining sustainability of reintegration. More information is available in the Methodological Note.</p>
3	<p>Are you able to borrow money if you need it?</p> <p>(Perceived availability of credit, regardless of source - bank, family, friends, traditional loans system, microcredit, etc. – and regardless of whether respondent is effectively taking out loans or not)</p> <p><b>select one, do not prompt</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I don't know <input type="checkbox"/> I don't wish to answer	
4	<p>Do you borrow money? How frequently?</p> <p>(Behavior self-reported by respondent, regardless of source of credit and amount – even very small amounts count)</p> <p><b>select one, do not prompt</b></p>	<input type="checkbox"/> Very often <input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never <input type="checkbox"/> I don't wish to answer	
5	<p>On average, which amount is bigger: your spending every month, or your debt?</p> <p>(The comparison allows us to see whether respondent is able to cover their monthly expenses from earnings, or supplements basic life needs with loans, a much less sustainable behavior)</p> <p><b>select one, do not prompt</b></p>	<input type="checkbox"/> I don't have debt <input type="checkbox"/> Debt is larger <input type="checkbox"/> Spending is larger <input type="checkbox"/> I don't wish to answer <input type="checkbox"/> N/A	
6	<p>How would you rate your access to opportunities (employment and training)?</p> <p>(Perceived, personal ability to reach and et opportunities for income generation – jobs, courses for skills enhancement, etc.)</p> <p><b>select one, do not prompt</b></p>	<input type="checkbox"/> Very good <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Very poor <input type="checkbox"/> I don't know	
7	<p>Do you currently work?</p> <p>(Either employment or self-employment, formal or informal. If respondent currently in unpaid training or attending school, select "N/A".)</p> <p><b>select one, do not prompt</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I don't know <input type="checkbox"/> I don't wish to answer	

8	<p>Do you own any of the following productive assets?</p> <p>(Productive assets create a potential basis for an income-generating activity. As categories will differ based on context, it is suggested that interviewers consider potential of assets in local economies, and adapt answers accordingly. For scoring purposes, it is only necessary to know if respondent does (yes) or does not (no) own a productive asset of any kind. However, knowing which particular asset a returnee owns, will support case management/reintegrationcounselling.)</p> <p><b>select all applicable prompt</b></p>	<input type="checkbox"/> Land <input type="checkbox"/> Animals <input type="checkbox"/> Trees (fruits, nuts, etc.) <input type="checkbox"/> Buildings and Structures <input type="checkbox"/> Vehicles <input type="checkbox"/> Equipment and Tools <input type="checkbox"/> Other - please explain →... <input type="checkbox"/> No <input type="checkbox"/> I don't wish to answer	
9	<p>Are you currently looking for a job?</p> <p>(Regardless of currently working or not. A respondent might be employed but unhappy with their current pay/conditions, etc., and searching for alternative opportunities.)</p> <p><b>select one do not prompt</b></p>	<input type="checkbox"/> Yes (please continue to Q10) <input type="checkbox"/> No (please continue to Q11) <input type="checkbox"/> I don't wish to answer (Q11)	<p>If respondent indicates YES as an answer, please do include Q10. If respondent indicates NO or I DON'T WISH TO ANSWER, please skip Q10, and continue to Q11.</p>
(10)	<p>Why are you looking for a new job?</p> <p><b>only if "yes" selected above select all applicable do not prompt</b></p>	<input type="checkbox"/> Unemployed <input type="checkbox"/> Unhappy with work at current job <input type="checkbox"/> Unhappy with work conditions (location, working hours, etc.) <input type="checkbox"/> Unhappy with salary at current job <input type="checkbox"/> Other - please explain →...	
<p><b>SOCIAL DIMENSION</b> Questions 11-21 contain indicators of social reintegration, reflecting the extent to which returnees have reached social stability within their community, including access to services relating to housing, education, justice, health, and other public infrastructure services.</p>			
11	<p>How would you rate your access to housing in your community?</p> <p>(Self-assessed ability to find/change and afford housing)</p> <p><b>do not prompt</b></p>	<input type="checkbox"/> Very good <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Very poor <input type="checkbox"/> I don't know	
12	<p>How would you rate the standard of housing you live in today?</p> <p>(Self-assessment of standard of housing – safety, cleanliness, size, neighborhood and other conditions)</p> <p><b>select one prompt if needed</b></p>	<input type="checkbox"/> Very good <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Very poor <input type="checkbox"/> I don't know	

13	<p>How would you rate the access to education in your community? (Self-assessed ability to take part in educational activities, programmes, courses, etc.)</p> <p><b>select one</b> <b>do not prompt</b></p>	<input type="checkbox"/> Very good <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Very poor <input type="checkbox"/> I don't know	
14	<p>Are all school-aged children in your household currently attending school? (This includes children to whom respondent is a parent or guardian, as well as other children in respondents' household.)</p> <p><b>select one</b> <b>do not prompt</b></p>	<input type="checkbox"/> Yes (also select if no children in home) <input type="checkbox"/> No - some but not all → please explain <input type="checkbox"/> None → please explain <input type="checkbox"/> I don't wish to answer	
15	<p>How would you rate the access to justice and law enforcement in your community? (Self-assessed ability to use and be protected by services and guarantees provided by courts, police, military, etc.)</p> <p><b>select one</b> <b>do not prompt</b></p>	<input type="checkbox"/> Very good <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Very poor <input type="checkbox"/> I don't know	
16	<p>Do you have at least one identification document? (passport, national, or local identification document, birth certificate, etc. – adjust specifics based on local context.)</p> <p><b>select one</b> <b>do not prompt</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I don't know <input type="checkbox"/> I don't wish to answer	
17	<p>How would you rate the access to documentation (personal ID, birth certificates, etc.) in your community? (Self-assessed ability to request and receive personal documents issued by the State)</p> <p><b>select one</b> <b>do not prompt</b></p>	<input type="checkbox"/> Very good <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Very poor <input type="checkbox"/> I don't know	
18	<p>How would you rate the access to safe drinking water in your community? (Self-assessed ability to access and use water which is suitable for drinking and hygiene)</p> <p><b>select one</b> <b>do not prompt</b></p>	<input type="checkbox"/> Very good <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Very poor <input type="checkbox"/> I don't know	



19	<p>How would you rate the access to healthcare in your community?<sup>6</sup> (Self-assessed ability to access and use medical services)</p> <p><b>select one</b> <b>do not prompt</b></p>	<input type="checkbox"/> Very good <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Very poor <input type="checkbox"/> I don't know	<p><i>Please explain why healthcare is not easily accessible to you:</i></p> <input type="checkbox"/> No health care facility exists nearby <input type="checkbox"/> It is too expensive <input type="checkbox"/> It is too far <input type="checkbox"/> Other:
20	<p>What is the quality of healthcare available to you? (Self-perceived standard of care, which respondent is able to get for themselves.)</p> <p><b>select one</b> <b>prompt if needed</b></p>	<input type="checkbox"/> Very good <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Very poor <input type="checkbox"/> I don't know	
(21)	Access to public services overall is generated from average answers to above questions (Q13, 15, 17, 18, 19)		
<p><b>PSYCHOSOCIAL DIMENSION</b> Questions 22-32 contain indicators of psychosocial reintegration, encompassing the emotional and psychological elements of reintegration.</p>			
22	<p>How often are you invited or do you participate in social activities (celebrations, weddings, other events) within your community? (Both invitations and participation matter, showing strength of personal connections to community.)</p> <p><b>select one</b> <b>do not prompt</b></p>	<input type="checkbox"/> Very often <input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never <input type="checkbox"/> I don't wish to answer	
23	<p>How do you feel about your support network? Can you rely on the network's support? (Self-perceived support network which can provide emotional or practical help in time of need, regardless of factual type/size/strength of support.)</p> <p><b>select one</b> <b>do not prompt</b></p>	<input type="checkbox"/> Very good - a very strong network <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Bad <input type="checkbox"/> Very bad - a very weak network <input type="checkbox"/> I don't know <input type="checkbox"/> I don't wish to answer	

24	<p>Do you feel you are part of the community where you currently live? (Personal feeling of belonging.)</p> <p><b>select one</b> <b>do not prompt</b></p>	<input type="checkbox"/> I agree - I feel strongly that I am part of the community <input type="checkbox"/> I somewhat agree <input type="checkbox"/> I don't agree or disagree <input type="checkbox"/> I somewhat disagree <input type="checkbox"/> I strongly disagree - I don't feel part of the community at all <input type="checkbox"/> I don't know <input type="checkbox"/> I don't wish to answer	
25	<p>How physically safe do you feel for yourself and your family during everyday activities outside? (Perceived physical safety from violence and persecution and/or other forms of insecurity. May be related to belonging to a social group or to the status of returnee alone.)</p> <p><b>select one</b> <b>do not prompt</b></p>	<input type="checkbox"/> I feel very safe all the time <input type="checkbox"/> I feel safe most of the time <input type="checkbox"/> Neutral <input type="checkbox"/> I feel unsafe most of the time <input type="checkbox"/> I feel very unsafe all the time <input type="checkbox"/> I don't wish to answer	<p>Given that this indicator is cross-sectional (has implications also for social and economic dimensions of reintegration), it is weighted more heavily in the scoring system to reflect its overall importance in determining sustainability of reintegration.</p>
26	<p>How frequently have you experienced <b>important</b> tensions or conflicts between you and your family since you returned? (Self-perceived frequency. Every family experiences/is accustomed to a different frequency of conflicts – this question asks about conflicts and tensions that feel subjectively important and disturbing to the returnee, therefore hampering the reintegration process.) These tensions could be new or dating prior to return.</p> <p><b>select one</b> <b>do not prompt</b></p>	<input type="checkbox"/> Very often <input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never <input type="checkbox"/> I don't wish to answer	<p>For case management: follow up: do you experience more tensions than before your migration experience?</p>
27	<p>Have you felt discriminated since your return? (Frequency of a feeling, no need for additional information on specific instances of discrimination.) <b>Definition:</b> discrimination entails inability to enjoy rights and freedoms without distinction of any kind, such as race, color, sex, language, religion, political or other opinion, national or social origin, property, birth or other status<sup>7</sup></p> <p><b>select one</b> <b>do not prompt</b></p>	<input type="checkbox"/> Never <input type="checkbox"/> Only rarely <input type="checkbox"/> Sometimes →... please explain <input type="checkbox"/> Very often →... please explain <input type="checkbox"/> I don't wish to answer	<p>Follow up: if yes, please explain.</p>

28	<p>Do you often suffer from any of the following?</p> <ul style="list-style-type: none"> <li>- Feeling angry</li> <li>- Feeling sad</li> <li>- Feeling afraid</li> <li>- Feeling stressed</li> <li>- Feeling lonely</li> <li>- Feeling low self-worth</li> <li>- Difficulty concentrating</li> </ul> <p>(Signs of psychosocial distress, answer should consider frequency of these symptoms.)</p> <p><b>prompt</b> <b>select one</b></p>	<input type="checkbox"/> Never <input type="checkbox"/> Only rarely <input type="checkbox"/> Sometimes →... please explain <input type="checkbox"/> Very often →... please explain <input type="checkbox"/> I don't wish to answer	
29	<p>Would you wish to receive specialized psychological support?</p> <p>(Such support may include informal or formal counselling, and other forms of support. Does not refer exclusively to psychological therapy.)</p> <p><b>select one</b> <b>do not prompt</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I don't know <input type="checkbox"/> I don't wish to answer	
30	<p>Do you feel that you are able to stay and live in this country?</p> <p>(Focus on ability to stay in country of origin, as opposed to wish, is given by IOM's definition of sustainable reintegration: "Having achieved sustainable reintegration, returnees are able to make further migration decisions a matter of choice, rather than necessity.")</p> <p><b>select one</b> <b>do not prompt</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No (please continue to Q31) <input type="checkbox"/> I don't know <input type="checkbox"/> I don't wish to answer	<p>Given that this indicator is cross-sectional (has implications also for social and economic dimensions of reintegration), it is weighted more heavily in the scoring system to reflect its overall importance in determining sustainability of reintegration.</p>
(31)	<p>What is it that makes you feel that way?</p> <p>(Important distinction between the need and the wish to leave – reflecting the respondent's ability to deal with remigration drivers in country of origin. If respondent indicates both wish and need to leave, please select primary reason. For example, if a respondent has been struggling to find employment, is unable to cover their basic needs, and also misses their girlfriend in Belgium, select "need" – since inability to establish sustainable living is the primary underlining reason for wanting to leave.)</p> <p><b>only if "no" answered above</b> <b>select one</b> <b>do not prompt</b></p>	<input type="checkbox"/> I miss my friends/family members elsewhere; cultural factors; wish to continue studies abroad <p>(WISH TO LEAVE)</p> <input type="checkbox"/> Lack of jobs; lack of security; low earnings; lack of essential services; family pressure <p>(FEEL THE NEED TO LEAVE)</p>	

32	<p>Who are the people and/or organizations that support you in this community?</p> <p><b>select all applicable</b> <b>do not prompt initially</b></p>	<ul style="list-style-type: none"><li><input type="checkbox"/> Family</li><li><input type="checkbox"/> Friends</li><li><input type="checkbox"/> Religious organizations and leaders</li><li><input type="checkbox"/> Community leaders</li><li><input type="checkbox"/> Work colleagues</li><li><input type="checkbox"/> IOM</li><li><input type="checkbox"/> NGOs</li><li><input type="checkbox"/> Other returnees</li><li><input type="checkbox"/> Other - please explain →...</li><li><input type="checkbox"/> No one</li></ul>	
----	---	--	--

## H. PHOTOGRAPHY CONSENT FORM

I \_\_\_\_\_ hereby authorize \_\_\_\_\_ on behalf of the \_\_\_\_\_ (hereinafter .....) to take photographs/videos of myself

1. I consent myself \_\_\_\_\_ to being photographed by \_\_\_\_\_
2. I agree and understand that the photographs/videos are being taken within the framework of the project \_\_\_\_\_ (hereinafter the "Project"). This Project aims to \_\_\_\_\_
3. I authorize \_\_\_\_\_ to use and reproduce the photographs/videos outside the scope of the Project for future use in its work, including to:
  - Increase knowledge and understanding of migration issues.
  - Raise awareness in campaigns, promotional activities, communication strategies and public communications.
  - Document and promote \_\_\_\_\_ work.
  - Inform IOM's donors, partners, the media, the general public and others about \_\_\_\_\_ programmes and activities.
4. I understand and agree that future use of the photographs/videos may include, but is not limited to, use in publications, promotional material, brochures, reports, articles, presentations, future exhibitions and display on the websites of \_\_\_\_\_ and other third-party electronic format media outlets.
5. I understand the nature of the photo/video shoot and the intended use of the photographs/videos and hereby give my permission for the above-mentioned purposes. I also understand that any photographs/videos taken may be shown in a public environment.
6. I acknowledge that \_\_\_\_\_ is not obliged to use the photographs/videos.
7. I hereby release, discharge and agree to hold harmless \_\_\_\_\_ from any liability or damage caused, directly or indirectly, to me, my child or my family in connection with this authorization by virtue of the use of any of the photographs/videos for the purpose of the Project or for \_\_\_\_\_ future use.
8. I understand and agree that \_\_\_\_\_ will have the copyrights and any other intellectual property rights relating to the photographs/videos and that \_\_\_\_\_ can use and publish them, and authorize third parties to use and publish them, without my consent.

9. I acknowledge that I will not receive any remuneration for the photo shoot or for the use of the photographs/videos and that no payment or further consideration shall be effected.
10. I understand the contents of this consent form, after:
- a. Having read the above clauses: **YES/NO**
  - b. The above clauses have been read to me: **YES/NO**
11. I voluntarily make this declaration and freely consent to **myself** being photographed by the photographer on the behalf of \_\_\_\_\_

Signed on \_\_\_\_\_ at \_\_\_\_\_

Signed by:

\_\_\_\_\_

\_\_\_\_\_

(Signature or mark of individual or  
parent/legal guardian)

(Signature or mark of the child)

# I. GENERAL CONSENT FORM

(to share data on medical condition to third parties)

## **To be read and signed by all persons eligible to receive health services from the International Organization for Migration (IOM)**

I have been informed and understand the scope of health services and referral to the Ghana Health Services (GHS) that may be provided to me by IOM. I understand that these services are provided solely for my own convenience and care.

1. I understand that I have the right to refuse referral for Health Services or withdraw my consent, but understand that such a refusal or withdrawal may result in IOM not being able to refer me for Health Services, which might disrupt the continuity of my care.
2. I understand that my personal data, including health data and medical records, will be processed in accordance with IOM's Data Protection Principles and I consent to my personal data:
  - 3.1 being processed by IOM for the purpose of assessment and referral for Health Services (the Purpose);
  - 3.2 being disclosed for the Purpose, including to enable continuity of care, if required by my medical condition with entities external to IOM (i) providing healthcare, such as laboratories, external treating physicians and healthcare facilities;
  - 3.3. being disclosed to the following entities as required:
    - a) COVID 19 treatment center
    - b) The Ghana Health Ghana Health Services (Ministry of Health).
  - 3.4 being de-identified and aggregated for the purposes of analysis to inform policy and/or for programme evaluation.
3. I understand that IOM will take all reasonable and necessary precautions to preserve the confidentiality of my personal data and that IOM will process only the minimum data necessary to fulfill the Purpose. I further understand that, notwithstanding paragraphs 3.2 and 3.3 above, only IOM personnel with a need-to-know basis will have access to my personal data.
4. I understand the importance of conveying to the IOM medical team full and truthful information about my health to the best of my awareness.
5. I hereby release IOM, its employees, medical personnel or its representative(s) providing the Health Services from any liabilities, claims, and damages that may be caused by the services, except where such damage, claim and liability are caused directly by gross negligence or misconduct of IOM, its employees, medical personnel or its representative(s).
6. I understand all the information that has been provided to me about the Health Services that IOM is providing to me and I have asked any questions I had about it. I understand that I have the right to request additional clarifications at any time from IOM staff if any of the above is unclear.
7. I declare that I have read and fully understood the contents of this form and understand the procedures involved in the provision of Health Services by IOM, and I hereby state that I agree to all the above and that I sign the form of my own free will.

**First and last name of individual (or parent/ legal guardian):**

---

Signature:

---

Date:

---

**For the parent/ legal guardian (if applicable):**

I hereby declare that I am the parent or legal guardian of \_\_\_\_\_ **[insert first and last name]**, and I agree, on their behalf, to the contents of the above Informed Consent Form for the provision of Health Services by IOM.

**First and last name of interpreter (if applicable):**

---

Signature:

---

Date:

---



## J. RISK ASSESSMENT CHECKLIST (VULNERABILITY SCREENING FORM)

<b>Case number:</b>	
<b>Name:</b>	
<b>Age:</b>	
<b>Phone number</b>	
<b>Location</b>	

CONTEXTUAL VULNERABILITY INDICATORS	
Individual's origin, transit, or destination is a risk factor or indicator of trafficking in this context	<input type="radio"/> VM <input type="radio"/> VoT
Individual's nationality is a risk factor in this context	<input type="radio"/> VM <input type="radio"/> VoT
Individual's sex or gender is a risk factor in this context	<input type="radio"/> VM <input type="radio"/> VoT
Individual's age is a risk factor	<input type="radio"/> VM <input type="radio"/> VoT
Individual's race or ethnicity is a risk factor in this context	<input type="radio"/> VM <input type="radio"/> VoT
Individual's religion is a risk factor in this context	<input type="radio"/> VM <input type="radio"/> VoT
Individual's sexual orientation is a risk factor in this context	<input type="radio"/> VM <input type="radio"/> VoT
Individual's family structure is a risk factor in this context  Specify family structure risk factor:  <input type="radio"/> Child-headed household <input type="radio"/> Female-headed household <input type="radio"/> Disabled-headed household <input type="radio"/> Single-headed household <input type="radio"/> Elderly-headed household <input type="radio"/> Other [specify]	<input type="radio"/> VM <input type="radio"/> VoT

## INDIVIDUAL VULNERABILITY FACTORS

### What is your current migration status in this country?

- Asylum seeker -> refer to UNHCR / local authorities
- Asylum seeker, failed
- Citizen
- Irregular entry
- Overstayed
- Refugee -> refer to UNHCR / local authorities
- Residence card/permit
- Stateless -> refer to UNHCR / local authorities
- Student visa
- Tourist visa
- Work permit
- Regular/free movement
- Other [specify]: \_\_\_\_\_

### Did you travel/migrate voluntarily? **ALT** Do you intend to travel/migrate voluntarily?

- Yes     No

If no, were you forced to migrate?

- Yes     No

If yes, how? Threats, force, kidnap, coercion, etc.  Yes     No

If no, why? Security, poverty, climate change, etc.  Yes     No

### Why did you migrate/leave home? **ALT** Why do you intend to migrate/leave home?

- |  |                          |                           |
|--|--------------------------|---------------------------|
| <input type="radio"/> Look for work                  | <input type="radio"/> VM | <input type="radio"/> VoT |
| <input type="radio"/> Look for education             | <input type="radio"/> VM | <input type="radio"/> VoT |
| <input type="radio"/> Promised a job                 | <input type="radio"/> VM | <input type="radio"/> VoT |
| <input type="radio"/> Promised an education          | <input type="radio"/> VM | <input type="radio"/> VoT |
| <input type="radio"/> Conflict, insecurity           | <input type="radio"/> VM | <input type="radio"/> VoT |
| <input type="radio"/> Bad family situation           | <input type="radio"/> VM | <input type="radio"/> VoT |
| <input type="radio"/> Persecution                    | <input type="radio"/> VM | <input type="radio"/> VoT |
| <input type="radio"/> No choice [explain]: _____     |                          |                           |
| <input type="radio"/> Look for health care           | <input type="radio"/> VM | <input type="radio"/> VoT |
| <input type="radio"/> Look for food/water            | <input type="radio"/> VM | <input type="radio"/> VoT |
| <input type="radio"/> Family reunification           | <input type="radio"/> VM | <input type="radio"/> VoT |
| <input type="radio"/> Natural disaster               | <input type="radio"/> VM | <input type="radio"/> VoT |
| <input type="radio"/> Romantic relationship/marriage | <input type="radio"/> VM | <input type="radio"/> VoT |
| <input type="radio"/> Other [specify]: _____         |                          |                           |

**Who did you travel with? ALT Who will you travel with?**

- Alone
- With family
- With friends
- Recruitment agent
- Employer
- Stranger
- Smuggler
- Other [specify]: \_\_\_\_\_

- VM       VoT
- VM       VoT
- VM       VoT
- VM       VoT
- VM       VoT
- VM       VoT

**Do you think you have been lied to, tricked, manipulated, indebted, forced, given false promises, or otherwise deceived in order to get you to travel?**

- Yes       VM       VoT
- No

**Do you have a physical or mental disability, are you currently sick or injured, or do you have medical needs?**

- Yes       VM       VoT
- No

**Do you have travel or identity documents with you, or do you have access to them?**

- Yes       No

If no, why

- Never had any
- Lost
- Someone took them

If someone took them, who?

- Agent
- Employer
- Family member
- Friend
- Immigration
- Police
- Other [specify]: \_\_\_\_\_

- VM       VoT

**Have you ever been engaged in illicit activity, either currently or in the past?**

Yes     VM     VoT

No

If yes, what kind

Child or youth care facility

Jail or prison

Mental health facility

Immigration detention

**Have you ever been detained, incarcerated, or institutionalized?**

Yes     VM     VoT

No

If yes, what kind

Petty crime, including street begging

Drug-related crime

Property-related crime

Violent crime

**Have you ever been involved in prostitution or sex-related activities, currently or in the past?**

Yes     VM     VoT

No

**Do you have a history of substance abuse or misuse?**

Yes     VM     VoT

No

**Do you speak and read the language?**

Yes

No     VM     VoT

**Are you now or have you ever been homeless?**

- Yes     VM     VoT  
 No

**What is your highest level of completed education?**

- None or less than primary  
 Primary  
 Secondary  
 Tertiary

- VM     VoT

**[for school-aged children only] Are you currently attending in school?**

- Yes     No

- VM     VoT

**Do you have the skills or education necessary to get a job **here/at intended destination?****

- Yes  
 No             VM     VoT  
 Don't know     VM     VoT

**Do you have sufficient resources to meet your basic needs (food, housing, clothing, etc.)**

- Yes  
 No             VM     VoT

**Do you have a source of income?**

- Yes  
 No             VM     VoT

If yes, is it enough to meet your basic needs?     Yes     No

Is the job commensurate with education and skills levels?     Yes     No

Is the source of income stable and secure?     Yes     No

**Are you the sole or primary provider for your household?**

Yes     No

If yes, is your income/resources sufficient to meet household's needs?

Yes     No

**Are you financially responsible for people outside of your household?**

Yes     No

If yes, is your income/resources sufficient to meet these responsibilities?

Yes     No

**Do you have any debts?**

Yes     No

VM     VoT

If yes, are these debts to an agent, smuggler recruiter, or employer?

Yes     No

**Do you have sufficient access to services, such as health care, education, financial services, etc.?**

Yes     No

**Do you feel that you are well informed of your rights at work, or regarding employment, housing, education, personal safety, legal status, detention, documents, etc.?**

Yes

No     VM     VoT

## HOUSEHOLD VULNERABILITY FACTORS

**Is your household in debt?**

Yes  No

VM  VoT

**Is there a history of violence or abuse in the household?**

Yes  No

If yes: \_\_\_\_\_

**Is there a history of preferential treatment or discrimination in the household?**

Yes  No

If yes, what kind?

Only men/women/elders control resources

Only men/women/elders make decisions

Males/females/elders/youth needs are better met

Boys or girls get preferential treatment

Boys or girls get better access to education / other services

Other [specify]: \_\_\_\_\_

**Are there members of the household involved in illicit activities?**

Yes  No

**Does anyone in your household have a history of substance abuse or misuse?**

Yes  No

**Is the household, in general, engaged in society or isolated from society?**

Examples include participation in religious, cultural, social, and/or political activities; engagement in local businesses; working in collectives, etc.

Engaged  Isolated

**Does the community have sufficient resources and services to enable all members of the households' needs and aspirations to be met?**

For example, arable land for agriculture, education for children, health services, etc.

Yes  No

**Has any member of the household experienced, or is currently experiencing, any of the following? Select all that apply.**

Violence at home

Violence in the community

Labour exploitation/forced labour

Sexual exploitation

Denial of services

Violation of rights

## RAPID VULNERABILITY SCREENING

### What is your current migration status in this country?

- Asylum seeker -> refer to UNHCR / local authorities
- Asylum seeker, failed
- Citizen
- Irregular entry
- Overstayed
- Refugee -> refer to UNHCR / local authorities
- Residence card/permit
- Stateless -> refer to UNHCR / local authorities
- Student visa
- Tourist visa
- Work permit
- Regular/free movement
- Other [specify]: \_\_\_\_\_

### Did you travel/migrate voluntarily?

- Yes     No

If no, were you forced to migrate?

- Yes     No

If yes, how? Threats, force, kidnap, coercion, etc.  Yes     No

If no, why? Security, poverty, climate change, etc.  Yes     No

### Why did you migrate/leave home?

- |   |  |
|---|--|
| <input type="radio"/> Look for work         | <input type="radio"/> Look for health care           |
| <input type="radio"/> Look for education    | <input type="radio"/> Look for food/water            |
| <input type="radio"/> Promised a job        | <input type="radio"/> Family reunification           |
| <input type="radio"/> Promised an education | <input type="radio"/> Natural disaster               |
| <input type="radio"/> Conflict, insecurity  | <input type="radio"/> Romantic relationship/marriage |
| <input type="radio"/> Bad family situation  | <input type="radio"/> Other [specify]: _____         |
| <input type="radio"/> Persecution           | <input type="radio"/> No choice [explain]: _____     |

### Who did you travel with?

- Alone
- With family
- With friends
- Recruitment agent
- Employer
- Stranger
- Smuggler
- Other [specify]: \_\_\_\_\_



<b>Do you think you have been lied to, tricked, manipulated, indebted, forced, given false promises, or otherwise deceived in order to get you to travel?</b>	
<input type="radio"/> Yes <input type="radio"/> No	
<b>Do you belong to a group that you believe is regularly discriminated against?</b>	
<input type="radio"/> Yes <input type="radio"/> No	
If yes:	
<input type="radio"/> Racial group	
<input type="radio"/> Language group	
<input type="radio"/> Sexual orientation	
<input type="radio"/> Ethnic group	
<input type="radio"/> Religious group	
<input type="radio"/> Other [specify]: _____	
<b>Do you have a physical or mental disability, are you currently sick or injured, or do you have medical needs?</b>	
<input type="radio"/> Yes <input type="radio"/> No	
<b>Have you experienced any of the following either before or during your migration process?</b> Select all that apply.	
<input type="radio"/> Violence <input type="radio"/> Threats <input type="radio"/> Coercion <input type="radio"/> Exploitation <input type="radio"/> Deception/fraud <input type="radio"/> Arbitrary detention	<input type="radio"/> Abuse <input type="radio"/> Fraud <input type="radio"/> Abduction <input type="radio"/> Captivity <input type="radio"/> Other [specify]
<b>What do you want to do next?</b>	
<input type="radio"/> Stay <input type="radio"/> Continue <input type="radio"/> Go home <input type="radio"/> Claim asylum	

**Next steps:**

- If there are any indicators of trafficking, conduct (or refer to someone else to conduct) the VoT screening form.
- If there are NO indicators of trafficking but there are indicators of vulnerability, conduct (or refer to someone else to conduct) the Risk Assessment Checklist/Migrant Vulnerability Screening form.
- If there are no indicators of trafficking or vulnerability, no further actions.



### Follow up and monitoring

	1st follow up/monitoring	2nd follow up/monitoring
Date		
Services accessed		
Pending needs		

### TRAFFICKING SCREENING FORM

Can you explain, in your own words, your current situation?

Can you explain, in your own words, how you came to be in this situation?

#### ACTIVITIES

How old were you when this process started?

Child:  Yes  No

**Recruitment:** Did you start this process on your own or did someone recruit you? Did they promise you anything? What did they promise you?

**Transportation:** If you travelled during this process, did you arrange your own travel or did someone else arrange it for you?

**Harbouring:** During this process did you arrange your own accommodations or did someone else arrange them for you? Were you free to leave?

**Transfer:** If someone was arranging this process, did they ever hand you over or sell you to another person? Were you free to say no?

**Receipt:** Did anyone ever buy you from or take over from another person arranging this process? Where did you end up? Was there a person in charge of the process in the place you ended up? Were you free to say no?

**Interviewer notes on activities:**

**MEANS (N/A for children)**

**During this process, do you feel that other people were controlling or deceiving you?**

Yes     No

If yes, how?

**Threats:** During this process, did anyone make threats against you or your loved ones? Who made threats? What kind of threats did they make?

**Use of force:** During this process, did anyone ever physically use force against you or your loved ones? Did anyone ever give you drugs or alcohol to get you to do what they wanted?

**Coercion:** During this process, did anyone ever make you feel like you had no choice but to do what they said? Who was this? What did they do to make you feel this way? Did anyone take your travel or identity documents from you?

**Abduction:** Were you abducted or kidnapped at any time during this process?

**Fraud:** Did anyone trick you or lie to you during this process in order to get something from you, like money, or your labour, or sex?

**Deception:** Did anyone lie to you during this process? If anyone promised you anything, did they keep their promises?

**Abuse of power:** Was any person of authority, such as a parent, teacher, police officer, immigration officer, government official, boss, etc., involved in this process?

**Abuse of a position of vulnerability:** Do you feel that any person with authority over you took advantage of you during this process?

**Giving or receiving of payments or benefits:** Do you know if there was any improper exchange of money, favours, labour, or sex, related to this process?

**Interviewer notes on means:**

**PURPOSE**

**Do you feel that you were exploited during this process?**

Yes     No

If yes, how?

**Sexual exploitation:** Were you involved in prostitution, sexual dancing, sexual massages, pornography, or other forms of sex-related work?

If yes: were you aware that this is the kind of work you would be doing? Did you have control over your work? For example, could you choose clients, take days off, etc. Did you have freedom of movement?

If no, did you ever experience sexual abuse at any stage in this process?

**Forced labour or services:** Were your working conditions appropriate? Did they match the working conditions that were promised to you? Was the pay as promised? Did you receive your full wages or were deductions made? If deductions were made, what were they for, and were they fair? Were the wages fair? Did you have freedom of movement? Were the working hours fair? Did you get days off?

**Slavery or similar practices:** Were you paid for your work? Were you given enough time off? Were you free to stop working or to quit? Were you free to leave?

**Organ removal:** Did you have any body part removed during part of this process? Did you agree to this? Were you paid for this?

**Other [specify]:** \_\_\_\_\_

**Interviewer notes on purpose:**

**Determination**

Child:  
Activity + Purpose = VOT

Adult:  
Activity + Means + Purpose = VOT

**Action**

IOM intake

External referral

Assistance declined

## L. UNACCOMPANIED MIGRANT CHILDREN (UMC) HANDOVER NOTIFICATION

PF#	FROM	TO	DATE

<b>UMC's last name:</b>	
<b>First name:</b>	
<b>Case Reference # or Travel Doc ID #</b>	

### Certification

I, \_\_\_\_\_ (First, Last Name) hereby transfer responsibility for the above named migrant to the receiving party indicated below.

*Date:*

*Local time:*

*Place (City, Country):*

*Signature:*

*Contact phone:*

### Certification by the Receiving Party

I, \_\_\_\_\_ (Last Name, First Name) as the receiving (*circle all that apply*) agency/family/emergency services met with the IOM Operational escort named above on the date, time, location indicated above and formally took over the responsibility and/or care of the above mentioned UMC.

*Signature:*

*Contact phone:*

### Point of Handover

- POE
- FD
- Transit (specify)
- Other (specify)

## M. DECLARATION ON VOLUNTARY RETURN FORM – COUNTRY OF ORIGIN

### NOTE FOR IOM STAFF/PARTNERS:

*Each individual who is eligible and is being considered for IOM voluntary return [and reintegration] assistance must be able to understand the content of this form before signing. Please allow the individual to read the form (and ensure it is translated in a language understood by the applicant) and explain its meaning as well as its content before asking him/her to sign it.*

I, the undersigned, legal representative of \_\_\_\_\_ (name of migrant), express my informed agreement to the voluntary return of \_\_\_\_\_ (name of migrant) to his/her home country or a third country (where he/she is entitled to permanent residence), which is \_\_\_\_\_ (name of country of migrant), through the assistance of the International Organization for Migration (hereinafter IOM).

I confirm that I have been informed about the assistance \_\_\_\_\_ (name of migrant) will receive and the conditions of the voluntary return [and reintegration] process.

I understand that the assistance provided under this programme does not include the possibility to remain in any transit country. I understand that \_\_\_\_\_ (name of migrant) may be interviewed and/or questioned by national authorities upon arrival. I further understand that IOM will not be in a position to interfere with rules and procedures established by airport or immigration authorities in transit or upon arrival.

I acknowledge, for \_\_\_\_\_ (name of migrant) and for any person for whom I have the right to do so as well as for his/her relevant heirs and estate, that IOM will not be held liable for any damage caused, directly or indirectly, to me or any such person in connection with IOM assistance that derives from circumstances outside the control of IOM.

I hereby authorize IOM and any authorized person or entity acting on behalf of IOM to collect, use, disclose and dispose of \_\_\_\_\_'s (name of migrant) personal data and, where applicable, the personal data of his/her dependants [**Name of child/family members**] for the following purposes:

PURPOSES Specified and defined prior to data collection	DESCRIPTION To be filled in by data controllers/interviewers	CONSENT	
		YES	NO
(a) Assisted voluntary return [and reintegration]	<i>Providing assistance to return voluntarily [and reintegrate] to one's country of origin.</i>		
(b) Additional assistance	<i>Using data to provide additional assistance under other IOM projects</i>		
(c) Research	<i>Using data for research purpose<sup>1</sup></i>		
(d) Other	<i>[Please specify]<sup>2</sup></i>		

<sup>1</sup> This purpose will need to be defined at the beginning of the project/ signing of the form and can then not be changed anymore.

<sup>2</sup> This row should be removed if not used

I agree that \_\_\_\_\_'s (*name of migrant*) personal data may be disclosed to the following third parties: [**name of third party e.g. donors, relevant institutions/ government entities, NGOs, research institutions etc**] to achieve the purpose(s) specified above. I understand that I may access and rectify my personal data on request by contacting IOM.

I declare that I have shared with IOM or its partners all information on \_\_\_\_\_'s (*name of migrant*) medical condition that may affect his/her and other persons' well-being during the voluntary return [**and reintegration**] process. I also declare that, should the before described information change in the period prior the departure, I will promptly inform IOM or its partners.

I declare that the information I have provided is true and correct to the best of my knowledge. I understand that if I make a false statement in signing this form, IOM may not be able to provide the assistance.

---

Signature of the legal representative

---

Date and place

---

Interpreter's signature [**if applicable**]:

---

Date and place

---

Signature of the Representative of IOM or  
of the Delegate partner

---

Date and place