Coordinated Assessments
State Level Trainings and Workshop
South Sudan
GROUP WORK (DISCUSSION)

- WHY ARE WE DOING COORDINATED ASSESSMENTS?

- WHAT ARE THE THREE MAIN ISSUES WHEN CONDUCTING COORDINATED ASSESSMENTS?

- WHAT ARE THE THREE MAIN AREAS OF CAPACITY STRENGTHENING REQUIRED?
SESSION 1: INTRODUCTION TO COORDINATED ASSESSMENTS AND THE SOUTH SUDAN RAPID ASSESSMENT APPROACH
IASC Operational Guidance for Assessment in Humanitarian Crisis - Overview

• Shared commitment to work together on identifying needs, and collectively agreeing on the characterization of and strategic priorities in response to an emergency.

• Provides definitions, roles, responsibilities, and recommended methodologies and tools for use at different points in an emergency.

• Includes guidance on Multi-Cluster/Sector Initial Rapid Need Assessment and Humanitarian Dashboard.
Types of Assessment

**Uncoordinated**
- Multiple Assessments
- Multiple Methodology
- Multiple Report

**Harmonized (coord.)**
- Multiple assessments with common questions
- Single Methodology
- Single report

**Joint (coord.)**
- Single assessment form
- Single methodology
- Single report

Increasing Coordination

Better CAP/Flash Appeal and targeted humanitarian response
Phases of Emergency

0  Preparedness

Disaster

1  First 3 days

Initial IRNA report

2  First 2 weeks

IRNA Report

Initial Rapid Need Assessment (Multi-Cluster)

3  Second 2 weeks

Single cluster/sector rapid assessment

4  Onwards

IRNA
Initial Rapid Need Assessment (IRNA)

1. Secondary Data Analysis (Initial IRNA report)
2. Primary Data Review - Community Level Assessment
3. Final IRNA Report + Response Plan
IRNA Process and Output

Coordinated Assessments
1. Humanitarian Incident

2. Initial IRNA Report (Secondary Data Analysis)

3. Mobilize Inter-Cluster Assessment team

4. Primary Data Collection

5. Joint Analysis

6. Assessment Report: Consolidation of primary and secondary data

7. Action/Response Plan: Agree amongst Clusters response through a response plan
SESSION 2: REVIEW OF BASIC ASSESSMENT METHODOLOGY
Defining the level of assessment

- **Phase I**: Community level
- **Phase II**: Household level
- **Phase III**: Individual level

Depth of information vs. Time and Cost

- **Community level**
- **Household level**
- **Individual level**
Designing the assessment phases

Day 1  Day 3  Day 15  Day 30

Phase I  Phase II  Phase III

WASH  ✔  ✔  ✔  ✔
Food Security  ✔  ✔  ✔  ✔
Health  ✔  ✔  ✔  ✔
Education  ✔  ✔  ✔  ✔
Environment  ●  ●  ●  ●
Cross cutting  ?  ?  ?  ?
Protection  ●  ●  ●  ●
Nutrition  ●  ●  ●  ●

......
Representativeness...

- Representative sampling
- Purposive sampling
- Convenience sampling

"Generalizability"

Phase I

Phase II

Phase III

Time and Cost
Coordinated Assessments

IASC Inter-Agency Standing Committee

Interview Type

Participatory focused tools

- Key Informants interviews
- Focus Groups discussions
- Households Survey
- Individuals Survey
- Direct observations
- Secondary data review

Phase I

Phase II

Phase III

Time and Cost
Sources of Data:

Secondary Data:
- Secondary data is information which has undergone analysis.
- Secondary data can comprise published research, internet materials, media reports, such as an agency or sector specific monitoring reports.

Primary Data:
- Data gathered from the information source and which has not undergone analysis before being included in the needs assessment.
- Primary data is collected directly from the affected population by the assessment team through field work.
Terms

Types of Data

Quantitative:
• Information based in quantities or else quantifiable data
• Analysed numerically, the results of which are typically presented using statistics, tables and graphs.

Qualitative:
• Descriptions or distinctions based on some quality or characteristic rather than on some quantity or measured value
• Qualitative data are often textual observations that portray attitudes, perceptions or intentions.
Sampling and site selection

- IRNA is based on purposive sampling data collection.
- Data collection tool focuses on observation and key informant interviews.
- The sampling size or the number of visited sites is determined by the availability of staff, time and logistical support, as well as by the geographic spread of the disaster.
- Purposive sampling cannot represent the whole disaster-affected population and its results cannot be generalized beyond the target population.
Sampling

• Community Level
  – Time
  – Access
  – Logistics

• Avoid Household or individual level data collection within the first 2 weeks
Site Selection

• What are the typical characteristics of an assessment site in your context?
Site selection

• If you can visit just one...which do you select?
  – Most “representative” or “typical”
  – Most severely affected
  – Representing disadvantaged minority population
  – Representing affected area on which no info exists

• Need to clearly explain what the selected site represents

• Phase 1 and 2 Assessments are not representative samples- purposive sampling is usually applied
Site Selection Considerations

• Urgent Need-limited to areas of greatest need or highest vulnerability

• Accessibility

• Gaps in existing knowledge
SESSION 3: COORDINATION AND TEAM COMPOSITION
Humanitarian coordination includes both national and state structures

Humanitarian Country Team (HCT)
- Head of UN agencies, Head of 5 elected NGOs, NGO Secretariat, ICRC*, IFRC, MSF*, 3-4 Donors UNMISS Human Rights and RRP
- Decides on humanitarian strategies, policies and priorities

Inter-Sector Working Group (ISWG)
- Cluster Co-leads
- Acts as a technical level working group for HCT. Advises HCT on operational priorities, concerns and gaps in humanitarian operations. Formulates inter-cluster plans (CAP, CP, CERF) and proposals for HCT. Agrees on inter-cluster/sector tools and mechanisms including assessment and M&E formats.

Cluster Working Group
- All agencies operational in the cluster including GoSS partners at the technical level
- Formulates cluster strategy and response plans
- Coordinates cluster response at central and state levels

Humanitarian Coordination Forum (HCF)
- Ministry of Humanitarian Affairs and Disaster Management, Head of UN agencies, NGO representatives, Cluster co-leads, Donors
- Operates as the main interface between GoSS and partners. Analyses root causes, assesses needs and identifies joint priorities for action.

OCHA
- Inter-Sector Working Group (ISWG) reports to HCT through OCHA
- EPRTF reports to HCF through OCHA
- OCHA has reestablished field presence in eight states of South Sudan. RRP/RCSO teams at the state level provide support for field level humanitarian coordination when requested by OCHA

RRP/RCSO
- EPRTF reports to HCT through OCHA
- SICWG participates in state planning processes

State Inter-Cluster Working Group
- Cluster focal points, OCHA
- Discusses and agrees on state specific humanitarian strategies, policies and priorities

State Authorities

March 2012
• Convene a State Inter-Cluster Working Group - Chaired by OCHA

• Participation should be open to all IASC Members and includes cluster coordinators (or focal points appointed by clusters/sectors), as well as other relevant actors

• Feedback and Discussion
UNHCR role in Refugee Coordination

• UNHCR prepares for, leads and coordinates the response in refugee emergencies in partnership with other agencies.
• The UNHCR Representative leads the needs assessment, ensures appropriate sectoral leadership, establishes appropriate coordination mechanisms
• The cluster approach does not apply in refugee situations.
GROUP DISCUSSION

- WHAT IS THE MOST APPROPRIATE ASSESSMENT COORDINATION STRUCTURE IN YOUR STATE?

- WHAT ARE THE KEY ROLES AND RESPONSIBILITIES OF GOVERNMENT, OCHA, CLUSTER LEADS AND CLUSTER MEMBERS?
Survey or Survey – Assessment Database

• Database managed by OCHA that records assessments taken place in the field and summarize assessment findings, response.
• Database also helps in sharing data/reports.
South Sudan Assessment Database – Surveys of Survey

49 Assessments recorded since 2010

- Conflict: 51%
- Natural Disasters: 28%
- Health Related: 21%

- Natural Disaster - Fire: 12
- Natural Disaster - Landslide: 1
- Security Forces Clash: 2
- Civilian / Civilian Clash: 7
- Cross International Boundary Attack: 1
- Disease Outbreak - AWD: 3
- Disease Outbreak - Cholera: 2
- Disease Outbreak - Measels: 3
- Disease Outbreak - Meningitis: 1
- Disease Outbreak - Polio: 1
- Intertribal Conflict: 13
- LRA Attack: 1
DISCUSSION – ASSESSMENT DATABASE – SURVEY OF SURVEY

- WHAT BENEFITS STATE LEVEL ACTORS SEE IN USING THE ASSESSMENT DATABASE?

- HOW CAN ASSESSMENT DATABASE CAN BE USED MORE AT THE STATE LEVEL TO COORDINATE ASSESSMENTS?
Team Composition

- Assessment team leader
- Assessment team to include men and women (gender and people with local language and cultural skills)
- Ensure Multi-Cluster representation
- Ensure team got right mix of technical and functional skills
SESSION 3: SECONDARY DATA AND INITIAL IRNA REPORT
## Coordinated Assessments

### Information Systems and Summary Reports Available (Cluster)

#### Food Security & Livelihoods
- FSMS (Quarterly)
- ALNA (Yearly)
- FSNA (Yearly)
- CFSM (Yearly)
- OutLook FEWSNET (Periodically)
- IPC (Periodically)
- MoWRI

#### Education
- EMIS /MoE (Periodically)

#### Health
- HMIS (Monthly/ National Level)
- IDSR (Weekly/ State Level)

#### Protection
- RT&M (Weekly)
- IMS –Health, Nutrition, WASH, Edu. (Periodically)

### Suggestions for Action

- Insure latest version is accessible
- Insure latest update from system is accessible
- Encourage reporting focal points, link ministry systems with humanitarian systems
- Insure latest version is accessible
Shared Information Systems and Reports Available

**UNHCR**
- Refugees Portal

**OCHA**
- Survey of Assessments
- Mapping
- Bulletins
- Incident Database
- Emergency Pipeline

**Suggestions for Action**
- Insure latest update from system is accessible
- Harmonize access to all services on one platform
- Humanitarian Response
Affected Population Estimation

• Agree as State Inter Cluster Working Group on first estimation of affected population

• Also refer to IOM IDP Tracking for IDP estimation
SESSION 4: PRIMARY DATA: COMMUNITY LEVEL ASSESSMENT
Primary Data Collection

IRNA

- Direct Observation
- Key Informant

Affected Sites + Sites where affected population are residing or in transition
Terms

Data Collection Methods

Direct Observation:

• Observing conditions and specific features of an affected site from a range of viewpoints and locations to provide an overall view of the affected area and by noting these observations in a checklist.

• Look, hear, smell.....
Data Collection Methods

Key Informant:

- A KI is a primary data source with prior knowledge of the affected community who can provide information on behalf of the community on the impact of the disaster and on the priority community needs.

- Data from KIs can be combined and analysed to develop an understanding of how an emergency has affected different (sub) groups of a population.
Terms

Data Collection Methods

Focus Group Discussion (FGD):

• A FGD is a group discussion with persons of similar ages and backgrounds (and usually gender) whose experience of the disaster will likely be similar. Information gathered from an FGD enables analysis and understanding of a selected topic on the basis of common characteristics of the groups.

• Initial days after a crisis it may not be possible to form discrete FGDs that meet specific FGD criteria. In addition, it may not be possible to include someone with FGD facilitation skills in the assessment team.
Data Collection- Direct Observation

• Two types
  – Structured
    • Looking for a specific behaviour e.g. soap use
  – Unstructured
    • Looking at how things are done and what issues exist
Data Collection- Direct Observation

• What are some sites of interest for Direct Observation
  – Water collection points
  – Markets
  – Latrines
  – Schools
  – Storage facilities
  – Health Facilities
Data Collection- Direct Observation

• Starts before any interviews-even on the way to the site of the affected area

• Spend time in communal places

• Observe the daily lives of women (if culturally acceptable)

• Record what should be there but wasn’t observed, e.g. the lack of presence of people at market
Data Collection- Direct Observation

Be aware:

• Provides a snapshot of a situation-limited use when crisis evolves rapidly/conflict

• Assessors own perceptions and expectations
Data Collection- Key Informants

Individuals who are:

Well informed on their community and its inhabitants

Examples: school administrators, hospital chief, local leaders, women's groups leaders, Female household heads
Data Collection- Key Informants

Key informant interviews may be used to:

- Obtain technical information
- Gain information about a specific topic or sector
- Obtain sensitive information e.g. protection concerns
Data Collection- Key Informants

- Valuable in assessing remote and hard to reach communities
- Give a holistic and qualitative overview of the impact of the disaster
Data Collection- Key Informants

• Biggest limitation is their subjective nature:

  Information is biased by:

  • Respondents personal opinions
  • Cultural background
GROUP EXERCISE: ASSESSMENT SKILLS BUILDING GROUP EXERCISE
SESSION 6: JOINT ANALYSIS AND RESPONSE PLANNING
Joint Analysis and Response Planning

- **Convene a debriefing after the Assessment to reach common stand point**
- **Convene in a State Inter-cluster working group** Analyse assessment data to produce common analysis.
- The team should work together to ensure the information obtained by different team members can be cross-referenced with others before reaching conclusions.
- All Assessment team members should dedicate time to complete the Final IRNA report
- **State Inter-cluster working group to agree on appropriate response immediately after assessment to be included in FINAL IRNA report**
Report and Response Plan

• Communicate initial findings through Initial IRNA report (secondary data analysis)
• Ensure a FINAL IRNA assessment report is finalised and circulated to key stakeholders building on initial IRNA report.
• Ensure response plan is agreed as part of FINAL IRNA report.
SIMULATION: KEY STEPS IN CONDUCTING A JOINT ASSESSMENT
Simulation Arrangement

• Split participants into 3 groups. Ask participants to take up the roles of OCHA, RRC and the clusters.
Scenario

• Inter-communal fighting has erupted in Jonglei. There are reports from the RRC that there are three sites where displaced people are located.
• The estimated number of displaced are 11,000.
  – Site 1 contains 3000 people
  – Site 2 contains 7000 people
  – Site 3 contains 1000 people
• Detail what you would do.
• The RRC has requested that an assessment be done to determine the needs of IDPs.
• Detail what steps you would take to do this.
  – Identify roles and responsibilities at each step
  – Provide a timeline, starting immediately following the displacement.
  – Identify key inputs and outputs at each step.
**Critical steps in Assessment (Part 1)**

- Begin preparing for assessment immediately after the emergency alert and convene a State Inter-Cluster Working group meeting.
- Identify and consolidate Initial IRNA report on secondary data if the emergency is large scale, or there is a urgent need of information at Juba level or there is access constraint to start the assessment.
- Refer to assessment plan and methodology and agree as a group.
- Consider appropriate team composition (for example, gender balanced, multi-Cluster representation).
- Ensure that the assessment team has agreed and identified the geographic focus of field assessment. No of sites and why specific site has been chosen.
- Confirm that adequate logistics and administrative planning has been done to ensure safety and effectiveness of the team.
Critical steps in Assessment (Part 2)

- Plan and identify priority information needs, and data collection methods and tools.
- Ensure team member go through the IRNA data collection tool before the assessment as part of briefing.
- Collect and analyse data from a range of Key Informants, Observation and discussion groups.
- Gather as group to analysis the assessment findings
- Develop clear recommendations on how respond to the emergency.
- Document and share assessment findings along with response plan as part of IRNA final report
## Assessment Planning Check List (Part 1)

<table>
<thead>
<tr>
<th>Plan</th>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan</td>
<td>Does the assessment team have a clear plan for how to carry out the assessment?</td>
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<tr>
<td>Clear objectives</td>
<td>Are the objectives of the mission clear and understood and agreed by all team members and key stakeholders?</td>
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<tr>
<td>Appropriate team composition</td>
<td>Has the Assessment Team Leader been identified?</td>
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<td></td>
<td>Has the team got the right mix of technical and functional skills to achieve the objectives of the assessment?</td>
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<td></td>
<td>Does the team include women and men, and people with local language and cultural skills?</td>
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<tr>
<td>Logistical support</td>
<td>Has adequate logistics and administrative planning been done to ensure the team can get the job done effectively and safely?</td>
</tr>
<tr>
<td>Initial IRNA Report (Secondary Data Analysis)</td>
<td>What are the drivers of Crisis and humanitarian context of the emergency?</td>
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<td></td>
<td>Has the team identified the priority information needs to focus while initiating secondary data review?</td>
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<td></td>
<td>What areas have been reported as the worst affected or to have the greatest need?</td>
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<td>Where are other agencies assessing or responding?</td>
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<td></td>
<td>What is the current response currently underway?</td>
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<td></td>
<td>What are estimate number of IDP’s and affected population directly by Crisis/Disaster?</td>
</tr>
<tr>
<td>Involving disaster affected people in the assessment</td>
<td>How will the team involve disaster-affected women and men in the assessment process?</td>
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<td></td>
<td>Has the community been informed of the planned visit?</td>
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<tr>
<td>Information sources</td>
<td>Who is the team going to talk to? (KI, Group Discussion – Tribal Chief, Women, etc.)</td>
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<td>----------------------------------------------------------------------------------</td>
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<tr>
<td>Analysis frameworks</td>
<td>How will the data be analysed?</td>
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<td></td>
<td>What contextual analysis is necessary to make appropriate recommendations?</td>
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<tr>
<td></td>
<td>What information and tools can help with the analysis?</td>
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<tr>
<td>Recommendations</td>
<td>What types of recommendations are expected of the team?</td>
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<tr>
<td></td>
<td>Who are the recommendations for?</td>
</tr>
<tr>
<td>Reporting and Response plan</td>
<td>When will the team deliver a preliminary report? Final report?</td>
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<td>What format will the team use for the report?</td>
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<td></td>
<td>Will an internal version and a public version of the report be released?</td>
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<td></td>
<td>How will the team agree on joint response plan?</td>
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</tbody>
</table>
## Logistics and Support Requirements (Part 1)

<table>
<thead>
<tr>
<th>Category</th>
<th>Questions</th>
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</thead>
<tbody>
<tr>
<td><strong>Transport</strong></td>
<td>- Are transport arrangements confirmed for the entire assessment?</td>
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<tr>
<td></td>
<td>- What back-up transport options are available in case of emergency?</td>
</tr>
<tr>
<td><strong>Communications equipment</strong></td>
<td>- Do all team members have adequate communications equipment and training?</td>
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<td></td>
<td>- Are all assessment team members briefed and have phone numbers to call in a crisis?</td>
</tr>
<tr>
<td></td>
<td>- Consolidate Assessment team contact details?</td>
</tr>
<tr>
<td><strong>Accommodation and meals</strong></td>
<td>- Has accommodation been confirmed for team members (if staying over night)?</td>
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<td></td>
<td>- Have gender-sensitive considerations been made for accommodation?</td>
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<td></td>
<td>- Will meals be available for the team in the assessment area? If potentially no, then has the team been told so they arrange?</td>
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<tr>
<td><strong>Cash and administration</strong></td>
<td>- Does the team have appropriate level of cash?</td>
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<td>- Who will act as logistics and admin support to the assessment mission?</td>
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## Logistics and Support Requirements (Part 2)

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</table>
| **Interpreters** | - Is adequate interpreting capacity available to support assessment team members with interviews and data collection?  
                    - Does the team have access to female interpreters to assist with interviewing women?  
                    - Have interpreters been trained and tested? |
| **Team and personal equipment** | - Has the team been provided with appropriate equipment and supplies? |
| **Security and safety information for the team before their arrival** | - Give a brief of the security situation on the assessment area.  
                                           - Ensure everyone has security clearance and UNDSS is informed. |
<table>
<thead>
<tr>
<th>Technical skills often required*</th>
<th>Other qualities required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generalist programming skills—ability to analyse overall humanitarian situation</td>
<td>Team leadership</td>
</tr>
<tr>
<td>Local context—someone who can facilitate contacts for the assessment team, and help contextualise the analysis and recommendations</td>
<td>Representational skills</td>
</tr>
<tr>
<td>Technical Sector/Cluster expert—WASH, food security, health, shelter and logistics, protection etc.</td>
<td>Gender balance</td>
</tr>
<tr>
<td>Operational skills—Security, logistics, administration and interpreting capacity</td>
<td>Language skills</td>
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<td>Cultural experience</td>
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<td></td>
<td>Knowledge and experience in geographic area</td>
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<td></td>
<td>Access to local networks</td>
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<td></td>
<td>Operational capacity</td>
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