JOINT NEEDS ASSESSMENT DECISION CHART

Preparedness Period (Phase 0) Monitoring and Early Warning System

Emergency HCTT Meeting

In-crisis secondary data from other sources

In-crisis secondary data from Government

Small scale Scale of disaster Large scale

Situation is managed by local Government and other stakeholders with existing resources.

Secondary information is available for most of the affected area and for most sectors. But data is not harmonized and so there is no shared overview of the impact of the disaster.

Limited secondary information available on the affected area.

1. No need to launch coordinated assessment
2. Monitoring of the situation by HCTT

Go back to Preparedness Period

1. Decision to launch a Phase 1 “light” assessment
2. Immediate response by actors present in the field.
3. Preparation of the Phase 2 JNA

1. Decision to launch a Phase 1 assessment
2. Immediate response by actors present in the field.
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Lessons learned from previous assessment and response should be used to inform disaster preparedness.

Disaster could be either sudden or slow onset. A combination of factors including: the number of people affected, size of the affected area, potential impact on livelihood, pre-crisis situation and pre-existing vulnerabilities should be considered to determine if and when to trigger an assessment.

Request an emergency meeting

An emergency HCTT meeting should be held the day (as soon as possible) at least within a day after a sudden onset emergency is declared or when a slow onset disaster situation is considered to warrant attention. HCTT members should share all information before the meeting to inform decisions regarding the need to launch an assessment.

Technical input will be provided by NWG (Coordinator and Information manager).

It is assumed that factors including the scale of a disaster, its location and the number of actors working in or close to the affected area will influence the quality and availability of information after a disaster.

HCTT decision should be documented and shared immediately after the meeting. Alternative assessment methodologies could be defined/adopted according to the typology and scale of the disaster.

If HCTT do not recommend any assessment but a cluster or an organization consider is needed, the HCTT should be informed and the findings shared through HCTT platform.

A lead organization for Phase 2 should be nominated at this stage.

Timeframe:
- Phase 1: maximum 72H
- 72 Hours: Phase 1 “light” (First report), maximum 48H

Lead organization nominated by HCTT to conduct the Phase 1 or Phase 1 “light” present the main findings and recommendations to the HCTT members. The meeting should be held within 72H after the disaster.

Preparation for a phase 2 assessment involves compilation of baseline data, assigning roles in terms of coordination, provision of field teams, data analysis and preparation of findings. Preparations can be aborted/deferred if a decision is taken NOT to go ahead with the assessment but without early preparations, the assessment will be delayed.

Lead organization will mobilize a “Core group” to support planning and implementation of the JNA Phase 2.

Launching a phase 2 assessment will be based on:
- the need for more information to inform strategic decisions and mobilize resources
- the need to adapt any ongoing response
- resources available to carry out the assessment.

Findings should be shared between 15 and 20 days after the disaster.

At this stage, each cluster will be responsible to monitor and coordinate their responses and the HCTT will be regularly informed.

Response - Monitoring
Cluster / Sector / Organization Phase 3 Assessments

Go back to Preparedness Period

Version 1 - February 2013
As Field Team members of Joint Needs Assessment, you should have the following preparations:

- Updated list of persons and organisations who are ready to work within a short notice
- Vigilant of the context and what has happened or is happening on the ground (relevant to loss or impact events)
- The list of individuals involved in the assessment and improvement of the hazard.

Conducting 72 Hours’ (Phase 1 Light) or Phase 1 Assessment in your Upazilas

The decision to conduct 72 Hours’ (Phase 1 Light) can come from Need Assessment Working Group (NAWG) with or without decision from Emergency Meeting of Humanitarian Coordination Task Team (HCTT) which is led by Ministry of Disaster Management and Co-Chaired by UN Resident Coordinator. The decision of Phase 1 Assessment will come from NAWG after approval of HCTT and input from all Clusters.

In either case, District/Upazilla Team will receive email from NAWG with a link of the Assessment Format and Deadline to send it.

The Field Team of NAWG need to do the following:

- Quickly call a meeting of Field Team members of your District/Upazilla (if needed, make some vital persons such as members of local council, police officer, etc. to participate) or make a Time Schedule of your Assignment considering the dateline given by NAWG.
- You probably have only 6 to 8 Working Hours to complete your assignment. Make sure that you complete it before that. Keep in mind the time required to travel to conduct meetings with identified Key Informants in the current situation.
- Within the Time Schedule you agreed, meet as many stakeholders as possible and needed for the purpose.
- If different teams are sent to different locations for NAs, make sure that there is enough time for coordination and compilation of data/information collected within the scheduled time.
- Send a quick email back to Central NAWG informing that you have received the information and you are working on the Assessment.
- Download the Assessment Format sent by NAWG, have a look at the format and discuss among your team. Directly what information are asked from you, what you already know, what information to be collected from whom and who among you will finally fill the form and send (only one from your Upazilla).
- Keep an eye on your email inbox, NAWG may send a revised version of the format. Make sure you use the latest and correct,updated,format.
- Communicate with the persons identified as Key Informants and make sure that they are ready to meet you at the scheduled time.
- Once the format is downloaded, you can work offline without internet connection. You will need internet connection again when finally sending the Format to NAWG.
- Discuss among yourselves about the context and impact of the disaster based on what you have seen yourselves, what is reported by the government in SODS and D-Form Reports as well as what is readily available from other sources.
- Make sure that participants gather first-hand experience or eye-witness of the impact from different geographic locations of the Upazilla.
- For this assessment you do NOT need to collect statistically accurate data, neither you need to do counting or measuring for accurate data. You do NOT need to go to the affected community and interview individuals affected, at this stage NAWG only needs information of the overall situation and want to make sure that the information gathered from available sources are correct for this Upazilla or not.

- Numbers reported in this assessment will be NOT accurate as will be not given by counting, rather it will be only an assumed figure, so will be in round figure. But, numbers which are confirmed and counted will be added as, example, number of death or number of bridges broken will be in accurate figure, most probably as mentioned in SODS/D-Form Report, in cases it can have more accurate data as new information gathered.
- Priorisation will be made specific, do not give vague opinion here. As example, do not say all the people in the Upazilla will need at the support. Specify, as much as you understand of which section of people are in need of support of which sector.
- All estimates will be based on eye observation, secondary data available and with best of knowledge and understanding of your team.
- Roughly fill the format or agree on answers to each section of the format before fill.
- Meet the identified key informants and share what data/information you already have, what you have roughly filled-in and what they want to add it or change it to.
- At the end of all NAs, you should sit together again and finally fill the format and send.
- Keep note of your thoughts and logic for all the opinions/choices/comments/answers you filled in the format as a back-up and reference for future use.
- If the Field Team agrees on some vital information which is not covered in the format but you think Central NAWG should know at this point of time, summarize them in very short and send an email right after sending the Assessment Format.
- Keep sharing In-Crisis or Post-Crisis information as well as changes in the context and any other vital information with NAWG in a coordinated manner.
- Keep coordination among yourselves for further action as would be asked by NAWG, remain vigilant and ready.

In case of a disaster which has wider impact on a community so deep that more intervention is needed besides ongoing response, HCTT would decide to conduct Phase 2 of Joint Needs Assessment.

In that case, NAWG will communicate with the Field Teams after selecting areas for assessment and Lead Organisation for each location. For that assessment, Field Teams will be coordinated by the Lead Organisation and will have 2 days’ training/orientation before starting the assessment level.

Quick Guide to Use KOBO at Field Level

Rakuten Kobo Inc., or simply Kobo, is a Canadian company which sells e-books, audiobooks, e-readers and tablet computers. It is headquartered in Toronto, Ontario and is a subsidiary of the Japanese e-commerce conglomerate Rakuten. The name Kobo is an anagram of book. Kobo offers free reading applications for Windows and iOS X computers and Android, iOS, BlackBerry, and Windows Phone smartphones. In June 2015, Kobo received a Top Developer badge in the Google Play store.

NAWG uses KOBO for data collection for different Needs Assessments.

It is the digitalized system of data collection which saves our time in data entry, downloading and compilation and also gives benefit of using data sent from different locations at the same time. As a member of the Field Team of NAWG, you need a Smartphone or Tablet with Internet connection and do the following:

1) Go to Play Store in your Smartphone/Tablet
2) Search for KoboCollect

3) Download and Initiate KoboCollect in your Smartphone/Tablet
4) Open KoboCollect from Menu and select General Settings
5) Select Server Setting
6) Delete the default link under URL and add https://kru.ccm/arrangementoptions/info/navg
7) Please type the exact link. This is spelling sensitive, you will not find the link if there is spelling mistake

Now you are connected to NAWG and will be able to use KOBO for Joint Needs Assessment.

When you are a part of a Field Team of NAWG and need to conduct JNA, do the following:

1) Go to internet connection
2) Go to Kobo Collect (a quick-launch button you already have in your device when you downloaded the App) or Download the App
3) Click Get Bank Format (It may take some time depending on internet speed and number of users trying to access same server at the same time)
4) Click the Format you want to download (There can be a number of formats, look for the one you need now based on the email you received
5) Click “Get Selected” (it may take some time)

Now you have the Assessment Format for field level data collection of a specific assessment under JNA. You may have multiple Formats in your device at the same time, be careful of using the right Format of the meeting of the task team in which the data were collected earlier or any other previous version; keep just one format, the one you will use for the assessment.

To use the Assessment Format, you can be off line (no internet connection needed)

6) Go to the Home Screen of Kobo
7) Click F8 Bank Format
8) Select the correct Format for the purpose
9) Read the instructions given then click Go To Start
10) The first Question of the Assessment Format will open
11) Most of the Answers would be in MCQ format, you have to select the correct answer
12) Slide to the left to go to the Next Question
13) Some of the Questions will not let you slide to the next unless you answer this one
14) You cannot go back once you reach the end of the page of the instrument
15) Click Save Format and Exit
16) Your Assessment Format will be saved in your device, you can come back to it any time and exit it when you send it, You cannot edit a format after you have sent it, To edit the Assessment Format, come to the Home Screen, click Edit Saved Format and select the right format
17) When you are still sitting for the Field Team Meeting, planning for data collection or you want to know about information needed, you need a quick look at the Format, go to Home Screen Edit Saved Format—select the right Format and click the Arrow on the Top. A summary page of the questionnaires will open.
18) Save as you read to go out of the format. You can come back later even when you are out of Internet connection,
19) When you finish formatting the format, click Finish it
20) Click Send Finished Format, Select the right format from the list. Only at this stage you need internet connection, You can send it even when offline, it will be actually sent once after the device gets internet connection, You will receive a notice once the Format is sent
21) You can check all the formats you have sent by clicking View Sent Form. Anytime you want,

Need Assessment Working Group (NAWG)

For further information, please contact: info@bangladesh-group.org 01628327799 or afar@haldar.com 01915177177 or khos.eideal@smsb.com 01713014968. Please join us on Facebook. This BAG (Bangladesh Assessment Group) https://www.facebook.com/groups/ThreeBAGGY