

1. Introduction

The two main populations of interest for this assessment are non-displaced people affected by Cyclone, floods or both, and internally displaced person (IDP) in Sofala and Manica provinces of Mozambique.

Non-displaced affected people are defined as *'Individuals or groups of people who currently reside in the same location, communities or neighbourhood as before the Cyclone Idai. IDPs are defined as* *'Individuals or groups of people who have been forced to leave their location, community or neighbourhood of habitual residence as a result of Cyclone, floods or both (and who have not crossed an international border).'*

2. Preparing data collection

Before undertaking a multi-sector needs assessment, please make sure that you or your organization/agency consult with the UNDAC Assessment and Analysis Cell. This in order to:

- To verify that a similar assessment hasn't been done yet in the same area. You may access available data and save time and resources
- To coordinate assessment locations to make sure that your effort complements and fill information gaps for the broader assessment community
- To verify that you have access to the last version of the questionnaire, paper for or KoBo for mobile data collection
- To get a copy of the data collection methodology note for your and/or your enumerators
- To get a copy of a reference map of the targeted Posto(s) or District(s)
- To be trained, or to have your staff trained, on the methodology and the questionnaire by the UNDAC Assessment and Analysis cell colleagues
- To agree with the Assessment and Analysis cell on how to / who will upload or entry the data following the data collection

Please also consult cluster and sectors to collect information about eventual services referral systems in place that you may need to activate during your assessment.

3. Guidance for Enumerators

3.1 Introduction to the affected community and informed consent

When the assessment team arrives at the site/location, the assessment team leader should:

- Introduce himself (or herself) and the scope of the assessment to the local authorities
- In addition, look for one or more senior members of the community (or whoever holds a position of responsibility in the community)

Please start by expressing your condolences for the suffering and ask whether people have suffered personally. It is important to understand whether key informants are perhaps still traumatised by the events and as such you may decide to no ask some question of the questionnaires because considered as sensitive and/or unethical.

Please explain why the assessment team is there: you are participating to a joint efforts between the government of Mozambique and the humanitarian community to ask scope and scale of the population needs.

Please explain that this is an assessment aim at informing aid actors on priorities and needs across the provinces affected by the Cyclone. The results will be reported back to Beira and Maputo.

Only then ask if your community Key Informants accept to provide you with information about their community as well as they accept this information to be shared to humanitarian aid stakeholders. Please use the informed consent script on the form and proceed with the interview only if the answer is unequivocally affirmative.

3.2 Key Informant selection

Please ask the community members if you can meet with 3 to 5 people including, if possible i) a medical professional or worker; ii) a school director or teacher; iii) a trader or community association leader. If possible, please include women as well as part of the Key Informant selection.

For the purpose of the MRA, **Key informants are defined** as those whose positions in the community / neighborhood give them **specialist knowledge about other people, processes or happenings** that is more extensive, detailed or privileged than ordinary people, and who are therefore particularly valuable sources of information.

'Leading players' in the community or neighbourhood who have more information than most 'ordinary people'

You can meet with these Key Informants (KIs) either together or individually. Together is often better as they discuss among themselves to arrive at agreed answers **but watch out for people who dominate the discussion!**

Please NOTE that there are some questions that are ONLY to be answered by a Teacher (in the Education section) or a Medical person (in the Health Section).

Either before or after the interviews someone should walk around the site, with some members of the community if they are available, and make some direct observations (to verify what is being said by the KIs). **Remember you objective is to come away with one form per site that gives the most complete and accurate picture possible of the situation at that place** - this will be through discussions with different KIs as well as their own observations. E.g. if a KI says the school is not functioning, but you see children being taught, make sure the form reflects that the school IS functioning!

3.3 Conducting the interview

The discussion will follow the MRA format/questionnaire. One team member should facilitate the discussion. Another should record the response in the format. Though it is difficult to limit the numbers of people who join the group the team should try to keep numbers as manageable as possible. When trying to ensure consensus on group responses, ask questions like:

- "Do you all agree?" ; "Is this what you all think?"; "Are you all generally in agreement that "xxx" is the highest priority now?"

Assessment teams should avoid reading the list of options provided for the questions; these are intended to assist in recording information. Ask the questions openly and see what the group tells you. If they indicate a response not included in the list, record the answer in the other section.

Remember to be sensitive

for example, not everyone will be able to tell you how many people died (especially children).

3.4 Concluding the visit

At the end of the site visit, return to the senior member(s) of the community with whom you met on arrival and thank them. Make sure you **do not promise any assistance**, but you can say that you will pass your findings to those responsible for delivering the assistance.

4. After data collection

4.2 Debriefing and data upload

Upon completion of the each site visit, you should complete an 'Enumerator Debrief Form' which should be discussed with your assessment coordinator upon return to: a) to enable you to inform the A&A cell of any technical or practical issues you encountered, and b) to enable you to counter any perceived bias among the key informants you met. At the end of each day, upload the assessment forms and enumerator debrief forms from your tablet or phone to the Kobo website.