UNDAC

Guide to Assessments

Draft Version 2

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# Overview

The United Nations Disaster Assessment and Coordination (UNDAC) system is designed to support national Governments, the United Nations (UN) in-country and incoming international responders with coordination during the first phase of a sudden-onset emergency. UNDAC missions primarily focus on coordination, information management and assessment during their deployments.

In most cases, coordinated assessments[[1]](#footnote-1) such as MIRA[[2]](#footnote-2) and in-depth sector assessments will be rolled out by the host Government, UN agencies or other Inter-Agency Standing Committee (IASC)/non-IASC actors led and facilitated by OCHA during first two weeks of disaster. The MIRA is designed to be conducted jointly between different agencies and clusters in order to avoid a multitude of agency/sectoral assessments being carried out simultaneously and in an uncoordinated manner during the first two weeks of an emergency. This approach is consistent with the IASC Operational Guidance on Coordinated Assessments in Emergencies which calls for a joint assessment (the MIRA) to be conducted in the first two phases of an emergency (72 hours and 2 weeks) followed by in-depth agency and cluster assessments thereafter. The benefit of a joint assessment is that the MIRA outputs seek to reflect an agreed common operational picture based on the best available information from primary and secondary sources at the earliest phases of the emergency.

 In order to complement existing coordinated assessment processes in the country, UNDAC team’s primary role in assessments would be to support the MIRA process in the country. In situations where UNDAC is deployed and there is no OCHA presence, the UNDAC team may initiate or carry out the MIRA in conjunction with other field actors. When OCHA is present and coordinating the response, UNDAC team members can support the MIRA assessment. In both cases, the MIRA is conducted on behalf of the Humanitarian Country Team, under the leadership of the RC/HC.

Where possible, specialist assessment expertise should be attached to the MIRA steering committee or assessment working to support its implementation. This expertise should be sought first at the country level. Sectoral specialists and other humanitarian actors should comprise the MIRA team, in particular to support joint analysis. The MIRA data collection focuses on community level assessments. The interviews are conducted by inter-agency members who comprise of data collection team. UNDAC team members should actively take the role of assessment team leaders, and become integral part of assessment planning process.

In order to better support the MIRA process, this paper guides UNDAC teams with scenarios, process, clear understanding of roles and responsibility and tools required to orient the team with post disaster situation and affected population needs.

PHASE 3

PHASE 2

PHASE 1

**UNDAC support to**

**Assessment planning (day 4-7):**

1. Team composition
2. Logistics
3. Security/Access
4. Site verification and key informant list
5. Establishing contact with Gov. counterparts at field level
6. Informing key informants
7. Organizing information management support

**PSD/Situation Analysis (MIRA)**

Day 0

Day 3

Post disaster

Day 2

**MIRA Process (HPC)**

**UNDAC**

UNDAC

Mission

Deployment

58 Hrs.

OCHA HQ/RO/FO will start working on producing first draft of Preliminary Scenario Definition (PSD) or Situation Analysis.

Alert (M1)

Standby (M2)

Dispatch (M3a)

**MIRA Report**

Day 14

*PSD/SA updates*

*MIRA Community level assessment*

*MIRA Joint Analysis*

Day 7

Day 10

Establishing OSOCC

End of UNDAC mission

Day 4

Day 5

**UNDAC support to primary data collection (day 5 –10):**

1. Lead MIRA data collection teams
2. UNDAC team members must orient themselves to humanitarian situation in field
3. Use structured questionnaire and observation check list for data collection
4. Conduct key informant interviews

Day 9

**UNDAC support the MIRA joint analysis (day 9-14):**

1. UNDAC members who were part of the data collection exercise should brief the Assessment working group.
2. Ensure the inter-cluster joint analysis is aligned with field realities.
3. Contribute expert judgment

**In-depth cluster/sector assessments**

Preliminary Response plan (Flash Appeal)

**Timeline**

Strategic statement

**Other Humanitarian Program Cycle (HPC) components**

Strategic Response Plan (Revision) Day 30

Info (M0)

***Figure 1: Sudden on-set disaster: MIRA and UNDAC: RNA approach timeline***

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**Secondary Data analysis:** UNDAC team will receive the first draft of PSD/SA for field inputs and expected to complement the PSD/SA documents with field information

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## 1.1 Objective

* Develop initial understanding of scope of the disaster, its impact on population and consolidate affected population figures by administrative level 2.
* Identify affected population access to services.
* Identify the most urgent needs for assistance and the potential response to satisfy the population in the most effective manner.
* Identify the affected country’s response level and its internal capacity to lead the situation.
* Call attention to substantive geographic areas, sectors that require an in-depth assessments or coordinated assessments and identification of hot spots that require urgent assistance.
* Make recommendations that define and establish priorities for actions and resources necessary for the immediate response.

## Roles and Responsibilities

The MIRA is a joint exercise requiring the engagement and participation of OCHA (inclusive of UNDAC), cluster lead agencies and cluster members (including NGOs), and local partners. [[3]](#footnote-3)

Summary Roles and ResponsibilitiesStep by step guide

|  |  |
| --- | --- |
| Organization/Entity | Agree roles |
| HCT | Embrace and take ownership of MIRA process, ensuring appropriate support provided by all relevant actors. |
| Use Preliminary Scenario Definition and MIRA Report to inform strategic decision making, planning, appeals and development of plan for follow up assessments to reflect anticipated evaluation of information needs for planning and monitoring. |
| OCHA | Liaise with global cluster lead/liaison to collect, synthesize and analyze secondary data to produce PSD. |
| Ensure roster of appropriately skilled and trained Assessment Coordinators and Information Managers available for rapid deployment. |
| Deploy Assessment Coordinator and Information Manager to support MIRA within 72 hours of emergency (only for level 3) for other emergencies in-country resources should be utilised before requesting HQ support. |
| Support overall MIRA implementations as outlined in MIRA Manual. |
| UNDAC | Collect initial primary data, secondary data and provide to OCHA to include in MIRA Situation Analysis. Conduct in-depth situation analysis. |
| In absence of OCHA, liaise with government, humanitarian coordinator, resident coordinator and establish relevant assessment coordination mechanisms. |
| Support overall MIRA implementation as outlined in MIRA Manual. |
| Provide leadership for MIRA assessment teams at community level assessment |
| Where OCHA is not present lead the MIRA process |
| Cluster Lead Agencies | Ensure available liaison to support collection and analysis of secondary data to produce Preliminary Scenario Definition.  |
| Ensure roster of appropriately skilled and trained Assessment Experts and Information Managers available for rapid deployment. |
| Deploy Assessment Expert and Information Manager to support MIRA within 72 hours of emergency. |
| Support overall MIRA implementation as outlined in MIRA Manual. |
| Cluster Members | Participate in MIRA to information sharing and/or dedication of trained assessment experts and/or information managers to MIRA Team. |
| WFP, OCHA or other | WFP, OCHA or other organization will provide a MIRA Technical support. The technical support will consists of assessment expert who embodies both extensive experience with leading and undertaking assessments (including investigation form design, sampling, etc.) and familiarity with the MIRA approach.  |

# Step by step guide for natural disasters

There are four main processes that will help in management and implementation of MIRA approach in natural disaster context:

|  |  |  |
| --- | --- | --- |
| Process Name | Activity  | Timeline from day of disaster |
| 1. Secondary Data Analysis
 | 1. UNDAC team mobilization
 | 10-14 hrs. |
| 1. Verification, gathering and analyzing secondary data for MIRA
 | 36-72 hrs. |
| 1. Support in establishing Assessment coordination structure
 | Day: 2-4 |
| 1. In depth secondary data review (UNDAC: District Level Situation Analysis)
 | Day: 4-6 |
| 1. Assessment planning
 | 1. Consultations: Resident Coordinator (RC)/Humanitarian Coordinator (HC), OCHA Head of Office, Government
 | Day: 2-4 |
| 1. Assessment planning: team composition, logistics, site profiles etc.
 | Day 2-4 |
| 1. Establishing adequate information management support
 | Day 2-4 |
| 1. Primary data collection/Community Level Assessment (CLA)
 | 1. Key informant interview and observation based data collection
 | Day 4-10 |
| 1. Ad-hoc UNDAC field visits (not part of MIRA approach)
 | Anytime during mission |
| 1. Analysis and Reporting
 | 1. Analysis and producing MIRA Report
 |  |
| Day 10-14 |

*Note: following document structure is based on above table.*

## Secondary data analysis

SDA is one of several existing methods for obtaining information during a needs assessment. Secondary data plays a crucial role within assessments in emergencies, specifically in phase I and II when collecting data and information produced from outside the field assessment is necessary to provide a baseline with which to compare primary data. SDA complements and benefits the primary data collection.

In MIRA process secondary data analysis is done through using the Situation Analysis template within 72 hours after the disaster.

**Purpose of SDA**

* To form a clearer, more detailed and up-to-date analysis of the situation at local level prior to the crisis. It will provide the background information about the affected area, groups of interest, risks and vulnerabilities as well as sectoral pre-disaster information
* To support the identification of what and where the problems might be (will provide a description of the character and plausible explanations of the nature and causes of the disaster impact as well as the related secondary threats)
* To provide a baseline with which to compare your primary data collection results.
* Identify information gaps and determine the most appropriate method to access this information (e.g. identify if a rapid assessment is necessary, information needs, etc.)
* To design subsequent primary data collection2 phase and identify which sites to visit. This will provide additional information that can be used for sub-dividing the area into relatively homogeneous zones (food economy, rural/urban, coastal/mountainous, IDPs/Non IDPs, etc.)

#### UNDAC team mobilization (as soon as possible after disaster)

As soon as M1 (Alert) is published, OCHA’s Field Coordination Support Section (FCSS) in Geneva should contact OCHA’s Coordinated Assessment Support Section (CASS) in Geneva to request draft Situation Analysis for the disaster.

Using the MIRA Situation Analysis template, CASS, OCHA regional office or OCHA country office based on situation and resources will review and analyse secondary data from internet, field reports, latest updates, media, initial assessments, in-country contacts and internal OCHA communication to determine humanitarian situation of the crisis. At this initial stage CASS should help in finding answers to following:

* Do initial reports suggest a significant humanitarian impact?
* Has there been a request for humanitarian assistance?

While the UNDAC team is getting ready to be deployed, CASS will be in touch with FCSS to provide updates on providing first draft of the MIRA Situation Analysis. First draft of Situation Analysis should reach UNDAC team between 36 – 60 hours post disaster.

*UNDAC remote support initiative:* As a pilot initiative, while the UNDAC team members are selected, another message will go out to UNDAC members to nominate themselves for 3-4 days of remote support developing the Situation Analysis and Preliminary Scenario Definition. Team members will work through skype and other internet based tools to communicate with each other and coordinate the secondary data collection process for Situation Analysis. This team will be coordinated by one person from UNOCHA’s Coordinated Assessment Support Section (CASS).

#### Verification, gathering and analyzing secondary data for Situation Analysis - MIRA (36-72 hours)

Once UNDAC team is deployed, they should expect receiving the first draft of Situation Analysis. This document should be thoroughly reviewed for information verification, complementing new information and to provide analysis which is based on analysis.

* If OCHA country office or OCHA team is operational in disaster country, the situation analysis finalization will primarily be OCHA’s job. OCHA country office can request UNDAC team to find information which is not available in situation analysis.
* If UNDAC team is the sole humanitarian coordination support in the country, then it is the responsibility of UNDAC team to finalize the situation analysis.
* MIRA situation analysis is joint inter-cluster exercise and should not be done in isolation. UNDAC team should play a key role at field level to mobilize clusters, agencies and humanitarian actors including Government in the joint analysis exercise.
* Humanitarian Coordinator/Resident Coordinator should support in finalization and approval of the document.

**Overview of Situation Analysis template**

* UNDAC team will receive draft MIRA Situation Analysis template attached as Annex “A”

|  |  |
| --- | --- |
| MIRA Situation Analysis sections | MIRA Situation Analysis sub-sections |
| Situation overview | Severity of Crisis |
| Priority needs |
| Government capacity to respond |
| Impact of Crisis | Humanitarian profile |
| Most affected areas |
| Damage reports |
| Status of the population |
| Response Capacity | National and local capacity and response |
| International capacity and response |
| Humanitarian Access | Note:***Access:*** *provide summarized analysis of what kind of access issues exit in the country.* * *Bureaucratic restrictions on personnel and humanitarian supplies?*
* *Impediments related to climate, terrain or lack of infrastructure?*
* *The diversion of aid, and interference in the delivery of relief and implementation of activities.*
* *Active fighting and military operations?*
 |
| Baseline information | Pre-crisis vulnerabilities |
| Basic services |
| Baseline indicators |

 **Impact of Crisis – Humanitarian Profile**

* IASC Guidelines on the [Humanitarian Profile Common Operational Dataset](file:///D%3A%5Cusers%5CHUSSAIN%5CDocuments%5CUNDAC%20RNA%20Process%5CFinal%5CIASC%20Guidelines%20on%20the%20Humanitarian%20Profile%20Common%20Operational%20Dataset)

The humanitarian profile is fundamentally an attempt to account for, on an ongoing basis, the number of people having humanitarian needs arising from a given emergency. It can be thought of as humanitarian caseload. It is essentially a count of the number of “affected” people in the emergency. Because people may be affected in many different ways by an emergency, different groups are identified within the humanitarian profile, such as displaced, non-displaced, injured, missing, and dead.

Example of Humanitarian Profile in Situation Analysis/Preliminary Scenario Definition (PSD):

|  |
| --- |
| **Humanitarian Profile**  |
| **Total population of the country*:*** *(Figures should be based on the most up to date estimate or projections by the national census authority where available. Where updated national data are not available, figures should be based on the 2013 estimates by the Population Division of the* [*United Nations Department of Economic and Social Affairs*](http://www.un.org/en/development/desa/population/)*. It is recommended that UN OCHA* [*Common Operational Database*](https://cod.humanitarianresponse.info/) *(COD) is consulted for population figures) – Please source the information with date* | Example: 25,000,000(% male and % female if available)  |
| **Total estimated figure and percentage of population residing in affected area at the time of disaster:** *(Individuals living in disaster affected geographical area. Please note this is different from estimated affected population.)* | Example:3,500,000(14% population of the country was residing in areas affected by the disaster.)  |
| **Total estimated displaced population due to current disaster:** *the consolidation of Internally Displaced Persons, Refugees and Asylum Seekers, and Others of Concern*  | **Total estimated no. of affected population living in area of origin (non-displaced):** *(population that is directly affected by the disaster and have not displaced to another local and continued to live in their area of origin)* |
| 800,00 *(IDP:800,000 + Refugee Asylum Seekers – not known)* | 1,300,000 |
| **Total estimated no. of internally displaced population (IDP):** *“persons or groups of persons who have been forced or obliged to flee or to leave their homes or places of habitual residence, in particular as a result of or in order to* *avoid the effects of armed conflict, situations of generalized violence, violations of human rights or natural or human-made disasters, and who have not crossed an internationally recognized State border”* | **Total estimated no. Refugees & Asylum Seekers:** *A refugee is someone who “owing to a well-founded fear of being persecuted for reasons of race, religion, nationality, membership of a particular social group or political opinion, is outside the country of his nationality, and is unable to, or owing to such fear, is unwilling to avail himself of the protection of that country.” An Asylum Seeker is someone who says he or she is a refugee, but whose claim has not yet been definitively evaluated.* | **Causalities:** *The sum of dead, missing and Injured* |
| 26,000 (Method: 26,000=Dead 15,000 +Missing 5,000+Injured:6,000) |
| **Dead:** Persons confirmed as dead and persons missing and presumed dead | **Missing:** Persons whose status during or after an emergency is not known  | **Injured:** Persons suffering from physical injuries, trauma or an illness requiring medical treatment |
| 800,000 | - | 15,000 | 5,000 | 6,000 |
| **Total no. and percentage of people estimated to be affected by the disaster**Individuals living in disaster affected geographical area, sustained direct effect of the disaster: death and injuries, require shelter, food and medical attention, lost their physical assets and/or lacking access to services or facing disruption of services. Method: Consolidate estimate affected population figures by adding figures extrapolated at admin level 2. ) – Please source the information and consult country team and host government for latest estimates |
| **2.1 Million Or 8 % of country’s population is estimated to be affected by the disaster** (Method: 2,100,000 = Displaced 800,000 + Affected pop. In area of origin: 1,300,000) |

**Impact of Crisis – Most affected areas**

A **disaster area** is a region or a locale, heavily damaged by natural, technological or social hazards. Disaster areas affect the population living in the community by dramatic increase in expense, loss of energy, food and basic services; and increase the risk of disease for citizens.

Example of affected areas and population break down:

|  |
| --- |
|  Affected areas and affected population breakdown***Note:*** *In case IDP’s are not residing in affected areas, the list below should also include districts where IDP’s are hosted* ***Administrative division:*** *Admin level names and structure may be different in every country. Please refer to* [*Common Operational Dataset*](https://cod.humanitarianresponse.info/) *or request UNDAC Information Management Support to align all names according to the P-codes.* |
| **Affected provinces: Admin level 1** | **Affected districts:****Admin level 2** | **Status (affected, hosting displaced population)** | **Total population** | **Total estimated affected population living in areas of origin** | **Total estimated no. of IDP’s** | **Total estimated affected Population** |
| Province A | District AB | Affected, Hosting displaced | 900,000 | 900,000 | 200,000 | 1,100,000 |
| Province A | District AC | Affected, Hosting displaced population | 2,600,000 | 400,000 | 300,000 | 1,000,000 |
| Province A | District AD | Hosting displaced population | 1,500,000 | - | 300,000 | - |
| Total | **5,000,000** | **1,300,000** | **800,000** | **2,100,000** |

#### Support in establishing Assessment coordination structure

This is recommended at both inter and intra-cluster/sector levels throughout the duration of a crisis, particularly when it is a large emergency with high number of actors. At the inter-cluster/sector level, the inter-cluster coordination mechanism (ICCM) will typically serve as the assessment coordination structure. However, it may also choose to establish a specific Assessment and Information Management working group. The group should serve as a forum for sharing secondary data from the field, for initiating the planning and implementation of joint assessments, and for coordinating analysis.

* In case OCHA is operational in the country of crisis, it responsibility of OCHA to establish appropriate assessment coordination structures and provide assessment coordinator.
* In case the structures does not exist in the country and UNDAC is the sole team providing coordination support to UNCT/HCT; UNDAC should take lead in establishing the forum and seek guidance from headquarters.

Example of typical assessment coordination structure at the country level:



#### In depth secondary data review

Approximately 72 hours after the onset of an emergency, a reasonable picture of the situation should have emerged through secondary and initial primary data analysis. By then, through joint analysis MIRA Situation Analysis should have translated into providing initial situation and needs analysis of the situation.

Situation changes very quickly in Initial days of disaster, situation evolves very fast and new information is available as each day passes. Situation Analysis document even though provide very clear situation analysis but at the same time becomes obsolete very quickly. Usually before the final MIRA report comes out the Situation Analysis is updated few times with more in-depth secondary data analysis.

*Admin level boundaries and P-code -Note: Admin level 0 is usually the country, admin level 1 is the province and admin level 2 is the district.*

UNDAC team can play key role in collecting, structuring and analyzing in-depth secondary data from the field. Key factor in this exercise is to establish information collection systems that can generate structured information from the field.

**District level**

At this stage UNDAC team leader can appoint assessment focal point with in the team and delegate responsibility to plan and coordinate the assessment activities.

UNDAC assessment focal point should start planning process by going through following steps:

* Request UNDAC Information management support team to finalize list of districts (admin level -2) that are either directly affected or hosting IDP’s. The list should be aligned to Common Operational dataset[[4]](#footnote-4) of OCHA according to P-Codes.
* Initiate in-depth situation analysis using District Level Situation Analysis form (Annex “B”). The analysis should complement and feed into MIRA Situation Analysis revisions.
* To acquire district level secondary data, UNDAC team should interview Government and established humanitarian actors in the district to collect information. The interviews should be conducted preferably in person but can be conducted over the phone as well.
* Once all the District Level Situation Analysis form are completed, UNDAC information management support should establish a common database and generate tables, charts and maps and UNDAC team should consolidate all district information and provide analysis. This analysis should be presented to Assessment working group. Each district profile can also be distributed as part of briefing at OSOCC.

**Advantages of in-depth secondary data analysis for UNDAC team**

* Provides UNDAC team in-depth knowledge of affected area, situation and perceived needs helping in coordination.
* Several information products, briefings can be generated from the data collected through this exercise.
* While collecting information, UNDAC team will establish valuable contacts at the field level.
* Humanitarian actors will actively revert to OSOCC to receive this data and analysis and this information will be extremely useful for new arrivals could be part of their orientation package.
* Information collected at appropriate administrative level will provide clear understanding of affected population, affected areas and priority needs hence allowing UNDAC team to better coordinate humanitarian efforts.
1.
2.
3.

## Assessment planning

It is important to conduct rapid but adequate planning and preparation before deploying the MIRA field assessment team will help to make the assessment more effective. The effectiveness of assessment will be reduced, and assessment teams will lose time if prior planning is not carried out.

### Consultations: Resident Coordinator (RC)/Humanitarian Coordinator (HC), OCHA Head of Office, Government

As part of UNDAC mission’s initial briefing to RC/HC, OCHA Head of Office, OCHA Surge and Government representative; it is important to highlight UNDAC support role to humanitarian assessments. In these meetings the roles and responsibility should be clarified.

* While consulting Government, it is good practice to provide overview of the MIRA process. Emphasize that UNDAC’s response coordination starts immediately and does not wait data collection. Once understanding on the concept has been reached request for contact list of Government focal points that can be consulted at admin level 2 for coordination and assessment purposes. Also request the Government to inform the focal points of UNDAC teams mandate and that the team members will contact the focal points to coordinate, collect information and data.
* It is important to consult RC/HC and OCHA Head of Office in the country on UNDAC roles assessment and particularly in MIRA. UNDAC team member should proactively consult this guide to highlight areas where UNDAC can support the process.

### Assessment planning: team composition, logistics, site profiles etc.

In preparation of initiating primary data collection (Community level assessment: CLA) for MIRA, UNDAC can support OCHA or take lead in assessment planning. UNDAC should also seek to provide assessment team leaders, as many as possible and should also help in coordinating logistics.

Following broader check list provides good overview for planning:

|  |
| --- |
| Assessment planning quick checklist |
| 🗹 Plan | * Does the assessment team have a clear plan for how to carry out the assessment?
 |
| 🗹 Clear objectives | * Are the objectives of the mission clear, included in the terms of reference, and understood and agreed by all team members and key stakeholders?
 |
| 🗹 Appropriate team composition | * How many teams required to cover the number of sites selected as part of MIRA methodology in the country?
* Has the Assessment Team Leader been identified?
* Has the team got the right mix of technical and functional skills to achieve the objectives of the assessment?
* Does the team include women and men, and people with local language and cultural skills?
 |
| 🗹 Assessment sites | * Does the team know which site is covered by which team?
* Do the assessment teams have site maps, site profiles or GPS? locations of the site where the interviews will be conducted?
 |
| 🗹 Logistical support | * Has adequate logistics and administrative planning been done to ensure the teams can get the job done effectively and safely?
* Is there a list available which provides detailed logistics plan for each team, assessment sites and distances, driver and team member details, contact telephone numbers?
 |
| 🗹 MIRA questionnaire | * Are there enough paper copies of MIRA questionnaire available for each team?
 |
| 🗹 Involving disaster affected people in the assessment | * Has the community been informed of the planned visit?
* Is there any pre-identification contacts at the community who can facilitate the community level assessment?
 |
| 🗹 De-briefing | * Does the team leaders know they have to provide de-brief at the end day?
* Are there any structured questions for de-briefing?
* How will team leaders capture structured feedback from assessment team members?
 |
| 🗹 Recommendations | * What types of recommendations are expected of the team?
* Who are the recommendations for?
 |
| 🗹 Reporting | * When will the team deliver a de-briefing report in addition to filled MIRA questionnaire?
* What format will the team use for the de-briefing report?
 |
| 🗹 Analysis | * What agreements in place for team leaders to be included in joint analysis of MIRA report?
 |

### Team composition

Getting the right mix of skills on the MIRA team is very important. The right mix depends on both technical and functional positions and skills, as well as the personal qualities that team members bring to the team, especially gender and diversity.

Assessment teams should be as small as possible (for example, three-person) as they are much easier to manage. Each team should have designated team leader preferably from UNDAC team members.

|  |  |
| --- | --- |
| Technical skills often required\* | Other qualities required |
| * *Generalist humanitarian skills*—ability to analyse overall humanitarian situation
* *Local context*—someone who can facilitate contacts for the assessment team, and help contextualise the analysis and recommendations
* *Sector specialist, expertise in key sectors*—Water and sanitation, food security, health, shelter and logistics
* *Cross-cutting analysis skills*—Gender, environment, conflict, protection and do no harm
* *Communications management*—Media and information management
* *Operational skills*—Security, logistics, administration and
* interpreting capacity
 | * Team leadership
* Representational skills
* Gender balance
* Language skills
* Cultural experience
* Knowledge and experience in geographic area
* Access to local networks
* Sufficient start-up and operational capacity
 |

The assessment team leader is responsible for ensuring that the team functions effectively. This requires the following:

* Ensure all team members are fully briefed on the mission objectives, their own role in meeting the terms of reference, security issues, standard operating procedures and their reporting requirements.
* Facilitate team work including planning, analysis and review of findings and information sharing. This includes daily team meetings, phone calls and end-of-day debriefings.
* Manage the performance of team members and address any disciplinary issues.
* Coordinate reporting inputs to ensure all members deliver required outputs.
* Conduct team meetings after the interview to reach common analysis of situation.

### Administration and Logistics

An assessment team requires appropriate logistics, and administrative planning and support, to complete their job properly and safely. Be clear who is responsible for providing support.

|  |
| --- |
| Assessment team logistics and administration support checklist |
| 🗹 Transport | * Are transport arrangements confirmed for the entire assessment?
* What back-up transport options are available in case of emergency?
 |
| 🗹 Communications equipment | * Has a communications schedule been agreed between the MIRA assessment coordinator and the assessment team leaders?
* Do all team members have adequate communications equipment and training?
* Are back-up communications systems available?
* Are all assessment team members briefed on the process and have phone numbers to call in a crisis?
 |
| 🗹 Accommodation and meals | * Has accommodation been confirmed for team members?
* Has the team been provided with sleeping equipment?
* Have gender-sensitive considerations been made for accommodation?
* Will meals be available for the team in the disaster area?
 |
| 🗹 Cash and administration | * Do the team members have appropriate level of cash?
 |
| 🗹 Visas andtravel permissions | * Do all team members have visas required to enter the country (in case travelling from neighbouring country)? Are support letters and other forms required?
* Does the team have all necessary travel permissions and documentation to travel to the disaster-affected areas and any restricted areas along the way?
* Do the travel permissions cover any vehicles the team will be using?
 |
| 🗹 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?
 |
| 🗹 Security and safety information for the team before their arrival | * Security clearance approved by UNDSS, in case UN staff is conducting assessment?
* Give a brief of the security situation on the country and disaster.
* Present a brief on security-related standard operations procedures (SOPs) for the assessment mission if any.
 |

#### Establishing adequate information management support

Once the MIRA assessment teams are ready to collect data, adequate information management (IM) support should be aligned to support the process:

* If OCHA is leading the process adequate inter-agency IM support will be managed through Assessment and Information Management working group.
* UNDAC should also support the process and should dedicated IM team (Map Action or other resources available at the field level) ready to support the process with basic GIS maps and expertise to consolidate data in XL based database.

## Primary data collection / Community Level Assessments

The community level assessment (CLA) deals with the collection and analysis of primary data in MIRA approach. It focuses mostly on qualitative information and provides a unique opportunity to assess the needs and priorities as perceived by affected populations in broader assessment of strategic humanitarian priorities.

* If the country has some kind of assessment preparedness, most likely there will be questionnaire which is pre-agreed by the UNCT/HCT for MIRA or joint assessment.
* If the country has no preparedness in assessment, UNCT/HCT can agree on using MIRA standard questionnaire.

Note: It is generally avoided to open the discussion on developing a joint assessment or MIRA questionnaire during the crisis.

In all two scenarios, there will be agreed tool which will be used to collect data at the community level assessment.

#### Key informant interview and observation based data collection

Selecting a key informant should be done with care. The informant needs to be someone who has in-depth knowledge of community. Explain the role of the Informant: Key Informants are essential resources in data collection, as they know the situation in the community and allow us to get an overview of the main challenges and problems at the community level.

Key Informant should be objective, unbiased, non-political, and make efforts to represents the situation with impartiality and focusing on the needs of ALL population, with specific attention to the situation of women, children, elderly, persons with disabilities, different groups that may be disadvantaged such as displaced population, extremely poor groups, ethnic minorities.

**Key points for the interview:**

* When you call to set up the interview, introduce yourself and the purpose of the assessment.
* Be sure the informant understands the purpose of the needs assessment and what you intend to do with the information you receive.
* Be very clear about how much confidentiality you can offer and please don’t promise aid to the community.
* An interview could be conducted with a group of Key Informants, where common response (consensus-based) is recorded.
* Ensure key informant also include women
* Examples of key informant depending on questionnaire and information you are looking for:
	+ Someone representing the Municipality
	+ Someone who can answer the health questions: doctor/health personnel
	+ Someone who can answer the education questions: teacher, head master
	+ Someone who can answer the questions on behalf of community living in area of origin: religious leader, community leader, youth leader
	+ Someone who can answer the questions on behalf of Internally Displaced population: IDP leader, IDP community leader
* In some questionnaire it is specified what kind of key informant can answer that question
* Questionnaire is designed to ask questions about the community on the site including affected people who originate from the site and IDP’s hosted on the site.
* Ask one question at a time (even if a question has multiple parts). Speak clearly and slowly and repeat the question if necessary.
* Please ensure that you closely listen to what the key informant says; ask again if you did not understand and carefully enter the response for each question, either single answer or thinking all the choice that applies.
* Please ensure that you write responses carefully. Take your time. If information is not captured correctly and writing is not readable, all of your hard work and the time will be wasted.
* Please don’t give read options to the question, let the key informant answer and decide what option is closest to the question.
* Also, please take the time to properly identify and record the correct village/site name, sub-district, district and Governorate.
* Avoid pre-conceived notions and fixed expectations. Friendly behaviour, establish rapport and inspire confidence and trust.
* In addition to collection information of structured questionnaire, there are several ways to analyze the information you have received. Sometimes interviewers make brief notes on 3 x 5 cards, which can be grouped later in a variety of ways.

**Observation based data collection**

Observation is way of gathering data by watching behavior, events, or noting physical characteristics in their natural setting. Observations can be overt (everyone knows they are being observed) or covert (no one knows they are being observed and the observer is concealed). The benefit of covert observation is that people are more likely to behave naturally if they do not know they are being observed. However, assessment team should be careful in using overt observation technique because of possible ethical and cultural problems.

Observations can also be either direct or indirect. Direct observation is when assessment teams watch interactions, processes, or behaviors as they occur; for example, observing a teacher teaching a lesson from a written curriculum to determine whether they are delivering it with fidelity. Indirect observations are when assessment team watches the results of interactions, processes, or behaviors; for example, measuring the amount of water in average available at a household level.

* As part of MIRA standard form, observation checklist is part and parcel of the questionnaire
* One of the major disadvantages of observation based data collection is the method is Susceptible to observer bias.

#### Ad-hoc UNDAC field visits

In order to capitalise on UNDAC field visits and record observations and information, UNDAC field visit form is introduced. Please note that the UNDAC field visit form should be used for ad hoc field visits of disaster affected areas to capture information in a structured manner.

UNDAC field visit form is not part of the MIRA process, however if there are any field visits conducted the UNDAC team is encouraged to use the form to systematically collect information.

* Please refer to UNDAC field visit form “Annex C”

It is recommended that UNDAC information management support should help the team to establish a database that consolidates all field visits information. This database should be used for further analysis and reporting.

## Analysis and reporting

MIRA analysis is conducted at the end of phase 2 (Day 14) once the primary and secondary data collection is completed. The analysis takes place at the inter- and intra-sector level. Secondary and primary data is combined and usually OCHA facilitate the discussion to reach common understanding of situation using the consensus of the group.

#### Analysis and producing MIRA Report

* In case UNDAC is leading the MIRA process in the country, before conducting the joint analysis sessions contact OCHA CASS team in Geneva for support.
* At the field level, if UNDAC team members have taken the responsibility of MIRA team leaders they should conduct first level of analysis based on assessment sites they have visited. The analysis should be captured in form of de-briefing notes. It is also encouraged that UNDAC members who have participated in MIRA data collection process at the field level should attend the joint analysis session to provide their feedback on final MIRA report and joint analysis.

END –

***Annex A: MIRA Situation Analysis template***

***Annex B: UNDAC District Level Situation Analysis form (in-depth secondary data analysis)***

***Annex C: UNDAC field visit form (ad-hoc field visits)***

1. [*Operational Guidance for Coordinated Assessment in Humanitarian Crisis*](http://reliefweb.int/sites/reliefweb.int/files/resources/Full%20Report_1010.pdf) *- The IASC developed the Operational Guidance for Coordinated Assessments in Humanitarian Crises to help realize the goal of better quality and more timely assessments through coordinated processes.* [↑](#footnote-ref-1)
2. [*Multi-Cluster/Sector Initial Rapid Assessment*](https://docs.unocha.org/sites/dms/CAP/mira_final_version2012.pdf) *- The Multi-Cluster/Sector initial Rapid Assessment (MIRA) developed by the Inter-Agency Standing Committee Needs Assessment Task Force (IASC NATF) seeks to address this problem, and to lay down the foundations for a stronger and better-coordinated assessment culture during crises.* [↑](#footnote-ref-2)
3. Where possible, the Government may lead and/or participate in the MIRA, with the humanitarian community providing the necessary support. [↑](#footnote-ref-3)
4. [*Common Operational Database*](https://cod.humanitarianresponse.info/) *: The Common Operational Datasets (CODs) are critical datasets that are used to support the work of humanitarian actors across multiple sectors. They are considered a de facto standard for the humanitarian community and should represent the best-available datasets for each theme.*

 [↑](#footnote-ref-4)