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| Data Collection MethodUNDAC should collect secondary information available at district level by reviewing situation reports, assessments and other humanitarian analysis available at the district by humanitarian organizations. In addition conduct interviews with humanitarian aid practitioners (local or international NGOs), Government focal points or individuals who have good understanding of the humanitarian situation in the district. Interviews can be conducted face to face or on phone, in groups or on individual basis. Information can also be collected by field visits. This tool is designed to collect information at affected district (admin level 2) or district hosting displaced population. Where ever asked source the information according to following code: **KI -** Key Informant interviews **GD -** Group Discussions **O –** Observation **SD** – Secondary data **FV –** Field Visits |

## GI. General Information

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| --- | --- | --- |
| 1. **Date of data collection**
 | 1. **Province name** (Admin level 1)
 | 1. **District Name**

(Admin level 2) |
| DD/MM/YYYY | Name | P-Code if available | Name | P-Code if available |
| 1. **Name of persons interviewed**
 | 1. **Attributes of secondary data collected and reviewed**
 |
| 1. Name
 | Organization/role | 1. Title of source
 | Author | Date: DD/MM/YYYY |
| 1. Name
 | Organization/role | 1. Title of source
 | Author | Date: DD/MM/YYYY |
| 1. Name
 | Organization/role | 1. Title of source
 | Author | Date: DD/MM/YYYY |
| 1. Name
 | Organization/role | 1. Title of source
 | Author | Date: DD/MM/YYYY |

## HS. Humanitarian Situation

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| 1. **Situation Analysis**

UNDAC teams analysis and expert judgement after conducting secondary data analysis, interviews and field visits in the district. Bullet points short and precise. Please fill this section at the end*• Overall judgment of humanitarian situation* *• Short-term outlook (whether the crisis is worsening or becoming less serious)**• Underlying causes of problems and risks**• Threats (natural hazards, population movements, armed groups, etc.)**• Population groups that are inaccessible (and if so, why)**• Risk-factors that could worsen humanitarian conditions or impede relief operations (bad weather, insecurity etc.)* |
|  |
| 1. **Analysis of priority needs identified by the affected population**

Use multiple sources to provide analysis into this section; field visits (severity scale), secondary data and interviews.  |
|  |

## AP. Affected Population and areas

Following figures should be derived from interviews with Government and established local NGOs or credible assessments and data.

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| **Data collection type for this section – multiple selection** |
| [ ] **KI -** Key Informant interviews | [ ] **GD -** Group Discussions | [ ] **O –** Observation  | [ ] **SD** – Secondary data  | [ ] **FV –** Field Visits |
| 1. **Total population of the district (admin 2)*:*** *(Figures should be based on the most up to date estimate or projections by the national census authority where available or verified by the government district authorities. – Source the information*
 |   |
| 1. **Total estimated figure and percentage of population residing in affected area in the district (admin 2) at the time of disaster:** *(Individuals living in disaster affected geographical area. Please note this is different from estimated affected population.)*
 |   |
| 1. **Total estimated no. of displaced people living in the district**

*Cumulative total of IDP’s who have been displaced from another district and IDP’s who have been displaced within the district.*  |
|  |
| * 1. **% of total no. of displaced population living in organized camps**

*(Camps established by Government and humanitarian aid organizations)*  | * 1. **% of total no. of displaced population living in Public Buildings such as schools**
 | * 1. **% of total no. of displaced population living**

(Open category define as per need) | * 1. **% of total no. of displaced population living with host families**
 | * 1. **% of total no. of displaced population living in spontaneous camp settlements**
 |
|  |  |  |  |  |
| 1. **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)*
 | 1. **Dead:** Persons confirmed as dead and persons missing and presumed dead
 | 1. **Missing:** Persons whose status during or after an emergency is not known
 | 1. **Injured:** Persons suffering from physical injuries, trauma or an illness requiring medical treatment
 |
|  |  |  |  |
| 1. **Total no. and percentage of people estimated to be affected by the disaster in the district (admin 2)**

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: Affected population living in area of origin in the district + Displaced population in the district |
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| 1. **Vulnerable Population Groups**

If there is information suggesting that some groups are more vulnerable than other (e.g. women or girl children, ethnic minorities, displaced population etc), explain here |
|  |

## DT. Displacement Trends

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| **Data collection type for this section – multiple selection** |
| [ ] **KI -** Key Informant interviews | [ ] **GD -** Group Discussions | [ ] **O –** Observation  | [ ] **SD** – Secondary data  | [ ] **FV –** Field Visits |
| 1. **Are the crisis affected people being registered, or have they been registered *(Check one)*?**
 | 1. **No. of organized camps established for displaced population** (add list with locations and population if available)
 |
| [ ] Yes [ ] No [ ] DKN If yes, by which institution(s)?: |  |
| 1. **No. of public buildings used by displaced population as camps** (add list with locations and population if available)
 | 1. **Is the population at this district increasing, decreasing, or staying about the same?**
 |
|  | [ ] Increasing [ ] Decreasing [ ] Staying the same |
| 1. **Analysis of displacement situation in the district**
 |
|  |

### RC. Response Capacity

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| **Data collection type for this section – multiple selection** |
| [ ] **KI -** Key Informant interviews | [ ] **GD -** Group Discussions | [ ] **O –** Observation  | [ ] **SD** – Secondary data  | [ ] **FV –** Field Visits |
| 1. **How do you rate aid operation in the district?** (select one)
 | 1. **Presence of relief players in the district** (include international organizations, local organizations, Private organizations, UN agencies and Government institutions)
 |
| **Name of organization** | **Sectors/Clusters covered by the organization** | **Geographical area covered** (admin level 3 – municipalities) |
| [ ] Poor : major scale up of aid operation required, critical relief gaps reported[ ] Average : Few noticeable relief gaps reported, scale up of aid operation required[ ] Good : Most of critical needs of the population are met, some specialised needs outstanding[ ] Excellent: Lifesaving relief aid has reached majority of the population.  |  |  |  |
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| 1. **Analysis of response capacity in the district**
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| 1. **Coordination arrangements in the district**
* *Clusters operational in district*
* *Coordination mechanisms and key meetings*
 |
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### BS. Basic Service Delivery Infrastructure

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| **Data collection type for this section – multiple selection** |
| [ ] **KI -** Key Informant interviews | [ ] **GD -** Group Discussions | [ ] **O –** Observation  | [ ] **SD** – Secondary data  | [ ] **FV –** Field Visits |
| 1. **No. functional health facilities in the district before and after the disaster?**

\* These categories should be adapted at country level prior to data collection\* | 1. **Status service delivery in the district post disaster**

F=FunctionalSF=Semi functionalNF=Not functional NA=Not applicable |
| **No. of functional health facilities before disaster** | **No. of functional health facilities after disaster** |
| # District/Provincial Hospital |  | # District/Provincial Hospital |  | **Health care system:** [ ] F [ ] SF [ ] NF [ ]  NA |
| **Electric power:** [ ] F [ ] SF [ ] NF [ ]  NA |
| # Health Centre/clinic |  | #Health Centre/clinic |  | **Telecommunications:** [ ] F, [ ] SF [ ] NF |
| **Waste management:** [ ] F [ ] SF [ ] NF [ ]  NA |
| # Health Post |  | # Health Post |  | **Water systems:** [ ] F [ ] SF [ ] NF [ ]  NA |
| # Maternal/Child Health clinic |  | # Maternal/Child Health clinic |  | **Education/Schools:** [ ] F [ ] SF [ ] NF [ ]  NA |
| **Law enforcement system:** [ ] F [ ] SF [ ] NF [ ]  NA |
| **Markets:** [ ] F [ ] SF [ ] NF [ ]  NA |

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| 1. **No. functional education facilities in the district before and after the disaster?**

\* These categories should be adapted at country level prior to data collection\* |
| **No. of functional education facilities before disaster** | **No. of functional education facilities after disaster** |
| # of Primary Schools |  | # of Primary Schools |  |
|
| # of Secondary Schools |  | # of Secondary Schools |  |
|
| # of College  |  | # of College  |  |
| # of University |  | # of University |  |
|
| 1. **Analysis of Service delivery after disaster**
 |
|  |

## Access

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| Humanitarian access in the district  |
| Impediments to entry into district: [ ] Yes, [ ] No [ ] DKNBureaucratic and administrative requirements for entry into the district, AND/OR constraints on transporting of equipment and relief items into the district. Hurdles or delays in the registration or government procedures for INGOs in the country.  |
| Restriction of movement inside district [ ] Yes, [ ] No [ ] DKNImpediments to freedom of movement as experienced by humanitarian actor’s in-country in order to reach affected populations and transport essential relief. And/ OR administrative restrictions. |
| Interference into humanitarian activities [ ] Yes, [ ] No [ ] DKNDirect interference (usually by political or military actors) with humanitarian activities during or after their implementation. This may include pressure to work in specific geographic area or to a specific political or military agenda. |
| Violence against personnel, facilities and assets [ ] Yes, [ ] No [ ] DKN Affecting humanitarian personnel, equipment and facilities. This may include threats of violence, coercion, theft or looting of aid supplies / workers.  |
| Denial of need or entitlements (constraints faced by beneficiaries) [ ] Yes, [ ] No [ ] DKN Refusal (normally by host government) to acknowledge humanitarian needs and/or appeal), AND/OR denial of assistance to certain communities (often based on a particular group trait, e.g. ethnicity, religion, or on their circumstances, e.g. having been displaced by a group/in a geographic area that is not recognised to be part of the conflict).  |
| Restriction and or obstruction of population access [ ] Yes, [ ] No [ ] DKN All events and practices which interfere with the ability of affected populations to access assistance and services. These may include forced population movement as well as physical or administrative restrictions that prevent affected populations (or specific individuals or groups) to access services and assistance. |