# EMERGENCY NEEDS ASSESSMENT AND PLANNING PROCESS

### **CONTEXTUALIZE & ADAPT**

- Revise known information & information gaps
- Review existing assessment capacity, tools and plans
- Define assessment strategy, coordination mechanisms & triggers
- Establish baseline

#### **DESIGN & PLAN**

- Set objectives & scope of assessment
- Establish information gaps & needs
- Adapt analysis framework
- Develop analysis & data collection plan
- Set up team composition
- Conceptualize end product(s) & sharing protocols
- Plan activites & resources

# **COLLECT & MANAGE DATA**

- Collate & structure secondary data
- Develop & test primary data collection tools
- Assemble & train field assessment teams
- Select sites & respondents
- Organize & supervise field visits
- Collect & record data
- Manage & prepare data

#### ANALYSE & DRAW RESU

- Summarize & compare
- Connect & relate
- Interpret & conclude
- Predict & forecast
- Develop objectives & select response options

## **SHARE & EVALUATE**

- Document data & methods
- Report & disseminate
- Share & protect
- Review & improve process and tools
- Adapt trainings and assessment mechanisms
- Conceptualize end product(s) & sharing protocols
- Plan activites & resources

STEP CONTEXTUALIZE

STEP DESIGN

STEP COLLECT

ANALYSE

#### Secondary Data Review report

- Assessment registry
- Assessment strategy
- Strategy coordination
- Revise ToR
- Standards Operating Procedures
- Data repository

- Secondary Data Review report
- Assessment registry
- Analysis Framework
- Analysis Plan
- Data collection plan
- Dissemination plan
- Data ownership and confidentiality protocols
- Data protection guidelines
- End product(s) template
- Budget and workplan

Secondary Data Review report, databases and folder
Summary statistics

- Assessment registry (updated)
- (Translated) Data collection forms
- Training materials & instruction package to field assessment teams
- Field assessment visits tracking sheet
- Cleaning procedures & change log
- Cleaned primary data database(s)
- Data and coding dictionary

- Key assumption checklist
- List of rival hypotheses
- Current & forecasted priority needs (sectors, geographical areas, affected groups)
- Severity of unmet needs
- Capacities & response Scenarios
- Operational recommendations
- Confidence levels
- Objectives & targets
- List of information gaps

STEP SHARE

- Tailored end product(s)
- Shared access to data & documentation
- Stored and protected data
- Lessons learnt report & recommendations for future improvement