**2.3 Needs Assessments and Analysis**

**Day 2:  10:45-11:30 (45 minutes)**

**Session Purpose:**

To explore the roles, responsibilities and accountabilities of cluster/sector coordinators, partners and stakeholders at this stage of the Humanitarian Programme Cycle.

**Learning Objectives:**

By the end of this session, participants will be able to:

* Describe the importance of needs assessment and analysis within the Humanitarian Programme Cycle.
* Contrast between Needs Assessment Framework phases in sudden onset and protracted emergency contexts.
* Identify the roles, responsibilities and accountabilities of sub-national partners and coordinators in needs assessment and analysis.
* Describe how the nutrition cluster partners and other clusters can work together to maximise the efficiency of assessment and analysis.

**Outline of the Session:**

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| **Topic** | **Time** | **Guidance note for facilitator** |
| Introduction | 5’ | Participants share experience related to assessments |
| The Assessment Framework and the Role of the NC | 30’ | Overview of the Assessment Framework phases  Assessment and analysis processes and outputs  Assessment and analysis and AAP |
| Group Work: Working Together in Assessments | 20’ | Discussion questions  Key messages |

**Session Materials:**

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| **General** | **HO=Handouts (1 per person) and**  **R =Resources (copy per instructions)** | **Electronic References** |
| PowerPoint presentation  Flipcharts  Markers | 2.4 HO Costing of the NiECG Response | * HNO Templates Guidance * IPC Guidance * MIRA Guidance * GEGA- Humanitarian Needs Assessment * NCA Guidance * Nutrition Cluster Indicator Registry * Nutrition Indicators Table * Ops Guidance Summary |

**Facilitator Notes**:

**The Assessment Framework (5 minutes)**

Show the PowerPoint with the HPC and where we are within the cycle. Note that Needs Assessment and Analysis are a critical foundation for cluster response, planning, delivering and monitoring of the context.

**The Assessment Framework and Role of the Nutrition Cluster (30 minutes)**

Then introduce the slides on the **Coordinated Assessment Framework and Phases.** Cover the Sudden Onset phases and point out:

* In Phases 1 and 2 the focus is gaining a basic understanding of the big picture. Remember that in nutrition, it often takes months for any nutrition problems to develop. No one will ask the Global Acute Malnutrition (GAM) rate at this point, but the NC may need to voice concerns about the situation deteriorating due to the circumstances. For example, the NC would not be doing anthropometric measurements in a Multi Cluster Initial Rapid Assessment (MIRA). In this phase. It would take too much time.
* In the next phases we begin planning SMART surveys… We conduct more in-depth analysis in Phases 3 and 4.
* Phase 0-Preparedness can save partners significant amount of time. It means that the cluster partners agree the roles and responsibilities of actors in future rapid assessments as well as the indicators, tools and approaches to be used when the next disaster occurs.

Review the **HNO Overview and Structure**. This helps show that the outcomes of these processes lead to a tangible product that is key to shaping the response funding and intervention priorities.

Show the PowerPoint and share that the example of the **HNO from Yemen** shows that it is possible to include the views of affected people – in this case it strengthens the HNO by validating the various needs identification exercises. The HNO is where OCHA will ask the nutrition cluster for a figure of the number of people in need. It’s more challenging for the nutrition cluster because we have to find specific groups within the population: i.e. under 5’s and Pregnant and Lactating Women (PLW).

Discuss other Inter-Sectoral Analysis tools relevant to the nutrition cluster on the PowerPoint. Action Contre Le Faim (ACF) is the global leader for Nutrition Causal Analysis (NCA). They analyse causes and pathways leading to malnutrition. They also look at how to improve nutrition by addressing the causes of malnutrition.

Cover the Roles and **Responsibilities of the Nutrition Cluster Partners and Coordinator**.

**Cluster Partners**

* Develop a common approach to needs assessments (data, tools, methodology)
* Collect and share secondary nutrition-related data
* Support joint approaches to primary data collection (surveys, etc.)
* Review quality of data and carry out a joint analysis and interpretation
* Ensure affected people’s views are collected as part of assessments
* Ensure cross-cutting issues and included in analysis
* Contribute to MIRA and HNO processes
* Regularly review and update situational and needs analysis

**NCC (and IM) should:**

* Coordinate and facilitate the role of partners in assessments
* Consolidate assessment data and present analysis through IM tools
* Share and integrate nutritional assessment results with partners, OCHA and CLA
* Contribute NC inputs into PDNA, MIRA, HNO, etc.
* Facilitate discussions around results and intervention strategies

**Assessment/Analysis and AAP**

Before introducing this slide, the facilitator could ask participants to individually or in pairs come up with specific ideas on how the cluster could ensure affected people are engaged in the assessment process. (OPTIONAL depending on time).

Some examples could be:

* Preparedness: use existing secondary data such as evaluations, reports, etc. on best methodologies and approaches for community engagements, KAPS, etc.
* Initial assessment: use KIIs with local experts, community leaders, etc. Also try informal or formal focus group sessions (limited in time and number) to quickly verify needs, preferences, etc.
* MIRA - consider means to more formally engage with communities in the MIRA process, including validation of formal assessment findings, etc.
* In-depth assessments - consider using more formal KAPS surveys, FGDs, or including questions around needs, priorities, and relevance of interventions (planned or implemented) in SMART surveys, use barrier analysis or other methodologies to identify barriers to applying good nutritional practices and adapt interventions, establish formal feedback and participation mechanisms for communities to input on nutrition interventions, etc.

**Group Work: Working together in assessments (20 minutes)**

Divide participants into five groups and assign one question per group to discuss for 5 minutes

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| --- | --- |
| Group 1: | Discuss the role of the sub-national Cluster and Cluster Coordinator in Needs Assessment |
| Group 2: | Discuss how the sub-national Cluster can work with Health, WASH and FSAC clusters in Needs Assessment |
| Group 3: | Discuss the role of the sub-national cluster and Cluster Coordinator in Needs Analysis |
| Group 4: | Discuss how the sub-national Cluster can work with Health, WASH and FSAC clusters in Needs Analysis |

There are two slides to debrief with, as necessary. Debrief the exercise drawing on participants’ experience and share your own examples to illustrate points.

Summarise the session with Key Messages.

**Key Messages:**

* Needs Assessments and Analysis are a critical foundation for cluster response, planning, delivering and monitoring of the context.
* The assessment framework helps to define information needs, timing, methodologies, tools.
* The NCC needs to facilitate the process and promote joint approaches to data collection and analysis
* This helps increase efficiency and improve quality of the analysis.
* Engagement with communities can help improve the quality and validity of assessment findings.