

TERMS OF REFERENCE JOINT RAPID NEEDS ASSESSMENT	
Area targeted	
Date	
Lead organization	
BACKGROUND OF THE ASSESSMENT	
<ul style="list-style-type: none"> • <u>Short description of the disaster and affected area:</u> • <u>Short description of any ongoing DRR/CCA/Humanitarian response and assessments already conducted:</u> • <u>Background to the Sphere India’s decision to conduct JRNA (include when the decision was taken):</u> 	
GOAL OF THE RJNA	
<p>To provide a shared and rapid understanding of the impact of (insert the type of disaster event e.g. cyclone in the State/ districts of x,y,z) that</p> <ul style="list-style-type: none"> • Identifies priority needs of the affected population • Provide approximate numbers of affected people • Identifies severely affected geographic areas within (XXXX location in India/state/ district/Blocks) • Mapping critical needs in the immediate aftermath of the extreme event (30 – 90 days) • Provides general recommendations to inform strategic decisions on resource mobilization and response planning. 	
GENERIC OBJECTIVES TO RJNA	
<ol style="list-style-type: none"> 1. Pre crisis profile of the affected area and in-crisis information on the disaster <ul style="list-style-type: none"> – Summarize information about the disaster – Outline the pre-crisis situation of the affected area – Identify the underlying factors that could influence the vulnerability of the affected population 2. Profile of the affected population <ul style="list-style-type: none"> – Collate quantitative information on the number of affected population (based on GoI/ State Govt. official figures) – Provide an overview of the post disaster situation of the affected population – Provide a cross-sectoral analysis of the likely priority needs of the affected population (WASH, Food Security & Livelihood, Shelter, Education, Health, Nutrition (Malnutrition) Protection and Early Recovery) 3. Findings and recommendations <ul style="list-style-type: none"> – Provide recommendations for immediate response (including the need for response or not) – Provide a initial response gap analysis (based on-going response and the response capacities of GoI, UN, INGO, NGO and Community) 4. Scenarios and next steps <ul style="list-style-type: none"> – Identify potential constraints for humanitarian assistance (security, logistic, accessibility, administrative) – Develop scenarios or trends on the most probable evolution of the situation – Make recommendation for any further assessment (e.g. detailed sectoral assessments etc.) 	
SPECIFICS OBJECTIVES RJNA	
<p>For each JRNA, please adapt the generic objectives to this specific assessment based on what is known about the disaster and Sphere India discussions.</p>	

e.g:

1. To identify immediate humanitarian priorities in the aftermath of natural and manmade disaster
2. To identify and analyse the critical needs of affected communities, local coping mechanisms and through an understanding of the capacities (incl. response capacities) of the authorities, to respond.
3. To map existing gaps in needs and available resources and needs.
4. To identify challenges (Geographic, political, local, logistics, social) in providing immediate relief and response.

SCOPE: GEOGRAPHIC COVERAGE AND SAMPLING

The Rapid Joint Needs Assessment will cover the following affected area (list geographic areas to be included and include map in annex X):

It will further specify what is included in the scope of the JRNA and What is not

District		Panchayat
Name of District no 1	Name of the affected Block	Name of the affected Panchayat
Name of District no 2	Name of the affected Block	Name of the affected Panchayat
Etc...		

Information will be collected on each and every geographical unit (a decision about using **block and panchayat** information will be taken by the Sphere India based on the geographic scope of the disaster). No sampling strategy will be used in order to cover all the affected area.

ASSESSMENT TASKS

1. Coordination

- Decide on assessment lead organization (Sphere India)
- Lead organization should form assessment core group (specific to this assessment) composed by maximum of 6 organizations. This should be done in the first 4 – 8 hours from an assessment trigger.
- Communication / information to Sphere India/ IAG on the progress of the assessment
- Communication to District and block level officials regarding assessment plans
- Ensure broad ownership of the Rapid Joint Needs Assessment (communication with all).

2. Secondary Data Review¹

- Collect and analyze pre-crisis secondary data to compare pre crisis and current situation of the affected area.
- Collect and analyze in-crisis secondary data to complement the primary data collection.
- Collect and analyze a 3W matrix of the ongoing response for the gap analysis
- Collect and analyze quantitative information on the affected population from government officials and sit-reps

3. Primary data collection

- Define/establish a list of affected geographical units (based on selection of panchayats and

¹Sources of information for this will include **pre-crisis information** such as population figures, demographic breakdown, poverty profile, agricultural and livelihood knowledge; qualitative information about the affected region or population from documents such as lessons learned from past events or other studies and **in-crisis information** from sources such as assessment reports, media coverage, government sit-reps, weather reports.

blocks as determined by the Sphere India/ IAG for the specific assessment). Assign organizations to these.

- Ensure that all the information collected in each geographical unit (panchayat or block) during field visits, meeting with local authorities will be compiled in one template per geographical unit (panchayat or block).

4. Data processing and interpretation

- Collate all assessment formats (i.e for all panchayats and blocks) in one datasheet.
- Production of tables, graphs and maps based on the primary data collected and quantitative information from government officials

5. Joint Analysis

- Facilitation of a Joint Analysis consultation (this would normally be expected to be very light and conducted through email and phone calls due to the time frame but could be via a meeting if possible) with multi-stakeholder, multi-sector representation.
- Based on the graphs and tables produced from the raw data (above), secondary data, baselines and pre-crisis knowledge stakeholders agree on findings, priorities and recommendations.
- Production of the findings and recommendations in a format to be shared (ppt, report etc)

6. Findings and Recommendations dissemination

- Presentation of the findings and recommendations to the IAG/ Sphere for decision-making.
- Presentation of the findings and recommendations in Government and donors meeting as required
- Dissemination of the report through a pre defined mailing list
- Publication of the report in the Sphere India website
- Sphere India Inter Agency Coordination Committee will continue debating on the analysis and progressive changes in the humanitarian situation. Core Group or separate team from members may be convened for the purpose if needed.

7. Lessons Learned workshop

- At a future time which is suitable to as many stakeholders as possible, the coordinating agency should arrange a lessons learned event in order to capture the key learning from the assessment so that this can improve future assessment tools and practice.

ASSESSMENT APPROACH AND METHODOLOGY

This assessment will follow the Rapid Joint Needs Assessment approach. The methodology is a multi sectoral and multi stakeholders approach based on the utilization of secondary data and RJNA format data collection and joint analysis of findings.

EXPECTED OUTPUT / DELIVERABLE

- Short narrative report (including map, tables, graphs, 5 to 10 pages max) which detail the assessment findings and recommendations (according to outline report)
- Presentation with the main findings and recommendations; triangulated with government assessment and plan.
- Dataset (database) with primary data collected and quantitative data compiled (available to all via Sphere India)

The administrative and logistic arrangements, such as transport and accommodation

- Agency contribution of staff, logistics for participation. Participants: Each assessor should be thoroughly familiar with the data collection process and the information elicited by each question. Each should have received notes to explain key terminologies and outline site sampling.
- Consolidation and analysis: Using expert judgment, team members assess the situation (identifying

priority needs, concerns, groups, etc.) based on formal and informal elements of the visit, and justify or expand on their conclusions.

- Report writing and dissemination to include drivers of the crisis and underlying factors, scope of the crisis and humanitarian profile, status of populations living in affected areas, national capacities and response, humanitarian access, coverage and gaps, strategic humanitarian priorities

ROLES AND RESPONSABILITIES

The **Lead organization** is in charge of the overall coordination of the assessment and responsible to provide the final report and present the finding and recommendations to the Sphere India.

The **Assessment Core Group** is a group of stakeholders who commit to support the Lead organization in the main tasks of the JRNA including:

- Review and adaptation of the Tools
- Data processing
- Secondary data review
- Collect information in each geographical unit (panchayats and blocks)

The **Sphere India member agencies** will be involved in the joint analysis process through mail or phone call. They should have a presence in the field.

Please find below the list of the organizations involved in the JRNA with their level of involvement.

Name	Roles

TIMEFRAME

The main deadline is mention below:

Activity	Start day	End Day
Decision to launch the preparation of the RJNA		
Lead organization form the Assessment Group		
Review of RJNA Assessment plan		
Repartition of the geographical unit within the assessment group		
Review of the secondary data		
Field Assessment		
Data entry		
Data processing		
First draft of the findings		
Joint Analysis		
Finalization of the fining presentation		
Dissemination of the findings and report		

The day of the disaster is considered as the day 0. This refers to the impact day of a sudden onset disaster and for slower onset events the day that the Sphere India called an emergency meeting because the situation has worsened to a degree that required action.

ANNEXES

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