OSOCC / UNDAC

Assessment & Analysis (A&A) Strategy

**1. MAIN OBJECTIVES**

Annotation (delete when finalizing strategy): Agree with UNDAC team leader on main objectives of A+A Cell). Communicate clearly the purpose and capacities of the A&A function to the UNDAC/OSOCC team..

* An initial, shared understanding of the humanitarian situation is developed and updated as required.
* The OSOCC management, the RC/HC office, humanitarian country team and government are supported in developing an operational picture of the humanitarian situation and their strategic decision making.
* Ongoing assessments are coordinated and multi-sectoral analysis effectively facilitated among humanitarian partners.

**2. MAIN TASKS**

* Manages the internal consolidation of information and joint analysis with other OSOCC functions, its cells and the RC/HC’s Office.
* Leads the coordination of assessments and collaborative analysis with clusters, agencies and the government through established coordination mechanisms including the facilitation of a dedicated working group (link TORs AWG) as required.
* Leads secondary data analysis and produces regular situation analysis reports, thematic reports, updates and briefings
* Leads planning and execution of rapid multi-sectoral assessments (MIRA)
* Manages external communication on analysis and assessments

**3. INTERNAL SET-UP**

Annotation (delete when finalizing strategy):

* Appoint within your team a focal point responsible for managing secondary data analysis and for coordinating assessments
* Allocate sufficient resources to both functions - secondary and primary data
* Ensure effective linkages and collaboration opportunities with other OSOCC functions.
* **Remote support**: Independent of the capacity on the ground, the A+A Cell should be supported remotely as best possible through the establishment of a [virtual assessment and analysis cell.](https://docs.google.com/document/d/1JixZGgkEmPzbIcgzCojULCCC_Jlz7_eeiROgc0o-nMA/edit?usp=sharing) Depending on the scale of the crisis the remote cell might be mirroring the capacity on the ground or be limited to specific bilateral support from its main partners.

MEDIUM SCALE EMERGENCY (L2 TYPE)

**For medium sized emergencies** it is recommended to have at least two persons assigned to the Cell, one call manager interfacing with the other UNDAC functions, the coordination of field assessments and liaison with external partners, and one person, ideally sheltered from the daily coordination activities, focusing on collation of pre- and in-crisis secondary data and analysis.

Technical experts:

* One A+A Cell manager / Assessment Coordinator
* One Secondary Data Analyst
* GIS Officer
* Remote support (if possible)

Other UNDAC Members (part time) as required:

* Supporting analysts
* Enumerators

LARGE SCALE EMERGENCY (L3 TYPE)

**For larger emergencies** a minimum of three persons should be assigned to the Cell assisted by volunteers supporting the tagging, consolidation and analysis of secondary data: One Cell Manager overseeing the overall analysis work and coordination with partners and other cells; one person overseeing the secondary data process and analysis; one person managing the coordination of of primary data collection; and one dedicated or roving assessment expert per sub-OSOCC

Technical experts:

* One A+A Cell Manager (link to functions): Overall management and coordination with other cells and function, liaison, RC/HC)
* One Secondary Data Manager + two on-site analysts (link to TORs)
* One Primary Data Manager + two assessment experts (link to TORs)
* GIS Officer
* Remote support (link to Virtual A+A)

Volunteer staff:

* 2-3 local analyst (with knowledge of local language)

Sub-OSOCC:

* Presence of at least 1 A+A expert (or roving)

**3. EXTERNAL SET-UP**

Annotation (delete when finalizing strategy):

* Identify the main stakeholders in terms of target audience and analysis partners
* Set-up a small dedicated assessment (and information management) working group as appropriate
* Explain at first coordination and assessment working group meetings the importance of coordinating assessments (sharing of data and findings, synchronising planned assessments, encouraging shared analysis, reducing assessment fatigue, and maximising use of available resources).
* Make A&A a recurrent briefing point during the regular coordination meetings.
* Set-up an email and assessment registry so assessment findings can be easily collected and shared.

Stakeholder platforms medium sized emergency (L2 type):

* General coordination meeting with government
* Technical coordination meeting as established

Stakeholder platforms large scale emergency (L3 type):

* Assessment Working Group (link TORs)
* Inter-cluster coordination Group
* General Coordination mtg
* A+A Cell collaborative analysis sessions
* Local coordination platforms (sub-osocc)

**4. ANALYSIS PLAN:**

Annotation (delete when finalizing strategy):

* Develop an analysis plan that identifies the key research questions, how they can be best answered with reasonable resources and what methods and tools are available to answer them. Depending on the context (operational space, time and resource constraints) emphasis might have to be put on secondary data analysis. As overall analytical structure serves the [MIRA Framework](https://www.humanitarianresponse.info/en/programme-cycle/space/document/multi-sector-initial-rapid-assessment-guidance-revision-july-2015)
* Where significant information gaps remain a multi-sectoral initial rapid assessment (MIRA) should be conducted. In larger emergencies it will be likely that a combination of ongoing secondary data analysis, the execution of a MIRA as well as coordination of ongoing and planned assessments will be required.

**ANALYTICAL FOCUS** (recurrent key research questions/information need applicable for both L2 + L3 type disasters):

Initial analysis will be focused on:

|  |  |  |
| --- | --- | --- |
| Most affected areas | Most vulnerable groups | Most urgent humanitarian problems |

|  |  |
| --- | --- |
| Initial research questions/information need first 72h  | Focused research questions/information need 1+ 2nd week |
| How ‘big’ and severe is the disaster | How resilient are the affected communities |
| How many people are exposed / affected | What is being delivered / who has received assistance |
| Who are the most vulnerable | What are the response and information gaps |
| What are their most urgent initial needs | How are needs interlinked and evolving |
| How many require humanitarian assistance | What is the feedback from assisted communities |
| How can the most affected areas be reached | Updates from the 72h outputs |

LARGE SCALE EMERGENCY (L3 TYPE)

**PHASE I** (72h):

Activation of **Virtual Assessment & Analysis Cell** to immediately initiate secondary data analysis while an UNDAC team is deploying. The A+A cell partner organisation best placed to immediately start the remote analysis work should initiate and lead the drafting until otherwise decided by collaborating partners (link T[ORs for VA&A Cell](https://docs.google.com/document/d/1JixZGgkEmPzbIcgzCojULCCC_Jlz7_eeiROgc0o-nMA/edit?usp=sharing) - needs to be updated)

**Initial Outputs**: Initial situation analysis (see link template) including estimates of areas and population exposed to principal hazard (UNOSAT), analysis of pre-crisis vulnerabilities and livelihoods, lessons learned from previous disasters.

**PHASE II** (first three days since in-country arrival):

Gradual handover from virtual to onsite A+A Cell with focus on setting up an appropriate coordination structure (AWG), zooming the secondary data analysis into the most affected areas and developing a primary data collection plan.

Main outputs:

* **Secondary Data:** Update of initial situation analysis, completion of an initial country profile (admin 0/1) + one more detailed profile of most affected admin 2.
* **Primary data**:

-> assessment coordination and harmonisation approach agreed with main stakeholders (see link [sample harmonised questionnaire](https://docs.google.com/document/d/1-T8BL9XJsLoLWuoFYhJKFqh4JTYXCd97rplXTpGtkeQ/edit?usp=sharing))

-> focus and design of rapid initial multi-sectoral approach (MIRA) agreed (see link sample assessment plan)

Design and agreement on primary data strategy best adapted to emergency context. Possible assessment contexts may include:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Scenario | Description | Opportunities + challenges |
| A | Emergency-wide joint assessment (MIRA) | Initial multi-sectoral rapid assessment under the leadership of the RC/HC and agreed with cluster leads. | * Level of preparedness
* Buy-in vs speed
* Expectations vs limitations
* Timeliness of results
 |
| B | Targeted MIRA + assessment coordination  | A MIRA is conducted in areas with clear information gaps while coordination of sectoral assessment and secondary data analysis in ongoing | * Assessment proliferation
* Informing response continuously
* More granular assessment
 |
| C | No joint assessment instead focus on coordination+harmonisation  | Emphasis on secondary data analysis as well as assessment coordination and harmonisation | * Assessment proliferation
* Dependence on data sharing willing + timeliness
* Adherence to harmonised approach
 |

**PHASE III** (week 2+3 upon arrival):

Full implementation phase during which the secondary data analysis will zoom further into the emergency and explore specific thematics and with higher granularity in geographical areas. Primary data is being coordinated and/or directly collected to address information gaps and confirm initial hypotheses. In larger emergencies A+A functions will also be supported at sub-OSOCC level.

Outputs:

* Secondary data: Ongoing analysis of most affected areas, vulnerable groups and most urgent humanitarian problems while ensuring sufficient support to sub-osoccs.
* Primary data: Briefings based on initial data from joint and harmonised assessments. Advanced draft report developed.

**PHASE IV** (exit)

In most larger emergencies ongoing needs analysis will be required beyond the UNDAC life cycle. In this case, efforts should be made to plan for a seamless transition. Following options will have to be considered:

* If OCHA is present it will take on the coordination functions established by the OSOCC and the A+A cell should be managed by the OCHA Assessment Coordinator. Continued support from partners will likely be required to maintain an effective analysis function even if reducing the tasks of the Cell.
* In absence or phase down of OCHA capacity, the A+A cell could be transferred to the RC’s office. Capacity will likely be smaller requiring a prioritisation of assessment related tasks
* In absence of any UN capacity, the cell and its tool should be transitioned to the host government. This should be accompanied by appropriate capacity building

Output

* Transition of A+A Cell agreed with RCO or Gov as appropriate

**4. Summary of Outputs of A+A Cell**

Below is a list of recommended outputs. Each output is explained in more detail in the A+A Cell toolbox. Pending on the capacity and setup of the A+A Cell some outputs will need to be prioritised.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type | Content | Phase | Priority for small teams  | Contributing Partner |
| Situation analysis | Initial overview of humanitarian impact | I | x |  |
| Exposure estimates | Initial estimates of people exposure to a hazard | I | x |  |
| Caseload estimations + Humanitarian profile | Estimates and description of vulnerable people exposed to a hazar + explanatory Note  | II | x |  |
| Geographic profiles | Analytical overview of affected districts, disaster zones or livelihoods zones | II+III | x |  |
| Thematic reports | In-depths reports focusing on an area of special interest, e.g., market functioning, protection issues in IDP camps, lessons learnt from previous responses to the country, etc. | II+III |  |  |
| Gap analysis | Information and response gap analysis | III |  |  |
| Periodic briefing packages | Updates for Humanitarian Coordinator and coordination meetings as required | II+III |  |  |
| Assessment Coverage maps | Geographic visual of assessment registry illustrating where assessments have taken place, ideally broken down by sector | III | x |  |
| Assessment findings | Preliminary results of direct observations or MIRA type assessments conducted by the UNDAC team and partners  | III | x |  |
| Assessment reports  | of direct observations or MIRA type assessments conducted by the UNDAC team and partners | III+IV |  |  |