

Rapid Needs Assessment (RNA) Report Template

I. General Information

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| Type of event: | |
| Assessment Date/s: | |
| Locations: | |
| Assessment team information: | |
| Full name and contact detail of the team leader writing the report | |

The below provides a template for writing up the needs assessment findings. Guiding questions and headers are provided in each section to be included, as relevant, based on findings.

II. Background/Situation Overview

(Background information should be included here briefly. Suggestions are listed below. Note that pre-existing, secondary information should be compiled and analyzed within 48 hours of an event, with an initial report (approximately 3-6 pages) made available within 72 hours of the emergency.)

What

- The disaster that has led to this emergency assessment
- Any relevant information about previous disasters or responses
- What was the situation before the event (relevant contextual background information, resources available)
- What is already known about the impact of the event (e.g., are there any estimated figures of total number affected? Have people been displaced? Where to? Where from?)

Where

- Geographic location
- What is the current climate?
- Describe the environment – accessibility etc., and how this will affect access of relief?

Who

- What is the average household size?
- What are the ethnic groups within the population?
- Are there any marginalized groups?
- Which community representatives can assist in decision-making?
- What are authorities doing? Are key departments still functioning? Any humanitarian presence?

III. Methodology

(Describe the methods used to collect the data and information presented in the report as well as the key participants (or participant types) involved in the processes. Sections 3.1 and 3.2 are pre-populated, with details to be added.)

3.1 Objective

The RNA aimed to help determine:

- I. Provide initial information on the scale and severity of the situation to enable decision-making on the immediate response.
 - a. Location and estimated size of the affected population
 - b. Identification of humanitarian needs and priorities of the different affected groups
- II. Highlight information gaps that need to be addressed by MIRA or other cluster-specific assessments

3.2 Methodology

The ICCG-endorsed rapid needs assessment (RNA) tool was used to collect information, utilizing key informants at each location. A total of [#] sites were assessed [remotely/in person], including [sites/villages].

The assessment team included enumerators from [organization]. Participants were interviewed as key informants (KIs) who could speak on behalf of their communities' needs. KIs included [KI types, i.e., teachers, health workers, religious leaders]. Roughly [#] KIs per site were interviewed. One form per location was filled out collectively. Women and girls were interviewed separately when asked questions related to safety/security concerns.

Direct observations were conducted as part of the assessment by enumerators [at all/some] assessed locations.

3.3 Limitations and challenges

(Describe any limitations with the assessment, any key challenges based on the experienced of field assessment on the ground (e.g., difficulties reaching certain affected areas), lack of quantitative data available, etc.)

Given the need for rapid information, findings from the assessment are not quantitatively representative, but are indicative of the situation at the time of data collection.

IV. Key Findings

Total estimated number of affected households across assessed sites

Estimated number of affected people (disaggregation by sex and age if possible)

Information/estimation of affected people with vulnerabilities

- Persons with disabilities:
- Pregnant and lactating women:
- Separated children:
- Unaccompanied children:
- Other (specify):

Impacts on people and services

- Estimated dead, injured, and/or missing:
- Estimated evacuated or displaced from assessment site:
- Summary of destroyed or damaged infrastructure/services:

Displacement within assessment locations (if relevant)

- Summary of where displaced/evacuated people are staying (estimated #s)
- Breakdown by adult male, adult female, children (if possible)

Response to the emergency to date

- What is being done so far? What assistance and by whom?

Priority needs, according to key informants

- Summary of top 5 priority needs identified by KIs per assessed location, including any key details provided

Safe Environment

- Summary of safe environment concerns, according to women and girls

V. Direct Observation findings

- Summary of any identified protection concerns identified by assessment team
- Additional important observations/remarks

VI. Recommendations

(Describe the implications from the data and suggest the next steps. State key recommendations for assistance or additional follow-up, if any. Recommendations should be articulated by cluster where relevant.)

VII. Annexes

(Included in this section should be the data collection instruments used, such as the assessment location, list of participants and photographs)

*** Maximum 10 pages are recommended for a final report. The ICCG will review and agree on key findings from the report and decide whether there is a need to initiate multi-sectoral primary data collection (MIRA) and response.**