

# MYANMAR – Multi-Sector Initial Rapid Assessment (MIRA)

## Standard Operating Procedures - SOPs (Last updated July 2023)

### The Multi-Cluster Initial Rapid Assessment (MIRA)

When a sudden onset disaster strikes, the MIRA is the agreed inter-agency approach to undertake a joint assessment and analysis of needs to inform the development of the initial HCT strategic priorities and appeals. The MIRA is comprised of two fundamental components: i) initial assessment to collect and analyze pre- and post-crisis secondary data, ii) and joint analysis to arrive at a collective vision of the humanitarian situation and strategic priorities.

### Objective

The primary objective of the MIRA in Myanmar is to provide decision support to the humanitarian community in the immediate provision of aid to populations affected by a crisis. The overall purpose is to help all humanitarian decision makers collectively understand and communicate on the nature and dynamics of a crisis in the first days after impact and to support the development of strategic humanitarian priorities. The MIRA informs and supports the design of subsequent needs assessments and analysis which are often more detailed and operational in focus.

Specifically, the MIRA supports these objectives by implementing a framework that will yield fundamental initial information on the needs of affected populations and the priorities for initial distribution of aid at the community level:

- What is the geographical extent of the affected area?
- How many people are affected, including vulnerable population groups, and by sex and age?
- How and to what extent does the crisis affect populations differently?
- How and to what extent does the crisis affect livelihoods?
- How does the crisis affect access to basic services and goods?
- Whether there are basic protection concerns for the population and in particular of vulnerable groups, including, but not limited to, women and girls and people with disabilities?
- What proportion of the population in need is reached by humanitarian interventions?
- What are the priority sectors and groups for intervention?

### Access:

- What are the logistic considerations in terms of effects of the emergency and options for response?
- What are the safety and security considerations?
- What proportion of the population is mostly affected by access constraints?

### What the MIRA can deliver:

- An initial common understanding of the most pressing needs affected areas, and groups
- A voice for the affected population
- Information to help guide the planning of subsequent assessments which are more detailed and operationally specific
- An evidence base for response planning
- An inter-agency process based on global best practices in rapid needs assessment

### What MIRA does not provide:

- Information to directly inform the design of specific and localized humanitarian interventions
- Statistically representative primary data for quantitative analysis on humanitarian needs
- A substitute for detailed or in-depth sectoral assessments

### Methodology/Sampling

#### Secondary data collection (see also RNA SOPs)

A list of pre-existing sources of information should be made during the preparedness phase. Information should be compiled and analyzed within 48 hours of an event, and an initial report (approximately 3-6 pages) based on this secondary data should be made available within 72 hours of an emergency. Sources may include, but are not limited to: cluster and partner assessments, Department of Meteorology and Hydrology and other relevant previous-government or de facto authority reports, local partners, media, UNDSS. Main questions to address are:

- Which are the affected areas?

- What was the situation before the event?
- What is already known about the impact of the event?
- What/where are significant information gaps?
- Has a similar crisis happened in this area or any neighboring areas before?
- What were the lessons learned?
- How many administrative areas are affected?
- Estimated number affected? (if available, include SADD+Disability)
- Information on pre-existing vulnerabilities
- Existing population and demographic data (if available, include SADD + Disability)
- Any other relevant information

If an RNA has already been conducted, findings from the desk review + RNA findings, can help to provide a shared situational overview among humanitarian partners regarding:

1. The scale and severity of the crisis,
2. Location and estimated size of the affected population and identification of different affected groups,
3. Likely priority humanitarian needs of the affected population over the short, medium and longer term,
4. Information gaps that will need to be addressed by the MIRA.

### Primary data collection

The MIRA aims to deepen common understanding of the situation and the impacts in various geographical settings and/or on affected groups, including:

1. Estimates of the scale and severity of the event's impact to different population groups
2. Identification of inter-sector priority needs and impact by affected groups or geographical areas
3. Forecasting of possible evolution of the crisis and the resulting needs over the short, medium and longer term.

Key informant (KI) interviews: Purposive sampling will be employed to identify KIs who have a strong understanding and population dynamics of the village/site/town they represent and who can provide information to the best of their abilities about the wider realities on the ground. Snowball sampling may be used to obtain additional KIs who have a strong knowledge of their communities.

- Size: Given that KIs are speaking on behalf of the entire affected population for the MIRA, multiple KIs per affected location (site/village/town) should be surveyed in order to best triangulate data and to ensure representation of vulnerable groups in data collection. At least three key informants should be surveyed per affected location, with KIs from more than one category (see below), including women.
- When conducted in person, the same tool or paper-based form can be used with KIs together for a more rapid data collection.

KIs may include community members/representatives who have a strong understanding of their community and can speak on the overall needs on the ground, including:

- teachers
- health workers
- community leaders
- religious leaders
- camp/site leaders
- women and sectoral groups representative (if available and willing) from PWDs and LGBTIQ+
- youth and children (with parental consent/support)
- staff members or volunteers of local organizations located within the community with knowledge of the situation
- any other relevant KI

Women and Girls Focus Group Discussions (FGDs): Additional FGDs are to be organized only with women and girls and facilitated by female assessment team members. These FGDs consist of questions around safety, security, access, participation, and services for women and girls, including those with disabilities. If time permits, two FGDs should be conducted separately, one with women and one with girls.

## Data protection and sharing

Enumerators will not record any identifying personal information on the forms or in the KoBo except for the primary and secondary (optional) contact person for follow-up, with their consent. This information is not to be shared beyond the data collection agency and/or OCHA. Other names, personal information or shelter numbers should not be collected.

Electronic forms should be submitted as soon as internet access (wifi or 4G) is available. Electronic forms should be deleted from the tablet or phone immediately after submitting/uploading to the KoBo server. Tablets and phones should be checked at the end of each day to ensure the forms have been sent and then deleted. Tablets or phones should not be left unattended and are suggested to be password-protected.

If completed on paper, hard copies of MIRA should not be left unattended in cars, nor taken home. Completed hard copies should be delivered to the assessment coordinator as soon as possible. If they cannot be delivered in hard copy, soft copies should be sent through safe online channels and then destroyed. If sent via email, files should be password protected, with the password sent separately.

Only the assessment coordinator and assessment team will have access to the full raw dataset. All final reports and shared datasets will be de-identified. De-identified, anonymized data is to be shared by the Assessment Coordinator with OCHA as soon as possible.

Pre-identified lists of key informants should be kept with local partners who have a trusted relationship with KIs, including consent to keep their information in case of a sudden onset emergency. Contact information should be kept confidential in a password-protected file, with only necessary information recorded. This information should not be shared further.

Non-disclosure agreements shall be signed between organizations/individuals collecting the information.

## Phases, Actions, and Divisions of Responsibilities

Phase	Time	Steps/Actions	LEAD	PARTICIPANTS
<b>Preparedness</b>	Before rapid escalation	Monitor humanitarian needs	OCHA	Cluster coordinators, humanitarian partners
		Compile list of pre-existing information available from partners to be used as secondary data sources	OCHA	Cluster coordinators, with contributions from the thematic advisers/working groups / AoRs
		Identify existing humanitarian responders and community support mechanisms that the response can build on	OCHA	Cluster coordinators, humanitarian partners
		Develop harmonized MIRA tools (form, KoBo)	OCHA/ NMA WG	ICCG
		Pre-identify list of focal points with technical capacity for data collection, analysis, report drafting; regularly update list	OCHA	ICCG NMA WG
		Pre-identify and maintain up-to-date local partners for MIRA data collection and response	OCHA	ICCG NMA WG
		Pre-identify and maintain up-to-date KIs in geographic areas	OCHA NMA WG	Assessment teams
		Provide trainings to stakeholders on MIRA methodology and coordination	OCHA NMA WG	Assessment teams
<b>Secondary data review</b>	(See prior RNA SOPs as relevant)  Within 24-48 hours of an event	Collect/share available secondary data preparedness, and compile and organize additional pre-and post-crisis secondary data	Assessment Coordinator	Cluster coordinators Cluster IMOs, Stakeholders/ partner organizations, with contributions from the thematic advisers / working groups/ AoRs

		Organize/analyze secondary data	ICCG Assessment Coordinator	Cluster coordinators Cluster, IMOs, Stakeholders/ partner organizations, with contributions from the thematic advisers / working groups/ AoRs
	Within 72 hours	Produce initial findings/reports based on pre-existing /RNA/secondary data	Assessment Coordinator	Field assessment team coordinator Assessment team
<b>Emergency Meeting</b>	(See prior RNA SOPs as relevant)  i) When RNA findings indicate that further information is required or a response is imminent ii) When early warning signals indicate that a required response is imminent iii) When triggers have been reached for slow onset events that indicate response is required	Review and agree on key findings of RNA and discuss whether there is a need to initiate multi-sectoral primary data collection (MIRA) and response	ICCG	NMA WG Cluster coordinators Assessment Team
		Decision to carry out MIRA	ICCG	NMA WG
		Determine specific coordination responsibilities: <ul style="list-style-type: none"> <li>Overall coordination lead</li> <li>Coordination of secondary data compilation</li> <li>Community level coordination lead and team</li> <li>Coordination of information management</li> </ul>	OCHA NMA WG	Cluster coordinators Cluster IMOs
<b>Primary Data Collection</b>	Timeline dependent on scope/sample size, number of partners, etc.	Define scope of MIRA (sites/villages/towns/ respondents sampling size, modality - remote/in-person)	Assessment Coordinator	Field assessment team coordinator Assessment team
		Re-confirm field-level relationships and prepare MIRA team	Assessment Coordinator	Field assessment team coordinator Assessment team
		Identify key informants (site/village/admin level) among local partners, community leaders, teachers, etc.	Assessment Coordinator	Field assessment team coordinator Assessment team
		Prepare mission protocols and logistics arrangements as needed	Assessment Coordinator	Field assessment team coordinator Assessment team
		Conduct MIRA	Assessment Coordinator	Field assessment team coordinator Assessment team
<b>Analysis</b>	Within 1-2 weeks following completion of data collection	MIRA data cleaning, processing, and initiate analysis	Assessment Coordinator	IMO
		Share de-identified data/analysis with OCHA/ NMA WG	Assessment Coordinator	
		Analyze primary and secondary data identifying main needs and gaps at sector level	OCHA/NMA WG	Cluster coordinators Assessment Team
		Agree on joint inter-sectoral analysis	OCHA/NMA WG	Cluster coordinators Assessment Team
		Approve jointly-defined inter-sector priority humanitarian needs and shared initial findings with HCT, ICCG, and relevant field-level partners	OCHA/ NMA WG	Cluster coordinators Assessment Team

<b>Reporting and dissemination</b>	Within 1-2 weeks following completion of data analysis and initial findings	Draft the MIRA report based on combined secondary and primary data	OCHA/NMA WG	Cluster coordinators Assessment Team
		Translate MIRA report into Myanmar	OCHA/NMA WG	Cluster coordinators Assessment Team
		Publish the MIRA report	OCHA/NMA WG	Cluster coordinators Assessment Team

## Key stakeholders and main activities

STAKEHOLDER	MAIN ACTIVITIES
Humanitarian Coordinator (HC)	- Ensures the process is launched when needed and that a joint message reflecting the collective voice of the humanitarian community is projected.
Humanitarian Country Team (HCT)	- Assigns staff from respective agencies to take part in planning, designing and implementing the assessment. - Endorses inter-sectoral analysis of MIRA findings and priority humanitarian needs.
Assessment Coordinator (AC)	- Oversees coordination of the MIRA process, encourages participation by key humanitarian actors in the assessment team and ensures production and dissemination of key MIRA outputs. - OCHA will normally take on this role, as designated by the HC.
Assessment Team (AT): Assessment Coordinator, representative or relevant organization may co-chair	- A multi-cluster/sector, interdisciplinary group (HCT, ICCG, NNGO, MRCS) responsible for supporting the design, planning, coordination and harmonization of assessments; conducting secondary and primary data collection and cross-sectoral analysis; and preparing and disseminating key MIRA outputs. - Skillsets to include: participatory and field research methods, assessment, analysis. - Aim to ensure gender balanced composition where feasible
Information Management Officer (IMO)	- Supports compilation of pre- and post-crisis information and secondary data analysis. - Manages process of entry, compilation and tabulation of assessment data; ensure comparability of datasets with other information products and requirements; and produces figures, maps, and charts. - Serves as member of the assessment team and reports to the assessment coordinator.
Inter-Cluster/Sector leads Coordination Group (ICCG)	- Ensures participation of cluster/sector members as relevant in the assessment team for planning, design, implementation, and secondary data review and analysis purposes. - Ensures collection and analysis of primary and secondary data for the first and second MIRA phases. - Ensures information management expertise for primary and secondary data analysis. - Support overall MIRA implementation.
Cluster Coordinators, with support from the Thematic Advisors/Working Groups/AoR Leads	- Participates by sharing information and/or appointing assessment experts and/or information managers for MIRA process
Field Assessment Team Coordinator (FATC)	- Appointed by the assessment coordinator, the field team leader leads the field assessment teams. - Ensures that agreed procedures and standards are used to conduct data collection, analysis and field debriefing. - Ensures findings and raw data are produced and shared with the assessment coordinator on a timely basis