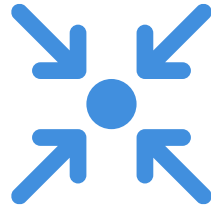


Rapid Needs Analysis (RNA) Training

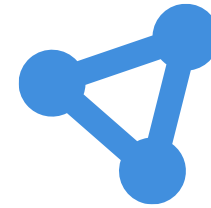
Report writing

Assessment report



What is an assessment report?

- An assessment report is a written record concerning the context and results of an assessment.



Why are assessment reports important?

- Assessment reports are important because they allow for quicker, easier comprehension of assessment results.

Components of an RNA report

Though assessment reports can vary extensively in form, they often consist of certain common components. These include:

01

General Information

02

Background/Situation
Overview

03

Methodology

04

Key Findings

05

Direct Observation findings

06

Recommendations



General Information

Type of event:

Assessment Date/s:

Locations:

Assessment team information:

Full name and contact detail of the team leader writing the report



Background/Situation Overview

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?*



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.

- Objective
- Methodology
- Limitations and challenges



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
- Impacts on people and services
- Displacement within assessment locations (if relevant)
- Response to the emergency to date
- Priority needs, according to key informants
- Safe Environment

05

Direct Observation findings

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

06

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.



Annexes

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

Final Report

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**Maximum 10 pages are recommended
for a final report**

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Thank you

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