

Rapid Needs Analysis (RNA) Training

Rapid Needs Assessment Form/Questionnaire and KoBo Application

Rapid Needs Assessment Form/Questionnaire

- Paper Form

Joint Rapid Needs Assessment Form

CAMP/ WARD / VILLAGE LEVEL – AFFECTED POPULATION

NOTE: This form is designed to be completed based on information from a variety of sources

Event and Date of Impact	
Type of Event	☐ Flood ☐ Cyclone ☐ Earthquake ☐ Conflict-related ☐ Other (Specify) _____
Affected Location (Rural/Urban)	
(i) State	
(ii) Township	
(iii) Village Tract/Town	
(iv) Village/Ward/ Camp/New displacement site	
(v) Total Population of affected site/camp/village	
Assessment Details and community contact	
Assessment Date (DD/MM/YYYY)	
Key Informant Information	
Type of informants interviewed (select all that apply)	☐ Village/Ward administrator ☐ Camp/Site leader ☐ Member of Camp/Site committee ☐ Teacher ☐ Health worker ☐ Religious leader ☐ Community leader ☐ Community member ☐ Women and sectoral groups representative ☐ Youth and children (with parental consent/support) ☐ Staff members or volunteers of local organizations ☐ Any other relevant KI _____

ကနဦးလိုအပ်ချက်မေးမြန်းခြင်း

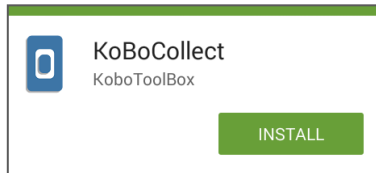
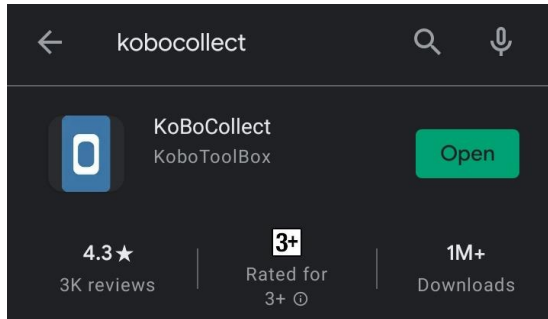
(ခေန်/ ရပ်ကွက် / ကျေးရွာအဆင့်- ဘေးသင့်လူဦးရေ)

(ယခုပုံစံသည်သတင်းရင်းမြစ်များစွာအပေါ်အခြေခံပြီးကောက်ယူရန်ပြုစုထားသည်)

ဖြစ်ပွားခဲ့သည့် ဘေးဖြစ်ရပ်နှင့်ရက်စွဲ			
ဘေးအမျိုးအစား	☐ ရေကြီး ☐ မုန်တိုင်း ☐ ငလျင် ☐ ပဋိပက္ခနှင့်ဆက်စပ်သောဘေး ☐ အခြား (ဖော်ပြရန်)		
ဘေးသင့်နေရာ (ကျေးလက်/မြို့ပြ)			
(i) ပြည်နယ်/တိုင်း			
(ii) မြို့နယ်			
(iii) ကျေးရွာအုပ်စု/ မြို့			
(iv) ကျေးရွာ/ ရပ်ကွက်/ ခေန်/ နေရာရွှေ့ပြောင်းမှု အသစ်			
(v) ဘေးသင့်လူထု စုရပ်/ခေန်/ ကျေးရွာရှိ လူဦးရေစုစုပေါင်း			
စစ်တမ်းကောက်ယူမှု အသေးစိတ်အချက်အလက်များနှင့် လူထုအဆက်အသွယ်			
စစ်တမ်းကောက်ယူသည့်ရက်စွဲ (ရက်/လ/နှစ်)			
အဓိကသတင်းအချက်အလက်ပေးသူ၏ အကြောင်းအရာ			
တွေ့ဆုံမေးမြန်းခဲ့သော သတင်းအချက်အလက်ပေးသူ အမျိုးအစား	☐ ကျေးရွာ/ရပ်ကွက်အုပ်ချုပ်ရေးမှူး ☐ ခေန်/စုရပ်ခေါင်းဆောင် ☐ ခေန်/စုရပ်ကော်မတီဝင် ☐ ဆရာ/ဆရာမ ☐ ကျန်းမာရေးလုပ်သား ☐ ဘာသာရေးခေါင်းဆောင် ☐ လူထုခေါင်းဆောင် ☐ ကျေးရွာလူထု ☐ အမျိုးသမီးများနှင့် ကဏ္ဍအလိုက်အုပ်စုကိုယ်စားပြုသူများ ☐ လူငယ်များနှင့် ကလေးများ (မိဘအုပ်ထိန်းသူ၏ ခွင့်ပြုချက်ဖြင့်) ☐ ပြည်တွင်းအဖွဲ့အစည်းများမှ ဝန်ထမ်းများ (သို့) ☐ စေတနာ့ဝန်ထမ်းများ ☐ အခြားသက်ဆိုင်မှုရှိသော သတင်းအချက်အလက်ပေးသူများ		
တွေ့ဆုံမေးမြန်းခဲ့သည့် အမျိုးသားအရေအတွက်			
တွေ့ဆုံမေးမြန်းခဲ့သည့် အမျိုးသမီးအရေအတွက်			
ဆက်သွယ်ရန်တာဝန်ခံ၏ အမည်နှင့် တာဝန် (သဘောတူပါက)			
(i) ဆက်သွယ်ရန် တာဝန်ခံ - အမည်နှင့် တာဝန်			
(ii) ကျား/မ			
(iii) ဖုန်းနံပါတ်			
ဘေးဒဏ်သင့်လူထုဆိုင်ရာ အချက်အလက်အကျဉ်း			
စုစုပေါင်း ဘေးဒဏ်သင့် အိမ်ထောင်စုအရေအတွက်			
ဘေးဒဏ်သင့်သူများ	ကျား	မ	ပေါင်း
• ကလေး (၆ လအောက်)			

KoBo Toolbox

- Mobile app & Web form

A screenshot of the KoBoToolbox web form titled 'RNA Form (DEC2022)'. The form is displayed in a web browser window. The URL is https://ee.humanitarianresponse.info/x/qDfGgwV1. The form includes a language selector set to 'English' and a printer icon. The form fields are as follows:

NOTE: THIS FORM IS DESIGNED TO BE COMPLETED BASED ON INFORMATION FROM A VARIETY OF SOURCES	
EVENT AND DATE OF IMPACT yyyy-mm-dd	
TYPE OF EVENT none selected	
STATE/REGION none selected	TOWNSHIP none selected
VILLAGE TRACT/TOWN	VILLAGE/WARD/CAMP/NEW DISPLACEMENT SITE
TOTAL POPULATION OF AFFECTED SITE/CAMP/VILLAGE	

1. Assessment details and community contact

What is KoBo Toolbox?

User Guide (Distributed before training for advance installation of KoBo Application)

- Kobo is a free open-source tool for mobile data collection, available to all.
- It allows us to collect data in the field using mobile devices such as mobile phones or tablets, as well as with paper or computers.
- Use difficult field environments, in support of needs assessments, monitoring and other data collection activities.
- Submitting information electronically ensures the data gets back to the office as quickly as possible. It means we can understand needs faster and organize help more quickly.

Data Collection

Support the full data collection cycle - form design, data collection and analysis. Just follow the steps below.

- It is much faster. Data does not need to be transcribed from paper to computers before it can be analyzed. Some analyses can be applied within minutes of the data being collected
- It is much more accurate. Enumeration errors are minimized because of the data validation that can occur in real time as data is collected. Transcription errors are entirely eliminated
- It is optimized for humanitarian work. It works offline, is easy to use (requires no technical knowledge to manage and enumerators can be trained within minutes), and can be rolled out rapidly in even the harshest or remotest situations. If all else fails, paper forms can be used as a backup and integrated with other data

Data Submission

- The preferred method of submission is to send your forms via the Kobo App/webpage.
- This can be done in either English or Myanmar language.
- Hard copies of paper forms should be returned to OCHA's office as soon as possible.
These paper forms can also be scanned and sent to ochamyanmar@un.org

Data protection

Electronic forms

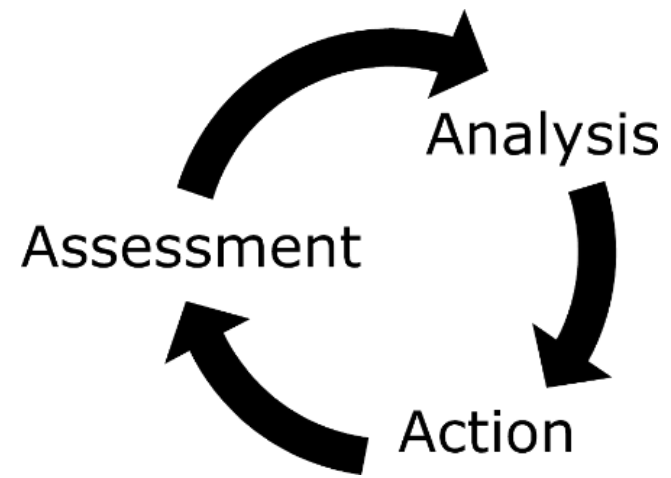
- Electronic forms should be submitted as soon as you have internet access (wifi or 4G).
- Electronic forms should be deleted from the tablet or phone immediately after submitting to the database.
- Tablets and phones should be checked at the end of each day to ensure the forms have been sent and deleted.
- Do not leave tablets or phones unattended.
- Except for the primary contact for follow-up, do not record any information identifying individual cases in the form.

Data protection

Paper forms

- If you completed assessments on paper, please keep these completed hard copies with you at all times. Please do not leave them unattended in cars. Do not take forms home.
- Forms should be photographed or scanned and submitted to OCHA as soon as possible.
- Completed hard copies should also be delivered to OCHA as soon as possible. If they cannot be delivered to OCHA they should be emailed in soft copy and then destroyed.

After the assessment



Analysis

- Data will be submitted to OCHA via the digital form or on paper. OCHA will coordinate analysis of the information.
- This involves comparing results from different locations and/or groups to identify similarities and differences to improve understanding of the situation.
- Experts in the various sectors/clusters will assist in this analysis, bringing different perspectives.
- It might also involve a review of relevant secondary data.
- A final report will be prepared by OCHA and shared with the humanitarian partners so that there is a common understanding of needs.

What comes next?

The information you collect will help us decide:

- Whether the Government or humanitarian community should intervene, and what value our intervention would add to the response?
- What should the nature, scale and details of the intervention be?
- How should the organizations prioritize and allocate resources strategically?
- What practical considerations should the response incorporate?

Installing KoBoCollect and using the KoBo web-form

Please Note:

- ✓ Installation is much smoother if you use Wi-Fi connection (versus mobile data).
- ✓ KoBo functions only with Android phones.

Step 1: Install KoBoCollect on your mobile device

1. Go to Google Play store (in Applications).
2. Search for 'KoBoCollect'.
3. Download and Install the application.
4. Configure and set up the mobile phone with the KoBo server configuration details (to know these parameters, kindly contact OCHA Myanmar).

Step 2: Access to the KoBo web-form

1. Go to <https://ee.humanitarianresponse.info/x/m9m23A8M>.

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Thank you

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