

Rapid Needs Analysis (RNA) Training

RNA Methodology and Key Guidelines

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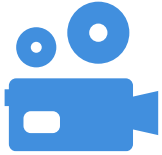
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Humanitarian Principles and Data Collection



Humanity

- Show respect and dignity
- Obtain informed consent
- Explain the purpose



Neutrality

- Be sensitive to possible biases of interviewers and interviewees
- Establish diverse teams



Impartiality

- Collect data to determine humanitarian needs
- Be objective and consistent



Independence and confidentiality

- all discussions related to the assessment as strictly confidential.

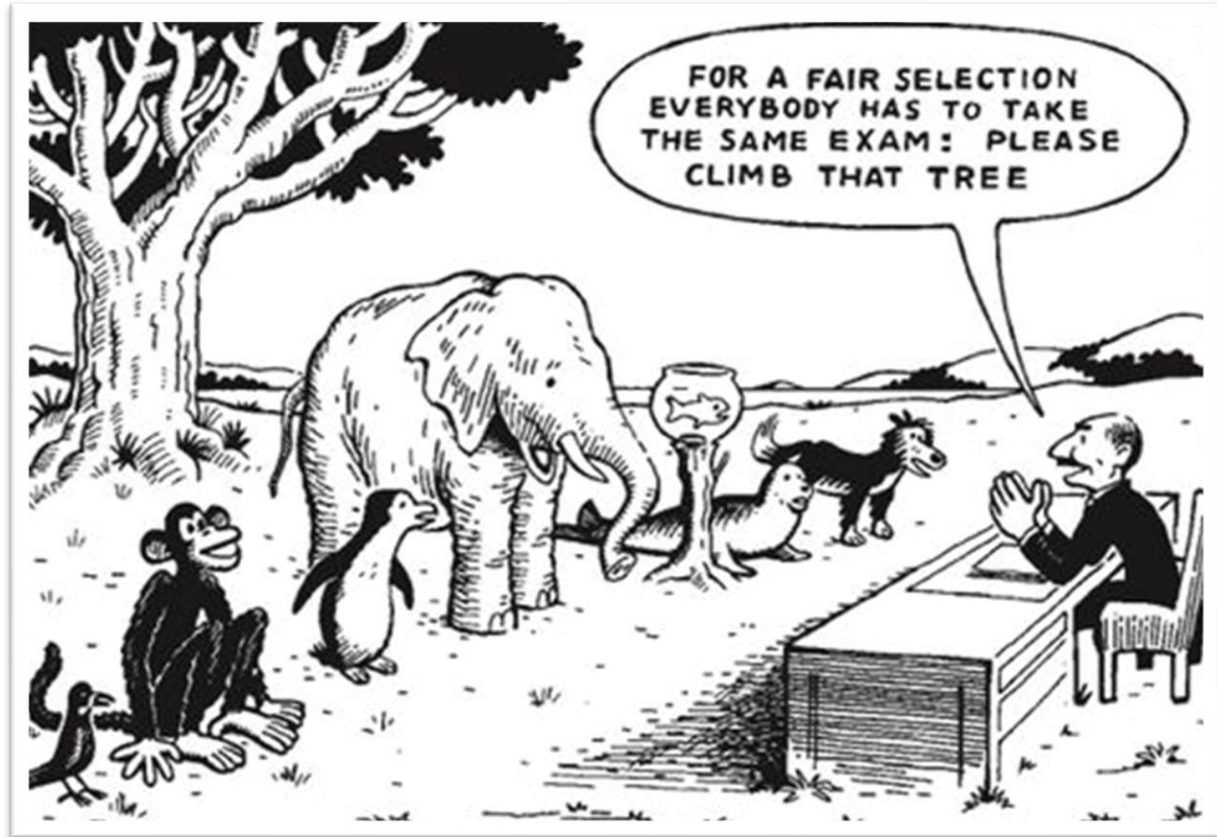


Relevance of context

- Understand the environment
- Use appropriate language

What is bias?

- Intended and unintended interpretive deflections from the real situation/condition that a needs assessor encounters
- Bias can come in many forms
- All people are biased! Both interviewers and interviewees



Context

Variety of sources

- Crises affect different groups in different ways.
- Make sure you speak to a wide range of people so that all age and gender demographics are represented. This helps us overcome natural bias.
- Where ever possible, it is better to speak to different groups separately so that everyone feels comfortable.

Language

- Use the most appropriate language you can. Include translators on each team.

Location and local context

- Try and familiarise yourself with the locations where you will be working and any issues in these areas.

Characteristics of a good enumerator

- Respectful
- Good listener
- Understanding
- Interested
- Knowledgeable on the subject matter and location
- Clear in explaining the purpose of the assessment
- Takes time and concentrates
- Comfortable with meeting and talking to new people
- Flexible
- Strong communication skills

What is the scope of this RNA?

- Within days of a disaster striking, the authority will decide to initiate a Rapid Needs Assessment. (Within 2 weeks)
- The Authority and the UN/INGO have agreed to use RNA form.
- The information will be collected at camp/village/ward level.

Assessment Teams

- Teams should include a variety of staff with different specialties, including at least one protection staff.
- Teams should have a mixture of women and men, national and international staff from the concerned authority, the humanitarian community and civil society.
- There should be female and male interpreters with appropriate language skills.
- From the humanitarian community's side, teams have already been identified to join the assessments.
- The authority will also allocate staff to participate.

Preparation for primary data collection

- At the end of each site visit, each assessment team should complete one combined form for each camp/ward/village visited.
- Therefore, teams need to allocate time before they depart to decide how they are going to divide up the work in each location. Decide which team member will be looking at what issues/groups.
- Teams should prepare by discussing how they will conduct the assessment, how they will compare their information afterwards and how it will be compiled into a single form for submission for each site.
- Make sure you allocate enough time to combine your information before moving on to the next site.

Before

- Assessment Coordinator (AC) to organize the teams and appoint Team Leaders (TL)
- AC to ensure the gender balance of the team and diversity (Language, Sector/Cluster)
- Inform relevant local authority, camp Leaders, CSOs, Religious Leaders depending on the context
- Prepare a key message about the assessment (objective, area, members, duration)
- Know Protection focal person to be informed/referred, in case if needed
- AC to ensure team members are familiarize with the format/application.
- Bring area maps, GPS and camera if possible, multi-purpose communication devices
- At least one of the team members should be familiar with the local context.
- Divide the tasks amongst team members, specially to identify interviewer and note taker.
- Decide whether the information gathered will be collected initially in paper form or directly in the application and who will be the responsible for both options.
- Use the same methods
- TL to ensure the team records access routes, travel time and other logistical tips of the assessed areas to support future plans.
- Safety and security measures esp mine risk, dealing with MAF, EAOs,
- COVID- 19 precaution measures (mask, hand gel, gloves, PPE)

During

- Inform consent for conducting the assessment
- Introduce the team, (objectives, organizations, the expected length, etc.)
- Hold the FGD or KII in a place that put the respondents at ease (ensure safe, secure and private environment)
- Pay attention in the choice of the key informants, specific needs of women/girls
- Respect the local customs **(Do's and Don'ts)**, behaviors and beliefs.
- Show empathy, serious attitude and friendly behavior, establish rapport and inspire confidence and trust.
- Inform colleagues from the Protection Cluster or specialized department (Social Welfare) if key protection risks observed such as Child Protection and Gender Based Violence and do not take names of the survivors in case of violence/abuse of women/children

During continued-

- Speak clearly with a professional tone
- Avoid using humanitarian acronyms
- Listen carefully, avoid interruption
- Record the information/data properly, clarify if needed.
- Be sensitive to time
- Be alert to behaviors and non-verbal signs
- Ensure the translator understand the important tips, in case of using translation
- Give key informants the opportunity to ask questions or share their thoughts on issues
- Be ensure not to give commitment

After

- Express gratitude to the community (including CSOs, Religious leaders who assist the assessment team) for their time and efforts
- Make direct observation for assessing the situation on the ground (any areas mentioned during FGD and make notes on observation e.g. if the group mentions overcrowded shelter, try to observe the shelter)
- Make sure all required information/data is collected and the same understanding on the findings from the assessment team.
- Ensure that each form or application is filled in the same day to avoid missing information, TL to undertake the final check and to send through KoBo (scanned forms should NOT be sent).
- FATC to gather daily findings from each assessment team. Convene a final meeting to analyse all findings and agree on key recommendations in the assessed area.

Data Collection Methodology

How will the information be gathered at the camp/village/ward level ?



Key informant interviews



Group Discussions



Direct Observation

Key Informants



- Key informants are individuals we speak to in order to get information about the impact on the ground.
- A key informant interview is really just a conversation with a selected individual
- They can be people with official positions (e.g village administrator) or they can be members of the community, but they should always be people who know the community
- Some key informants will have a wider range of information than others.
- Their information will be combined together to give an overall picture of the situation.

Group Discussions



- Sometimes it is more appropriate to discuss things in a separate group
- This may be especially true for women who may feel more comfortable speaking only in the presence of other women
- Keep these groups as small as possible so that you can ask follow-up questions

Direct Observation



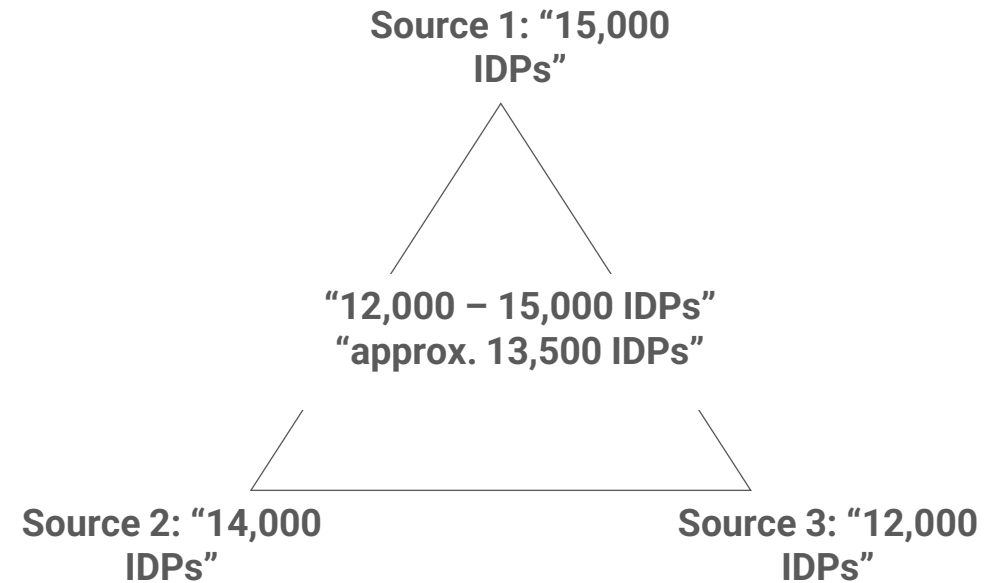
- An effective assessment requires consciously using, and recording, what we see, hear, and smell to shape our understanding of a situation.
- Observation is also a good way to crosscheck people's answers to questions
- Make sure you walk around the area yourself to explore the situation.
- Don't just stick to the main road, walk down side streets/alleys, if you can do so safely, in order to get a full picture.

Use a variety of sources

- The **camp/village/ward level** form is designed to be completed based on information from a variety of sources including men, women, girls, boys and vulnerable people.
- It is not necessary to ask every question to every person. We are using a sampling approach.
- Different people will know more about different issues and can add different things to the overall picture.
- Questions about priority needs should be asked to representatives from many sections of the community to ensure we get a good snapshot.

Triangulation

- Teams will have to triangulate the information by speaking to a diverse range of people
- It is good to use a variety of methods including key informant interviews, small group discussions and your own direct observations.
- Enumerators should then cross-check by discussing what they have been told with the other members of their team, before merging and submitting the data.
- In every assessment there will be a variety of views, needs, priorities. This is OK.
- Make sure you note if different groups answered the questions differently or expressed different needs.



How will the data be recorded?

- Data for this assessment will be collected and recorded initially on paper by individual team members. Take your own notes in your notebook.
- They will then come together and combine their information into a single form to be submitted for each location.
- The final forms can be submitted on paper or electronically using the Kobo application.
- Only one person will need to upload or submit the final form – most probably the team leader.

Introductions and accountability

Tips and guidance

- Introduce yourself and what you are doing. Make people feel comfortable sharing information with you.
- Remind informants that their responses are confidential.
- We do not record names except for one contact person in each location for further follow up.
- Explain that this is an initial assessment and will serve to help plan for future interventions. Teams may return at a later date to collect more detailed information.

Asking good questions

Tips and guidance

- ✓ For this kind of assessment, it is critical that you think creatively about asking questions
- ✓ Rather than sticking to the exact questions in the assessment form, ask things in a more open-ended way:
 - How are you coping? What about your children?
 - What problems are you having?
 - What are your most important needs?
 - Do you have any particular concerns?
 - Is there anything you're particularly worried about?
 - Can you get to the market? Is there anything to buy?
- ✓ Ask plenty of follow-up questions if you need clarification

Asking good questions

Tips and guidance

- ✓ Don't use jargon or acronyms when asking questions
- ✓ If you come across information that you think is relevant for us to know but no questions are relevant to the subject, just record it in the “additional information” section at the end.
- ✓ If you are in doubt about whether to include something, feel free to discuss this with OCHA directly either by phone or in person.

Safe Environment

Tips and guidance

- It is especially important that the Safe Environment questions are answered based on information from a cross-section of the community including men, women, girls, boys, people with vulnerabilities/disabilities, leaders and community members.
- Be mindful of the situation facing the people you are interviewing. These are sensitive questions and should be asked in the appropriate context.
- Try to ask these questions in a private area.
- Remember we are not recording information about individual cases!

Threats and risks

Tips and guidance

- Remember that there may be different kinds of risk or threat that you have not thought of.
- You can use direct observation to identify environmental or infrastructure hazards.
- Consider things such as dangerous shelters or unstable buildings, health risks, risks associated with GBV, access to drinking water and latrines, sleeping conditions, presence of military, police; presence of traffic, wild animals, rising flood waters; accessible walkways or bridges.
- Ask yourself: How are people with disabilities moving safely?
- Ask yourself: How are women or children coping?

What do you do if someone reveals rape or sexual assault to you?

- Respect the survivor's confidentiality. Do not report the incident to anyone unless the survivor agrees.
- Is there is a Protection staff member on the team?
 - IF YES:** Ask the survivor if you can bring that person into the conversation. The protection staff will manage it from there.
 - If NO:** Ask the survivor if she is in need of immediate medical care. If the rape occurred very recently (within the past 120 hours), explain that during this period of time it's crucial to get medical care to prevent pregnancy and disease. If the survivor agrees, call the GBV Focal Point to get the best referral for the case. Do not assume that the closest health facility is the best referral.
- If you have other questions about the situation or how to help the survivor, you should call the GBV Focal point.

Cont.

What do you do if I encounter someone who is in urgent need of medical assistance?

- In case your assessment team encounters an emergency medical case, kindly inform the nearest government health service provider.

What if people approach you about individual cases related to vulnerable people?

- Do not record any sensitive information that might identify individual vulnerable people in the form. You can take your own separate note of their contact details and refer their case to the appropriate focal point on your return or from the field if it is an emergency.

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Thank you

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