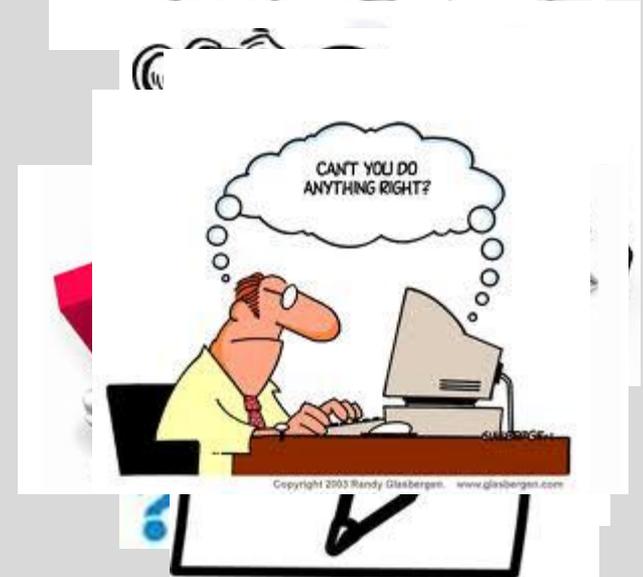


# Assessment Planning

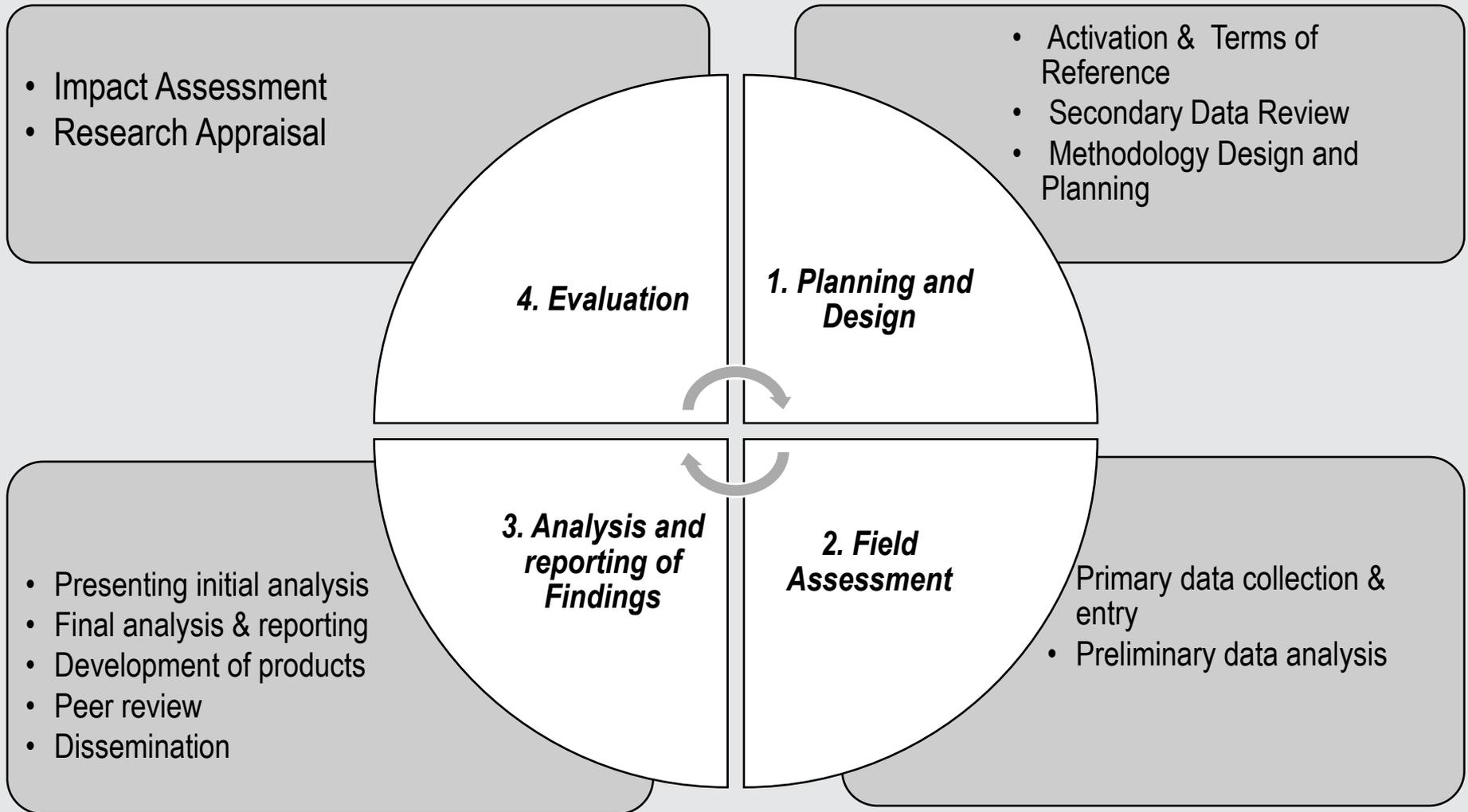
**Gaziantep, 18 January 2015**

# Critical steps in an Assessment

- Assessment and IM working group
- Secondary Data Analysis
- Assessment methodology and tool agreed as a group
- Assessment teams/partners
- Site selection
- Team Composition
- Logistics and administration
- Training on data collection tool
- Data collection
- Data Entry
- Data Analysis
- Reporting findings and recommendations



# Assessment Life Cycle



# Assessment Terms of Reference > Plan

Terms of reference (ToRs) outline assessment:

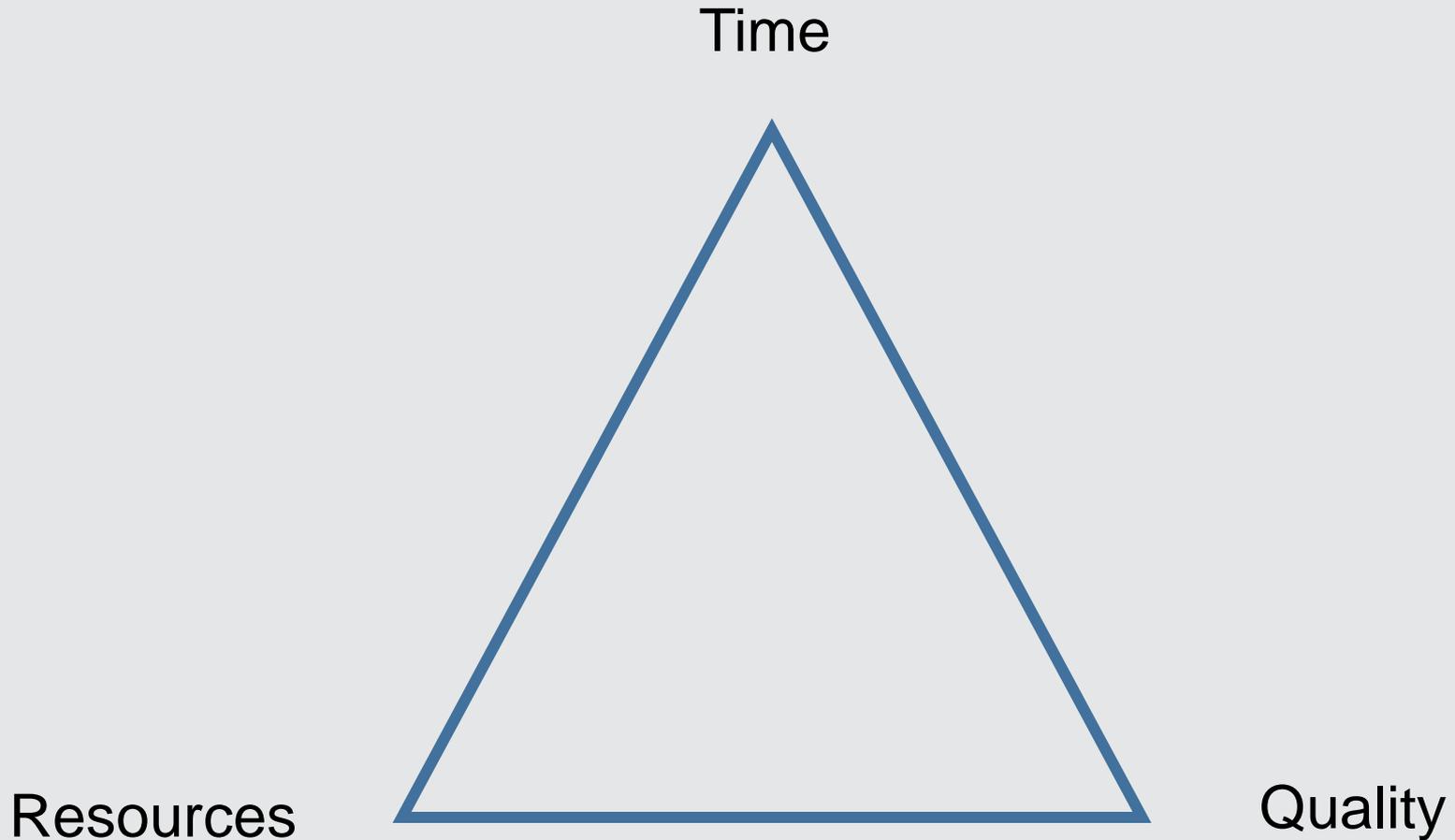
- Design
- Implementation
- Verification

A documented basis for:

- making future **decisions** and for
- **confirming** or **developing** a **common understanding** of the **research** among all stakeholders.

***What we specify in the ToRs is what we get!***

# Assessment Terms of Reference > Plan



# Typical mistakes to avoid when writing Terms of Reference

- Cutting and pasting from similar ToRs without thorough needs analysis.
- Loss of focus on the objective.
- Over-stipulation of the requirement.
- Under-stipulation of the requirement.
- No defined outputs.
- Over-prescriptive leaving little or no room for innovation and professional judgment.
- No defined quality standard.

# Assessment Plan Structure

## DESIGN & PREPARATION

1. **Background** and rationale for information need
2. **Institutional framework** (use of findings)
3. **Objectives**
5. **Methodology**
6. **Data Analysis framework**
7. **Team composition** (roles and responsibilities)
8. **Administration & logistics**
9. **Primary data collection training**

## IMPLEMENTATION

9. **Data collection**
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# Assessment Work Plan

AWG/TWG – Info needs

Analysis plan - SDR – PD needs

Methodology – Sampling – Tools

PD plan - Training/testing – Adm & Logs

SDR - PD collection – Data mgmt

Analysis – Initial - Joint

Visualise – Map - Report

Disseminate

Time





# Assessment Plan Structure

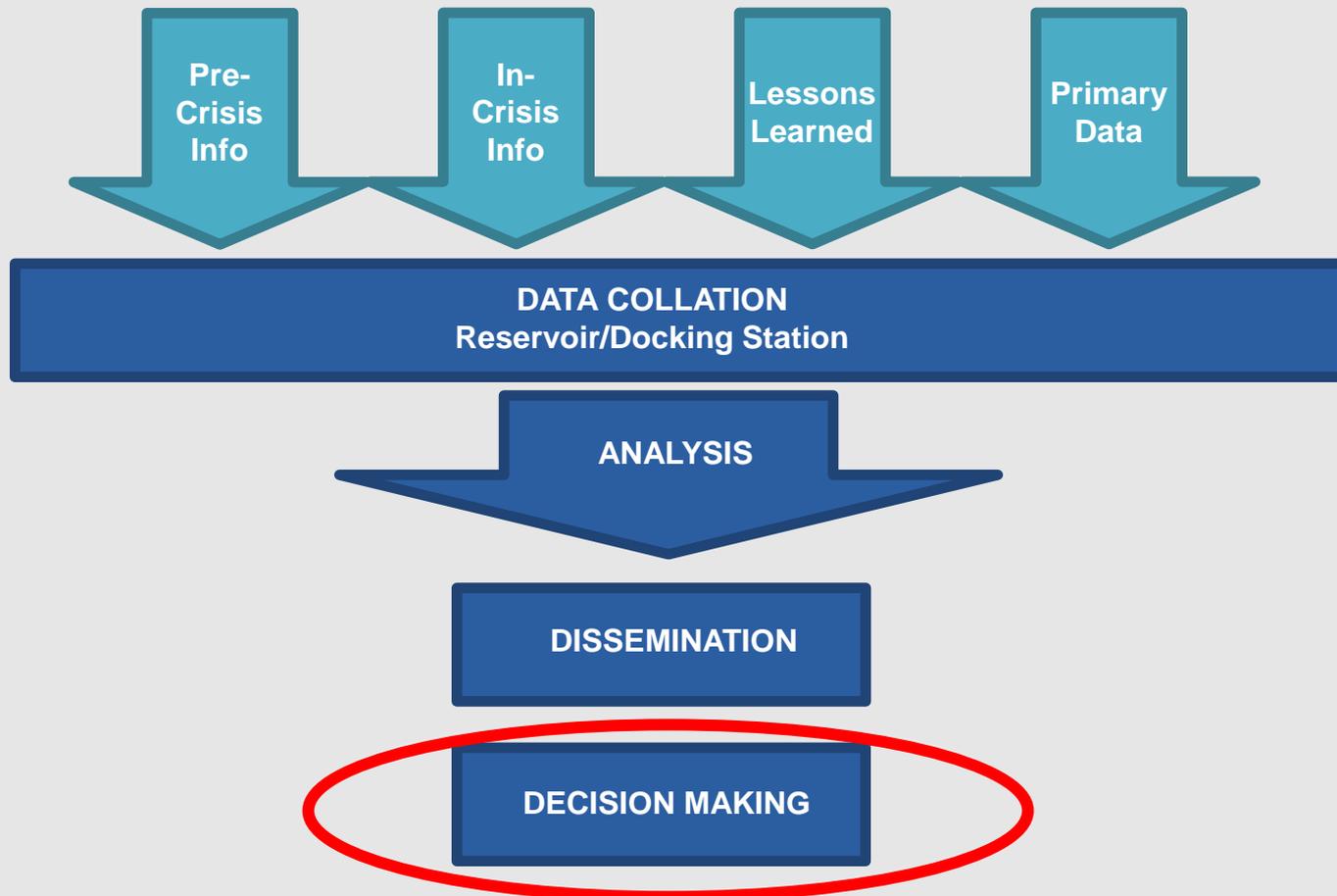
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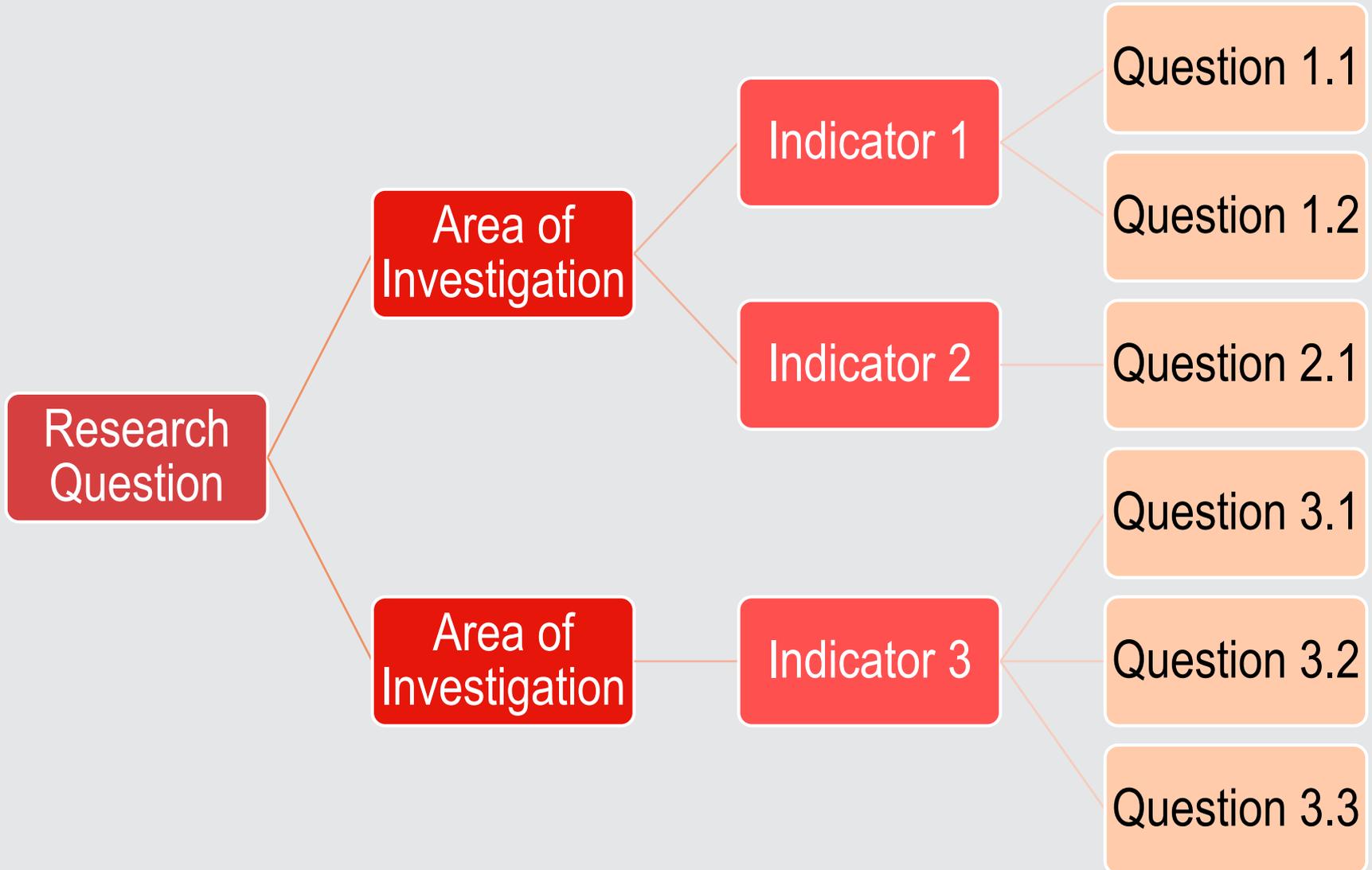
# What is the overall objective of our assessments?



# Who are the decision makers?

- HC/RC, HCT
- OCHA Office
- OCHA HQ
- UN Agencies
- Sector/Cluster leads
- National Government(s)
- National Response Structures, etc.
- NGOs
- Bilateral response
- Diaspora
- Affected communities
- Regional organisations (EU, ASEAN...)
- Private sector
- Media

Objectives > research questions  
> indicators



# Indicator list

		CROSS-CUTTING THEMES		
		Protection	Gender	Age
TYPE	INDICATORS			
General	% of individuals by current residence in governorate/district/sub-district			
General	% of HH by time of arrival of <b>first</b> HH member			
General	% of HH by time of arrival of <b>last</b> HH member			
General	% of HH by time of arrival of first HH member in district			
General	% of HH by original district of origin in Syria			
General	% of HH residing in other districts since arriving - by most recent other district			
General	% of HH that are registered/unregistered			
General	% of HH where at least one member holds a identity card			
General	% of HH where at least one member holds a residency card			
General	% of individuals by age group and gender	x	x	x
General	% of individuals with a permanent disability by type (physical, mental, visual) and gender	x	x	
General	% of HH by head of household specifics (female-headed HH, child-headed HH, elder-headed HH)	x	x	x
General	% of HH caring for unaccompanied minors (aged 0-17)	x		x
General	Average number of unaccompanied minors (aged 0-17) per HH	x		x
General	% of HH that have immediate family members remaining in area of origin			
Intentions	% of HH intending to move within district/to other district/other governorate			
Intentions	% of HH intending to move within KRI - by reason(s) why			
Intentions	% of HH intending to move within KRI- by time of planned move			
Intentions	% of HH intending to leave for district of origin/not of origin/other country			
Intentions	% of HH intending to leave - by reason(s) why			
Intentions	% of HH intending to leave - by time of planned move			

# Data collection methods

Now you know your:

- Objectives,
  - Research questions and
  - Indicators
- it is time to select your method of data collection

***NB: never select your method before you know what you want to measure!***

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# Assessment Plan

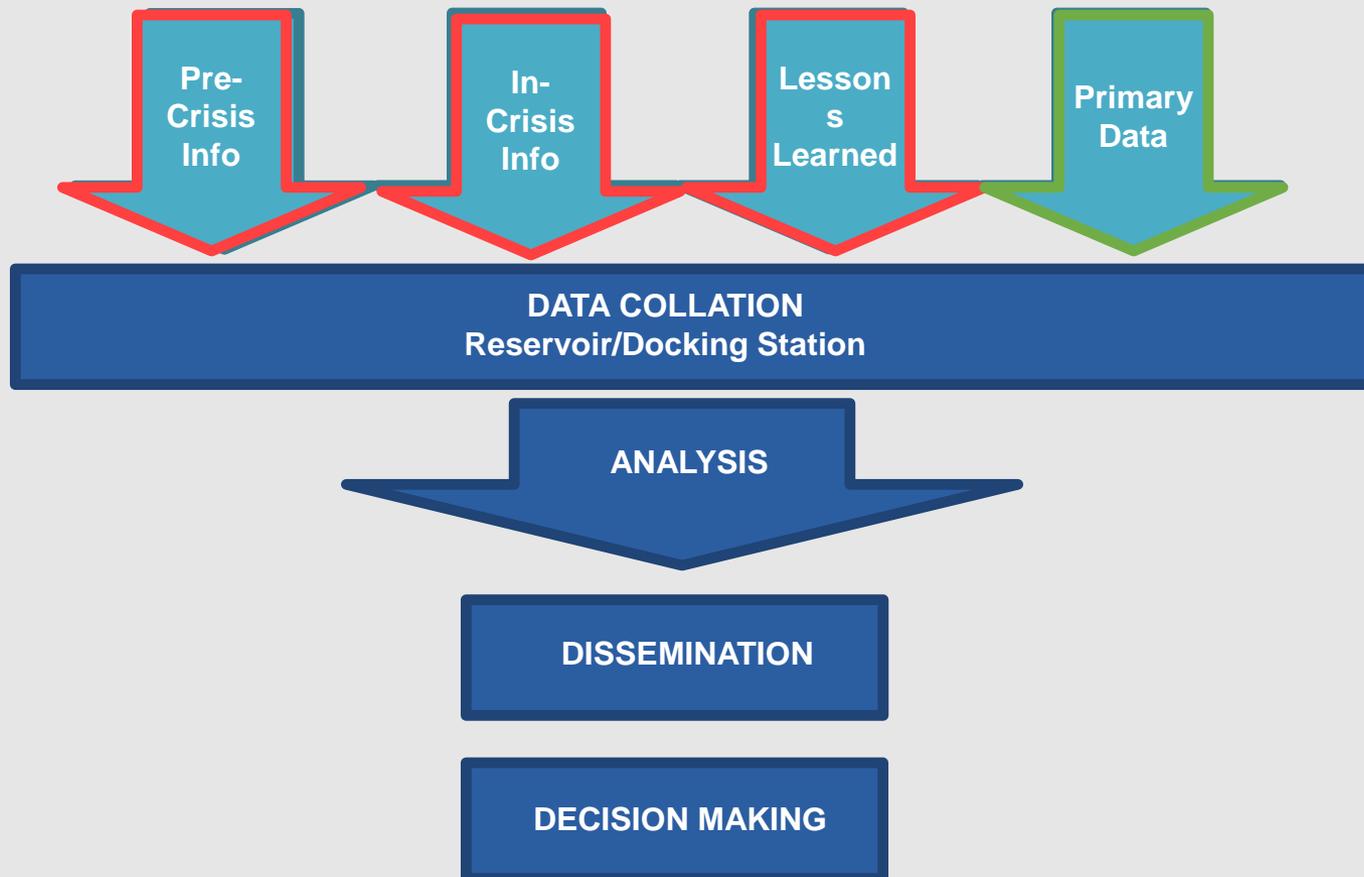
## Methodology

- Population of interest
  - Geographical scope – area assessed
  - Unit of measurement – village, sub-district
  - Population groups
- Secondary data review
- Primary Data Collection
  - Method – e.g. Key informant interviews, direct observations, other method
  - Sampling – how you select your respondents and what area/population they represent
  - Tools – e.g. questionnaires, questioning routes, checklists



# When developing your methodology, first always ask:

Does data already exist that enables us to measure our indicators/fill our information gap?



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# Roles and responsibilities

Team composition > Roles and responsibilities > will be covered in detail in the next session >

Key considerations:

1. Who is responsible for what
2. Reporting lines
3. Numbers of teams/team members needed to cover selected sites within given time-frame
4. Technical and functional skills required
5. Language skills
6. Gender composition

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# Administration & Logistics

- Transport
- Communications and equipment
- Accommodation & venues
- Cash and admin
- Visa and travel permissions
- Interpreters
- Team and personal equipment
- Security and safety information for the team before their arrival
- Government approval



# Assessment Plan Structure

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# Training & testing

## Should cover:

- ✓ **Terms of reference** for the assessment
  - ✓ Methodology
  - ✓ Tool(s)
- ✓ **Terms of reference** for each team member
- ✓ **Logistical arrangements** for the assessment
  - transport, accommodation, etc
- ✓ **Security** - existing situation and procedures during the assessment

# Assessment Plan Structure

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# Data collection

Should factor in the following:

- ✓ Data collection management arrangement - communication with data collection teams
- ✓ Allocation of assessment teams to specific locations;
- ✓ Proposed itinerary of visits to specific locations;
- ✓ If mobile data collection, arrangements for uploading of finalised forms
- ✓ Time to allow for fieldwork at each location;
- ✓ How teams will travel;
- ✓ Time to allow for travel; and
- ✓ Where teams will eat and sleep.
- ✓ Security rules and regulations
- ✓ Debriefing arrangements

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# Data management & analysis

- Database design
- Data entry >> or monitoring
- Data cleaning
- Data analysis
  - Secondary data
  - Primary data

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# Documentation (archiving) of research process

## Example:

- *ToRs*
- *Analysis Framework*
- *Data collection tool(s)*
- *Meeting Minutes*
- *Raw Database (soft copy)*
- *Clean Database (soft copy)*
- *Data Cleaning Logbook*
- *Presentation(s)*
- *Report*
- *Maps*
- *Official endorsement/communication (e.g. key emails)*

# Assessment Work Plan

## Assessment Planning

Assessment Planning				Week 1					Week 2					Week 3					Week 4																
				M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					
				0	0	0	0	0	0	0	0	1	1	1	1	1	1	1	1	1	1	1	2	2	2	2	2	2	2	2	2				
				1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8				
				Responsible																															
				Actions	Outputs																														
<b>1</b>	<b>Assessment Design</b>																																		
1.1	Objectives, information needs and scope																																		
1.2	Analysis Plan																																		
1.3	Site selection																																		
1.4	Tool design																																		
1.5	Team Composition																																		
1.6	Admin & logistics																																		