

# Assessment Roles and Responsibilities

# Objectives

- Understand the overall roles and responsibilities of all actors involved in assessments.
- Identify the linkages and interactions between different actors for a successful coordinated assessment.
- Understand the advantages and challenges having multiple actors with different mandates participate in an assessment in a collective effort

# Cluster/Sector Coordinator

- Supports inter-cluster/sector assessments
- Coordinates assessments of cluster/sector members
- Promotes the use of tools for harmonized assessments
- Sets out standards for cluster/sector assessments
- Promotes joint assessments within the cluster/sector
- Shares assessment data within the cluster/sector
- Supports cluster/sector analysis

# Humanitarian Coordinator

- Appoints assessment focal point for initial assessment
- Coordinates assessments undertaken by clusters/sectors
- Promotes the use of tools for harmonized assessments
- Shares assessment data across clusters/sectors
- Supports inter-cluster/sector analysis
- Prioritizes needs and decides on strategic priorities

# Cluster/Sector Member

- Shares information on assessments with clusters/sectors
- Uses tools for harmonized assessments
- Participates in joint assessments at the cluster/sector level
- Contributes to cluster/sector analysis
- Uses key humanitarian indicators and CODs

# Joint Assessment Coordination Team

- ✓ Preparation and development of TORs/Work Plan for the assessment
- ✓ Steering the implementation of the work-plan
- ✓ Ensure coordination among the stakeholders, chairing meetings
- ✓ Liaising with the sectors
- ✓ Addressing blockages and troubleshooting
- ✓ Main driver of the process, timelines, work schedules, engagement with relevant actors
- ✓ Accountability with the broader humanitarian community

# Technical Working Group

- ✓ Develop the methodology and SoPs of the assessment and support the drafting of the ToR - Coordinates and validates the technical aspects with the assessment coordination team
- ✓ Develop and proposes planning arrangements for joint validation workshops
- ✓ Facilitate the questionnaire design process and compile comments from sector groups
- ✓ Plan, support and/or conduct trainings of enumerators, including the drafting of training guidelines and modules
- ✓ Manage technical elements of the data workflow (acquisition of primary and secondary data, data entry, data cleaning, transformation, exploration, analysis, visualization, etc.) and ensure the technical work is conducted in a timely manner
- ✓ Ensure Secondary Data Review is stored, collated and used to complement and interpret field data collection
- ✓ Safely archive and store sensitive information according to established security protocols.

# Joint Assessment Team

## ✓ **Assessment Officers/ Analysts**

- Contribute to the assessment process, methodology and tools
- Analyze primary data collected
- Triangulate data and conduct secondary data reviews

## ✓ **Information Management Officers**

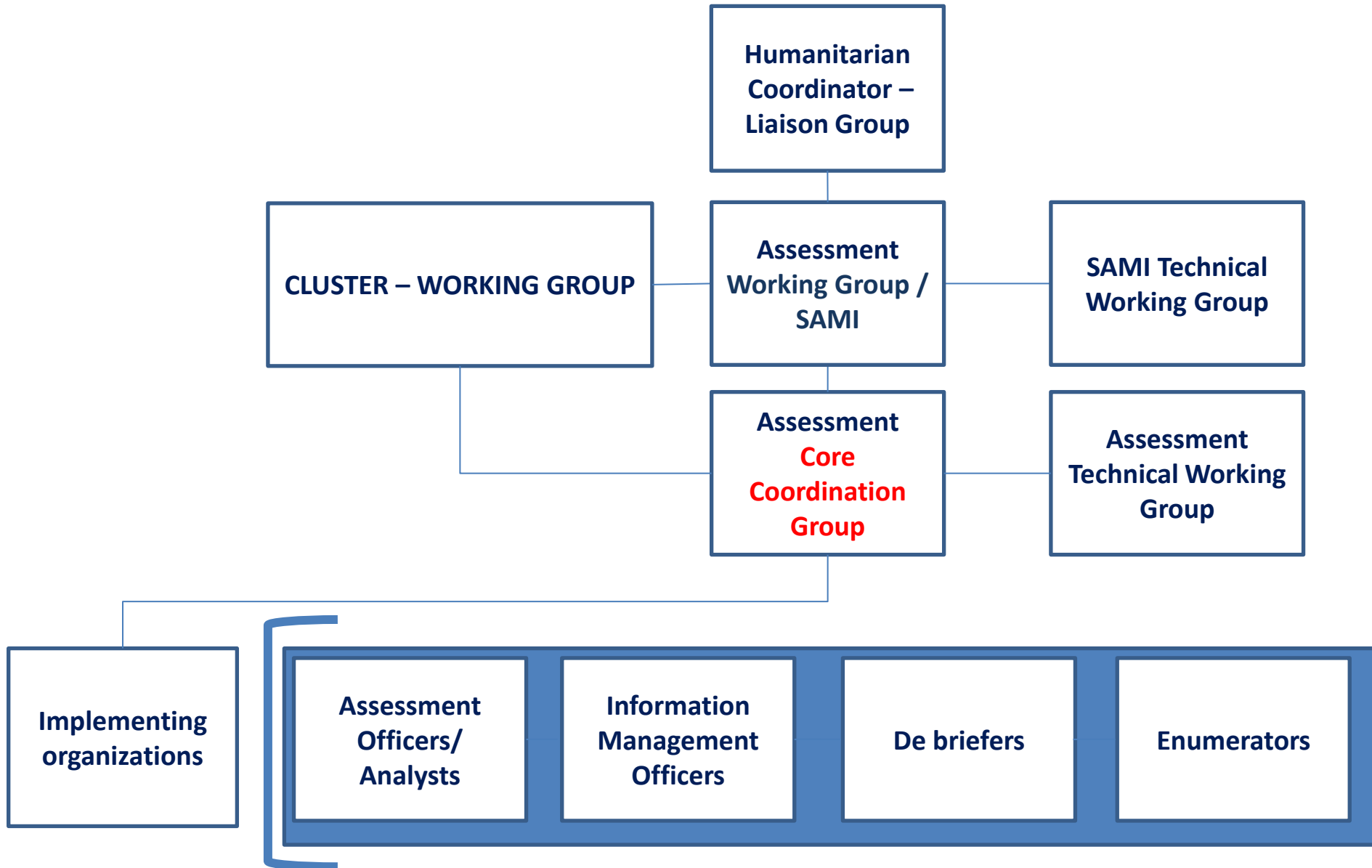
- Contribute to the assessment process, methodology and tools
- Develop the database and data collection tools
- Validate data and ensure data quality and standards
- Produce maps and visualizations
- Assist in the analysis of the findings



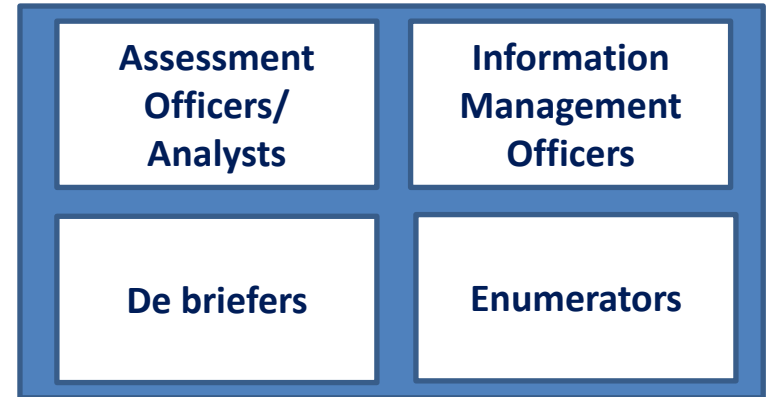
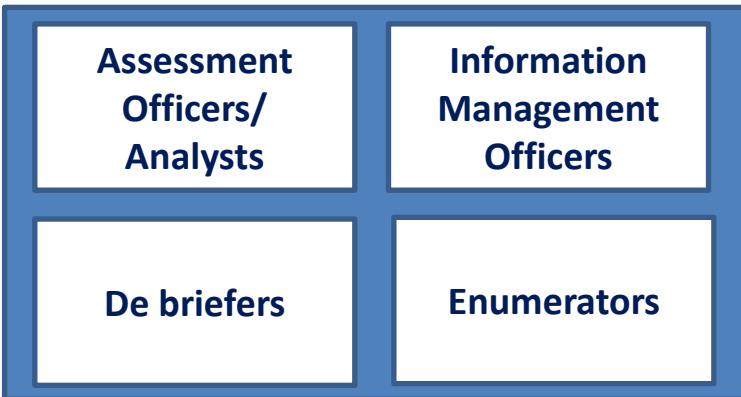
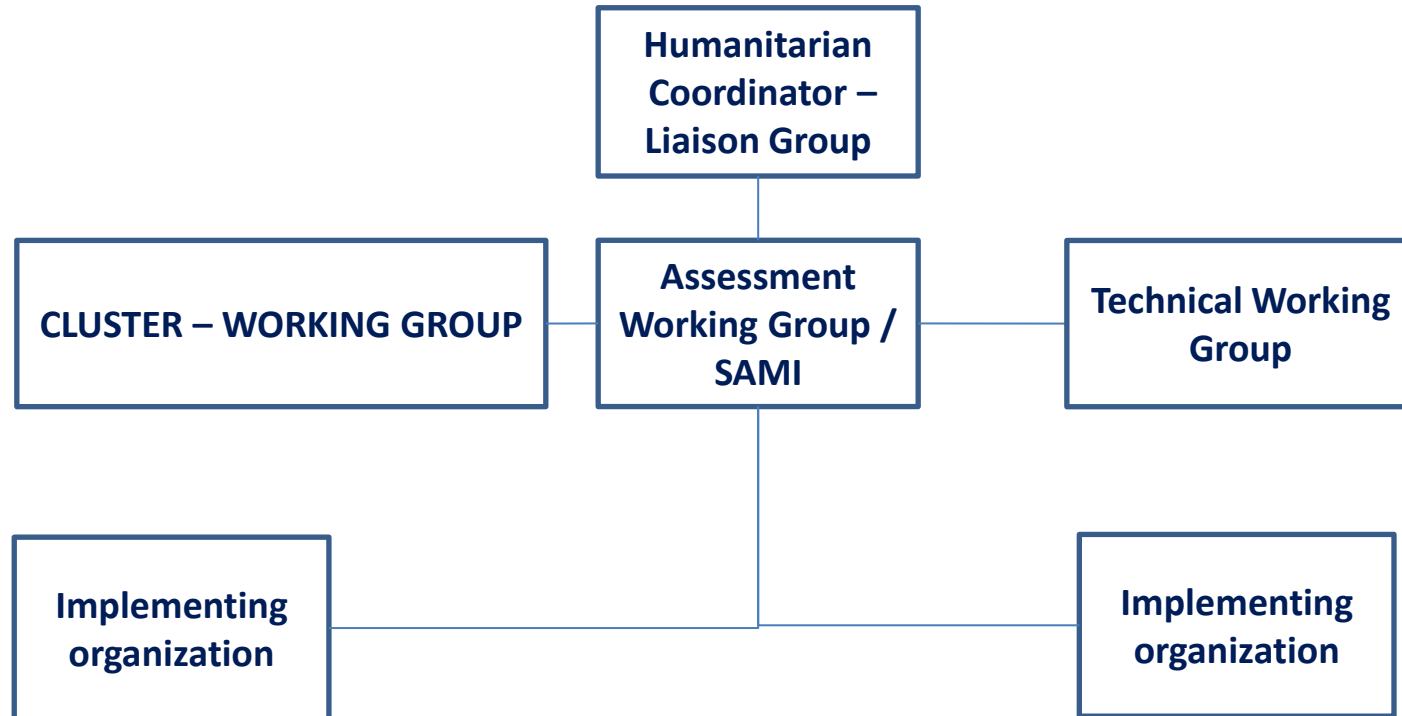
# Joint Assessment Team

- ✓ **Debriefers**
  - Debrief enumerators and triangulate data
  - Cross check geographic location of data collection, questionnaire and flag anomalies
  - Record secondary information that will help contextualize the data collected through a debriefing database
- ✓ **Data Entry**
  - Enter data collected into assessment database
  - Identify / cross check any anomalies before entering the data
- ✓ **Field data collectors/Enumerators**
  - Collect data based on assessment methodology
  - Flag issues / challenges and additional information that will help understanding the context

# Joint Assessment Coordination Structure



# Harmonized Assessment Coordination Structure



# Non-Coordinated Assessments

