# Tool 1 Pre Assessment Information Checklist

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| **#** | **Information** | **Potential Sources** | **Available** |
|  | **Context and Needs** |  | (yes / no) |
| 1 | A summary of the humanitarian situation in the *area of intervention*, including any recent or predicted developments in the context over the coming 6 months[[1]](#footnote-1) | * People of Concern (PoC) consulted through needs assessment and participatory review * *Secondary or primary data:* situation and response analysis from humanitarian actors, private sector and government sources * National census information * Humanitarian coordination & Information networks * Regional or national think tank and policy analysis * UNHCR and partner project documents and programme plans |  |
| 2 | Total population numbers, total population affected, pre-existing poverty profiles |  |
| 3 | Detail on who is affected: where are PoC coming from, for what reason are they displaced? |  |
| 4 | Displacement trends: Past, present and predicted (future) people movement and location of PoC |  |
| 5 | Pre existing or new tensions in the communities in the area of intervention |  |
| 6 | **An identified area of intervention** – pre identified target camps / communities – *prioritized if appropriate* |  |
| 7 | Recent assessment of **priority needs** of households and individuals within households |  |
| 8 | Agreed / draft **strategic programme plan** for UNHCR and partners in the area of intervention for the near future, including a proposed start date for the intervention period and overall target numbers |  |
|  | **Basic market place and market trend information** |  |  |
| 9 | Information on ways in which people (targeted and non-targeted) use markets normally?   * What do people normally buy on markets? Are there times in the year when it becomes more difficult to buy things on markets? * How often do people travel to markets, how do they travel, how long does this take? * Do displaced populations use markets in the same way as host populations? How does this differ and why? | * People of Concern (PoC) through needs assessment or participatory review * Rapid FGD with targeted and non-targeted communities * Camp management, market traders and other market actors |  |
| 9 | ***For each camp or PoC Population*,** a record of:   * ALL physical market places used in the area of intervention * The approximate size of the market(s) - small, medium or larger markets * Including those markets used less or more frequently. | * People of Concern (PoC) through needs assessment and participatory review * Camp Management or key informants from UNHCR or partner organisations * Individual observation * Past or present partner assessments of market places or market analysis |  |
| 10 | ***For each market place***, a record of:   * The distance of the market place from camps / communities affected * A summary of goods and services supplied in this market * An estimate of the number of shops / traders * Basic history of the market – when established etc.   Market authority / management, trader association details |  |
| 11 | ***General market trends*** to support analysis:   * Availability of items throughout the year – any specific times in the year when it is easier or more difficult to supply certain goods * Price of items throughout the year – any specific times in the year when it is more or less costly | * Government statistics bureaus * Humanitarian agency situation and response analysis * Ongoing market tracking by long term initiatives |  |

1. As well as a thorough understanding of the humanitarian context this should include organisations working in the area, protection concerns (reported and unreported), government policy regarding refugee movement (that can affect market access) and likely changes in government policy. [↑](#footnote-ref-1)