

## Rapid Needs Assessment Methodology

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## Background and Intended Usage

The Rapid Needs Assessment (RNA) is an **inter-agency tool** that provides an overview of the immediate needs at the community level of a given population as a result of either a significant increase of newly arrived refugees, secondary displacement of refugees within Lebanon, or internal displacement of Lebanese due to conflict or a natural disaster. The RNA will offer humanitarian agencies a quick snapshot of the situation on the ground, map cross-sectoral needs, identify humanitarian priorities, and initiate sector specific assessments.

The RNA, composed of a multi-sectoral questionnaire developed through a comprehensive inter-agency process that originated at field level, is based on lessons learned during the events in Aarsal of August 2014, which resulted in the displacement of Syrian and Lebanese households.

## Process Overview

The RNA is a community-level assessment, which uses primary and secondary data as its main sources of information. The process is based on **7 broad stages**:

- 1) Pre-determined triggers agreed upon by the Inter-Agency at field level
- 2) Initiation of the RNA by the Inter-Agency Secretariat (UNHCR, UNDP, MoSA)
- 3) Undertaking secondary data analysis and preliminary situation analysis
- 4) Undertaking a community level assessment through Key Informant Interview complemented by direct observations on site
- 5) Conducting an inter-sectoral analysis and determining strategic humanitarian priorities
- 6) Disseminating the RNA findings
- 7) Implementation of recommendations via established Inter-Agency/Sector Working Groups at field level

## General Coordination Structure

- **RNA Secretariat:** Composed of the LCRP Inter-Agency Coordinators - MoSA, UNHCR, and UNDP and supported by OCHA. Established in all field locations. Responsible for provision of initial secondary data analysis; activates and chairs the RACGs.
- **Rapid Assessment Coordination Group (RACG):** An Inter-agency body established at field level and composed of field and national sector coordinators and agency assessment focal points. Responsible for analyzing secondary data, agreeing on priorities and recommending initial sector response plans.
- **Assessment Coordinators:** Composed of dedicated UNHCR and OCHA staff at the national level. Support the RACG's in the field and liaise with central level.

**The above RNA coordination structures feed into existing structures at the field level, namely:**

- **Inter-Agency Working Group:** Coordinates the response implemented through sector working groups and responsible for ensuring that all partners are kept informed of developments.

- **Sector Working Groups:** Sector specific coordination bodies where response is mobilized following recommendation of the RACG.

## Rapid Needs Assessment Stages

### Triggering the RNA

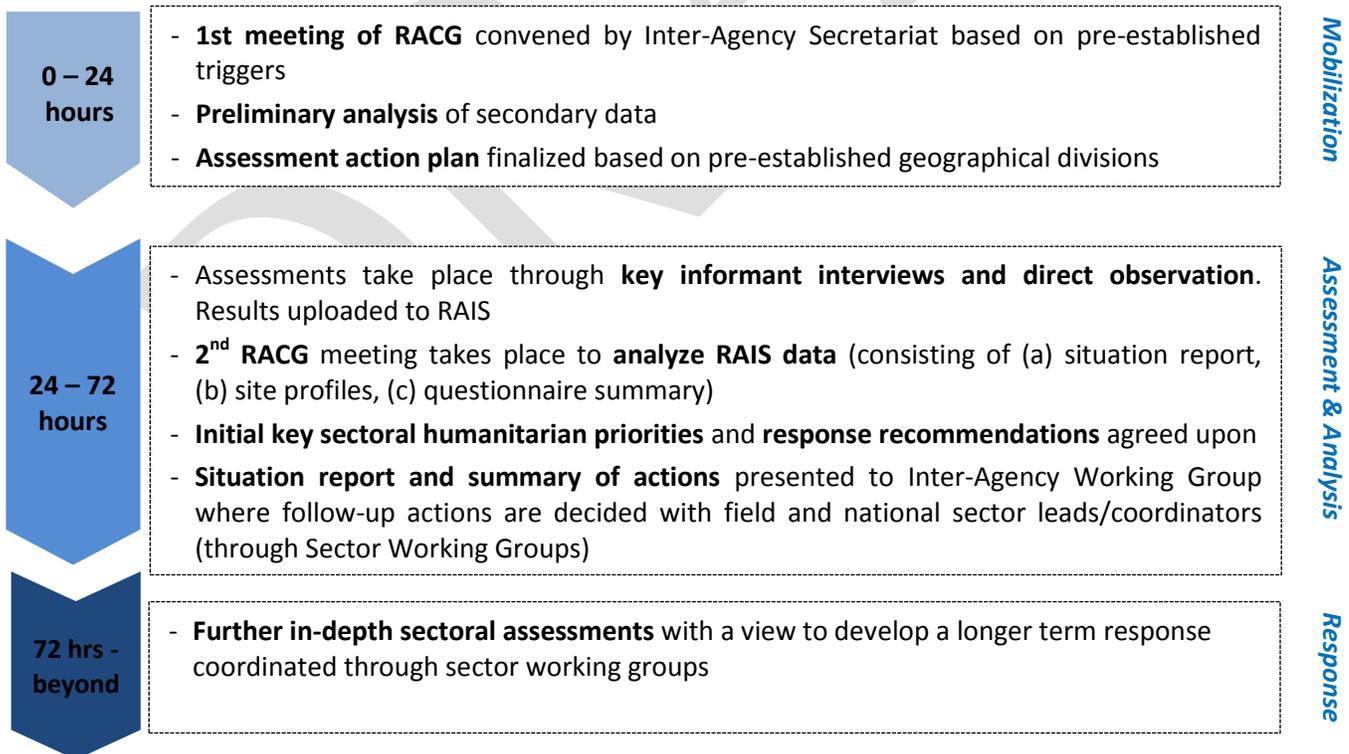
Pre-determined trigger are defined by the RACG's and approved by the Inter-Agency Working Group in each field location.

Initial information of a potential scenario that would warrant activation of the RNA will in first instance come from humanitarian agencies on the ground, governmental institutions, and/or UN mission/agencies at the field level. The Inter-Agency Secretariat will verify the information and convene a RACG if the potential event fulfills the pre-established criteria.

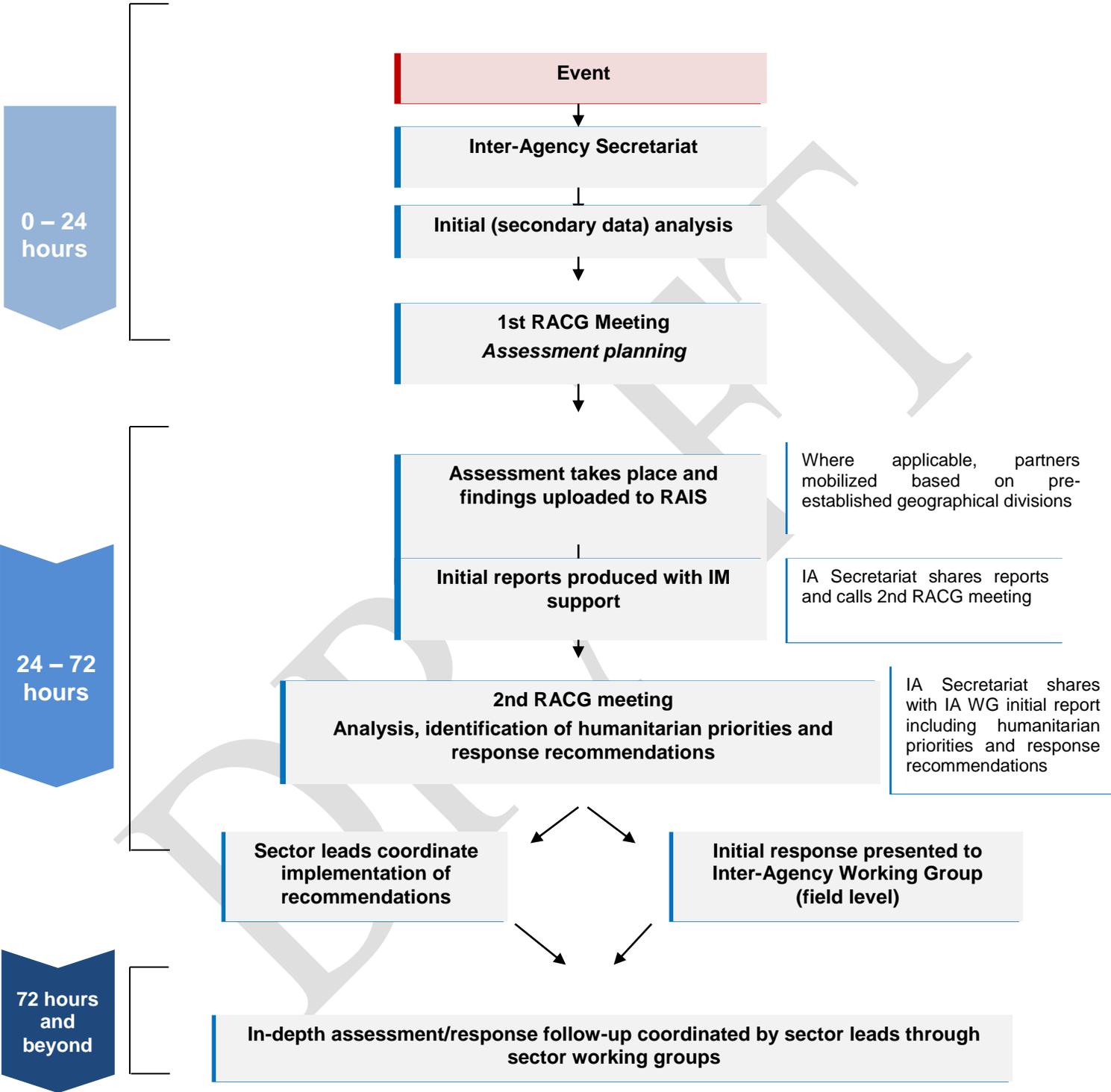
The Inter-Agency Secretariat will also communicate to national level (IA Coordinators, AWG coordinators) the decision to initiate an RNA.

### From Mobilization to Response

RNA mobilization should take place in the first 24 hours of the specific situation. Following compilation of secondary data joint analysis and results of primary data collection through community level assessment, a situation report will be produced no later than 48-72 hours in order to inform initial emergency response. RNA will also identify sectors and needs that may require further sector based assessments for further in-depth analysis and mobilization of response.



Detailed Timeline



## Data Collection and Analysis

The RNA is articulated around two fundamental and complementary components:

1. **Secondary data analysis:** Focusing on the systematic collation and analysis of secondary and preliminary information, to determine the extent of the disaster, the number of potential affected people and to sketch out plan of the community level assessment.
2. **Community level assessment:** Consisting of the systematic collection and analysis of primary data through key informants at the community level. Serves to gauge population figures/demographic breakdown, define needs and priorities as perceived by affected communities - and observed by enumerators - and plan and recommend for an initial response.

### Secondary Data Analysis:

Secondary data analysis should occur both prior to the actual RACG by the secretariat and during the first RACG itself. Secondary data analysis uses pre- and in-crisis secondary information to form a clear and up-to-date picture of the situation and promote a common understanding. Information is gathered from a multitude of sources including municipalities, MoSA, ROVs, NGO staff, CBOs, ISF/LAF, shopkeepers, etc.

Basic information (including potential photographs) would include location of event, causes, estimated number of population affected, urgent concerns, and sources of information. Informal reports by local contacts and agencies in the area will generally inform location where displaced are congregating as well as rough estimates. This will serve as the initial basis of the field assessments as well as inform the need for further in-depth follow-up.

The data collation is driven by the objectives, scope and framework of the assessment. Once begun, secondary data collation and analysis should be carried out on a rolling basis as new information becomes available. It is complemented by preliminary situation analysis of information gathered by Inter-Agency members.

There are two types of secondary information:

- 1) **Pre-crisis secondary information** particularly important as it helps recognize pre-existing vulnerabilities and risks that may be exacerbated as a result of the given situation. Lessons learnt from similar past events – in terms of priority needs and interventions – are also valuable. Pre-crisis information can furthermore serve as the baseline for assessing the impact of the situation.
- 2) **In-crisis secondary information** includes all the information directly related to the situation and not collected through preliminary situation analysis of information gathered by Inter-Agency members. It gives an accurate appreciation of the current crisis situation, and, when compared with pre-crisis information, helps assess the impact of the situation.

→ **The secondary data analysis feeds into planning of community level assessment** and is utilized for reporting.

### Primary Data Collection:

Primary Data Collection allows an understanding of the most pressing issues, concerns, and needs, providing checking on the ground of the findings of the secondary data analysis, as well as integrating the perception of affected communities in the prioritization of humanitarian interventions.

The primary data can realistically be collected **only at the level of communities** within 72 hours of a given situation. Given the time, access, and logistical constraints, collecting meaningful quantities of data at household or individual levels is often unrealistic.

Therefore, the community level assessment deals with the **collection and analysis of primary data collected through key informant interviews**. It focuses mostly on qualitative information and provides a unique opportunity to assess the needs and priorities as perceived by affected populations (including disaggregation of gender, age, etc.) into the broader assessment of humanitarian priorities.

The RNA sampling size or the number of visited sites is determined by the geographic spread of the disaster/incident and the heterogeneity/homogeneity of the population. RNA results cannot be generalized beyond the target population.

### Methods

Primary data is based on two main methods:

**1) Direct observation:** Observation allows cross-checking certain key informant answers as well as identifying elements not captured during the assessment itself. The observational part can occur in parallel to one of the enumerators conducting the assessment with key informants or after the questionnaire; part of the assessment is finalized. Both scenarios are dependent on the security situation. The type of observations can include: physical conditions of shelter structures, gender/age balance (children, elderly, women...), water/sanitation infrastructure, shops, or issues such as existing tensions, protection needs, etc. Observational analysis can be filled on the digitized assessment itself.

**2) Key informant interviews** with community leaders or small groups of leaders

Given the potential breakdown of community structures, identifying community leaders may prove challenging. In general, enumerators should use the following criteria to identify an appropriate interviewee or group of interviewees:

- **Observant and Informed:** The interviewee(s) should be observant of the situation facing their community, and well informed about who they are with, where they are, and what's going on around them. She/he should be able to provide general information on population profiles and movements trends, sector issues...
- **Gender/ Age Balance:** a gender/age balance between interviewees should be sought, or a priority should be given to female interviewees where there is an equally suitable interviewee of both sexes and different ages according to all other criteria.
- **Accessible and Visible:** The interviewee(s) should be accessible for agencies working in the area. They should be easy to find and visibly communicating with the relevant stakeholders.
- **Ensure good communication and informed consent:** The interviewee(s) should understand why they are asked to participate as key informants and that they are not required to participate. They should be willing to respond to the questions being asked. Participant should be informed of what will be done with the information collected. **Important: Do not raise expectations**
- Wherever possible, **consult directly** with affected population including women and elderly

- Give key informants the **opportunity to ask questions** or share their thoughts on issues not discussed during the interview. Same as above be careful not to raise expectation
- **Ask consent for a follow up** by phone and if there is any prefer time

### Questionnaires:

Two questionnaires have been developed and digitized on ODK:

- 1) Refugee specific questionnaire
- 2) Lebanese/Host community questionnaire

Due to the potential sensitivity of the Lebanese feeling “lumped in” with the refugee population, careful consideration should be given to avoiding this. Lebanese questionnaire will be use only when Lebanese populations are displaced. In case of a mixed Syrian/Lebanese displacement situation the full questionnaire will be used.

Data collected is uploaded to RAIS by the end of the day of the assessment to allow an initial situation and site profiles report(s) to be produced. Where use of the digitized assessment raises security concerns, the results are to be recorded online at the end of the day.

### Follow-up Phone Interviews

- After initial assessment of a site, a phone interview with the focal points can be used in the following days to update key figures and determine if any substantial changes to the site or demographics have taken place.
- Where possible, enumerators who conducted the initial field interviews will conduct follow up assessments by phone.
- Updated information will be recorded via ODK on RAIS with only select indicators from the initial assessment to be asked.
- Based on the level of change recorded via this assessment, an assessment team may be sent to conduct an additional in-field assessment the following day. Alternatively, if a specific sectoral issue was highlighted during the phone follow-up, the issue can be referred to a technical agency for follow-up.

## Needs Analysis and Reporting

Once all data has been uploaded to RAIS by assessments teams, dedicated technical committee to immediately produce **reports** using pre-determined templates developed on RAIS. Three types of report can be generated:

- 1) General situational overview consolidating all data from different sites
- 2) Site report(s), highlighting the needs of specific sites
- 3) Raw Data / questionnaire summary
- 4) Using those reports and in order to achieve a common understanding of the situation, strategic humanitarian priorities are defined and a response plan agreed upon. The purpose of the RNA reports is to help decision-makers – including the humanitarian country team, sector leads/coordinators, the government and donors – to collectively appreciate and communicate the nature and dynamics of the crisis and to further define strategic humanitarian priorities/response plans.

Data will be owned by the RACG Secretariat, who will also be responsible for reporting and onward sharing.

## Annex 1 – Key Commitments

1. Ensure that the local RACG and Beirut Assessment Working Group are engaged from the initial stage of the rapid assessment
2. Ensure Preliminary Situation Analysis is coordinated through live updates from partners using online template
3. Ensure that, as soon as a trigger for a rapid assessment is met, call a meeting of the RACG with the aim to:
  - ✓ Agree on assessment plan and on the prioritization of locations to be assessed based on initial reports on numbers and vulnerability;
  - ✓ Engage Area Security Coordinator and UNDSS to ensure security realities are taken into consideration when planning assessment;
  - ✓ Agree dates, times, participants and car-pooling for each multi-sectoral Rapid Needs Assessment.
4. Ensure that the multi-sectoral Rapid Needs Assessment form is disseminated and that the Team Leader for each multi-sectoral Rapid Needs Assessment completes and submits it to Assessment Coordinator/RACG the same day as the assessment is carried out
5. Ensure that the findings of the multi-sectoral Rapid Needs Assessment are communicated to RACG, Sector Leads and Co-leads, IA and AWG within 24 hours of the assessments conducted to ensure that an appropriate response is carried out within the recommended timeframe.
6. Ensure that the Assessment & Response Tracking Matrix is updated on a daily basis and accessible to field and national Sector Leads and Co-leads, as well as a Planning Map as appropriate.

## Annex 2 – Assessment Checklist

Plan	Does the assessment team have a clear plan for how to carry out the assessment?
Clear objectives	Are the objectives of the mission clear and understood and agreed by all team members and key stakeholders?
Appropriate team composition	Has the Assessment Team Leader been identified? Has the team got the right mix of technical and functional skills to achieve the objectives of the assessment? Does the team include women and men, and people with local language and cultural skills?
Logistical support	<input type="checkbox"/> Has adequate logistics and administrative planning been done to ensure the team can get the job done effectively and safely?
Secondary Data Analysis	<input type="checkbox"/> What are the drivers of Crisis and humanitarian context of the emergency? <input type="checkbox"/> Has the team identified the priority information needs to focus while initiating secondary data review? <input type="checkbox"/> What areas have been reported as the worst affected or to have the greatest need? <input type="checkbox"/> Where are other agencies assessing or responding? <input type="checkbox"/> What is the current response currently underway? <input type="checkbox"/> What is estimate number of Refugees/IDP's and affected population directly affected by Crisis/Disaster?
Involving disaster affected people in the assessment	<input type="checkbox"/> How will the team involve disaster-affected women and men in the assessment process? <input type="checkbox"/> Has the community been informed of the planned visit?
Information sources	<input type="checkbox"/> Who is the team going to talk to? (KI, Group Discussion – municipality, shawish, Women, etc.) <input type="checkbox"/> What are the available sources of information?

Logistics and Support check list

Transport	<input type="checkbox"/> Are transport arrangements confirmed for the entire assessment? <input type="checkbox"/> What back-up transport options are available in case of emergency?
Communications equipment	<input type="checkbox"/> Do all team members have adequate communications equipment and training? <input type="checkbox"/> Are all assessment team members briefed and have phone numbers to call in a crisis? <input type="checkbox"/> Assessment Coordinator contact details?
Support	<input type="checkbox"/> Who will act as logistics and admin support to the assessment mission?
Interpreters	<input type="checkbox"/> Is adequate interpreting capacity available to support assessment team members with interviews and data collection? <input type="checkbox"/> Does the team have access to female interpreters to assist with interviewing women? <input type="checkbox"/> Have interpreters been trained and tested?
Team and personal equipment	<input type="checkbox"/> Has the team been provided with appropriate equipment and supplies?
Security and safety information for the team before their arrival	<input type="checkbox"/> Give a brief of the security situation on the assessment area. <input type="checkbox"/> Ensure everyone has security clearance and UNDSS is informed.

### Annex 3 - Interagency Rapid Needs Assessment Questionnaire

My name is XXXX and I am with XXXX humanitarian agency. We are conducting an assessment on behalf of the humanitarian community to better understand the needs and situation of the population. We expect the interview to take approximately 30 minutes. Following this initial interview, we will call you to receive updates about the population at this location, and may conduct additional interviews in person. Your participation in this assessment is entirely voluntary. Your participation and the answers you provide will not necessarily directly impact the assistance you or anyone else receives. Once again, your participation is completely voluntary. Do you agree to participate in this assessment?

#### Section I: General information

- 1.1 Assessor's name
  - 1.2 Assessor's contact
  - 1.3 Assessor's organization
- Please specify

#### Section II: Assessed location

- 2.1 Governorate
- 2.2 District
- 2.3 Municipality/Location Notes (if applicable):
- 2.4 Informal Settlement Pcode (if applicable):
- 2.5 Geodata

#### Section III: Identification

- 3.1 What is the type of the assessment?
  - a. Rapid Needs Assessment (Displacement/Influx)
  - b. Extreme Weather Assessment

#### Section IV: Key Informant (maximum 3)

- 4.1 Key Informant 1 (required):
  - i. Name
  - ii. Phone
  - iii. Position (in the community)
- 4.2 Key Informant 2:
  - i. Name
  - ii. Phone
  - iii. Position (in the community)
- 4.3 Key Informant 3:
  - i. Name
  - ii. Phone
  - iii. Position (in the community)

#### Section V: Movement trends

- 5.1 Please select the nationalities of the displaced present at this site
  - a. Syrian
  - b. Lebanese
  - c. Palestinians
  - d. Other:

5.2 How many days ago did the first part of the group arrive?

5.3 How many days ago did the last part of the group arrive?

5.4 Are there Households that have family members left behind?

Yes

No

Not sure

5.5 Are you expecting more people to arrive?

Yes

No

Not sure

5.5.1 If yes, How many?

5.6 Are you aware of families who arrived here and already left?

Yes

No

Not sure

5.6.1 Could you give us an estimated number?

5.6.2 Where are the people heading?

5.6.3 Do you believe that more families will depart this location in the next few days?

Yes

No

Not sure

5.7 Where did the people come from?

Lebanon

Syria

5.8 Which governorate are the people coming from?

5.9 District:

Ask about reasons for movement

## Section VI: Demographics

6.1 What is the total number of displaced households in the neighbourhood?

Demographics of the site

6.2 How many children under 5? (Use '-' in case you are unsure of the number)

i. Female

ii. Male

6.3 How many children between 6 and 17?

i. Female

ii. Male

6.4 How many adults between 18 and 59?

i. Female

ii. Male

6.5 How many adults above 60?

i. Female

ii. Male

Confirm that the site contains {indvs} displaced individuals and {households} households, and that these numbers make sense.

6.6 Registration Status Syrians

6.6.1 How many Syrians are not registered with the municipality? (\*Estimate)

I do not know

1/4 of population

1/2 of the population

3/4 of population

All

6.6.2 How many Syrians are not registered with UNHCR? (\*Estimate)

I do not know

1/4 of population

1/2 of the population

3/4 of population

All

### **Section VII: Persons with specific Needs/with protection risks all populations**

List number of individuals where relevant (Use '-' in case you are unsure of the number)

7.1 Are you aware of any person with physical disability and/or functional limitation?

7.2 Are you aware of the presence of older people without family?

7.3 Are you aware of any person with serious medical condition?

7.4 Are you aware of the presence of persons with mental health problems?

7.5 Are you aware of the presence of children without parents but with family members?

7.6 Are you aware of the presence of pregnant women?

7.7 Are you aware of the presence of children without any family member?

7.8 Other

7.9 Specify type of specific need:

### **Section VIII: Health**

8.1 Are you aware of any children under 5 with diarrhea?

Yes

No

Not sure

8.2 Are you aware of any children over 5 with diarrhea?

Yes

No

Not sure

8.3 Are you aware of any persons with respiratory infections?

Yes

No

Not sure

8.4 Are you aware of any persons with serious injuries?

Yes

No

Not sure

8.5 Are you aware of any persons with chronic diseases?

Yes

No

Not sure

8.6 Are you aware of any persons with serious skin diseases?

Yes

No

Not sure

8.7 Is there an urgent need for medical support?

Yes

No

Not sure

8.7.1 If yes, please explain:

**Section IX: Protection Concerns**

9.1 Are you aware of any incidents happening during the movement of people to this location? (Security, safety, protection)

Yes

No

Not sure

9.2 What type of incidents?

Please specify the other types of incident:

Criminality/criminal acts

Armed violence/clashes

Aerial attacks or bombings

Kidnapping/Disappearances

Arrest/detention

Violence/conflict between host and displaced population

Restricted population movement/curfews

Harassment or discrimination

Physical Abuse

Family separation

Extortion/Bribes

Lost personal identify documentation (eg. BC, passport, family booklet)

Confiscated personal identify documentation

Recruitment and use of children into armed forces/armed groups

Housing, Land and property related conflicts, disputes, grievances – including evictions

Human Trafficking

Presence of landmines and unexploded ordnance

Do not know

Other

9.3 Are there any concerns at your current location? (Security, safety, protection)

Yes

No

Not sure

9.4 What types of protection concerns are ongoing? (Please do not list the options during the interview)

Please specify the other types of concerns:

Criminality/criminal acts

Armed violence/clashes

Aerial attacks or bombings

Kidnapping/Disappearances

Arrest/detention

Violence/conflict between host and displaced population

Restricted population movement/curfews

Harassment or discrimination

Physical Abuse

Family separation

Extortion/Bribes

Lost personal identify documentation (eg. BC, passport, family booklet)

Confiscated personal identify documentation

Recruitment and use of children into armed forces/armed groups

Housing, Land and property related conflicts, disputes, grievances – including evictions

- Human Trafficking
- Presence of landmines and unexploded ordnance
- Do not know
- Other

9.5 Are there particular risks and security concerns identified by women and girls?

- Yes
- No
- Not sure

9.6 Do people have any family members left behind (in the area from which you were displaced)?

- Yes
- No
- Not sure

9.7 How many family members per household? (\*ESTIMATE if possible)

9.8 Do you know if most of them will move to this location?

- Yes
- No
- Not sure

**Section X: Shelter**

10.1 What is the most common type of shelter where most displaced people live in?

- Finished house/apartment
- Hosted by family or friends
- Tent
- Unfinished building
- Collective shelter
- Garage/shop/worksite
- Garage/shop/worksite
- Sleeping in car
- No shelter
- Not Applicable

10.2 What is the second most common type of shelter?

- Finished house/apartment
- Hosted by family or friends
- Tent
- Unfinished building
- Collective shelter
- Garage/shop/worksite
- Garage/shop/worksite
- Sleeping in car
- No shelter
- Not Applicable

10.3 What is the third most common type of shelter?

- Finished house/apartment
- Hosted by family or friends
- Tent
- Unfinished building
- Collective shelter
- Garage/shop/worksite
- Garage/shop/worksite
- Sleeping in car

No shelter  
Not Applicable

10.4 Is this location at risk of being evicted?

Yes  
No  
Not sure

10.5 Who is threatening with the eviction?

Municipality  
Landlord  
LAF  
ISF  
Governor  
State Institutions  
Security Services (state actors)  
Other

10.6 Did any household in this location receive an eviction notice?

Yes  
No  
Not sure

10.7 Can you estimate the number of families who will be evicted?

10.7.1 Has an eviction date been set or given?

Yes  
No  
Not sure

10.7.2 Date to be evicted

Day  
Week  
Month

### **Section XI: Wash (Energy and water)**

11.1 Main water sources (select all that apply)

Please specify:

Supply network  
Water trucking  
Open Well  
Protected Well  
Fountain/Spring  
Communal distribution Tank  
Bottled Water  
Others (specify):

11.2 Is the amount of water sufficient?

Yes  
No  
Not sure

11.3 Do you know how much water is received per day in this site? (Liters/day/whole site)

11.4 How much does this community pay for one truck of water? (LBP)

11.5 Is the amount of water sufficient for personal hygiene and other household uses?

Yes  
No  
Not sure

11.6 Is the community paying for water?

- Yes
- No
- Not sure

11.7 Is the water drinkable?

- Yes
- No
- Not sure

11.8 If not drinkable, why?

- Not safe
- Salinity
- Turbid (dirty looking) water
- Smell/taste
- Other

11.8.1 Other:

11.9 If not, what is their water purification method?

- Boiling
- Chlorine
- Filter
- Aquatabs
- Sunlight
- None

## **Section XII: Food Security and Livelihoods**

12.1 What are the main concerns related to food in your community? (Check all that apply)

Please specify

- No cooking facilities
- No utensils
- No cooking fuel
- Lack of availability of food
- Distance to markets
- No income, money, resources to purchase enough food
- Other (Specify)
- Don't know
- No response

12.2 How is the population coping with economic difficulties since they arrived? (Check all that apply)

Please specify

- Borrowing food or relying on help from friends or relatives
- Borrowing money
- Reducing food consumption
- Spending savings
- Selling goods (TV, jewellery, etc.)
- Selling income-generating assets/means of transport
- Buying food on credit
- Having school age children (6 -15 y) involved in income generation
- Begging
- Other (Specify)
- Don't know
- No response

**Section XIII: Basic Needs**

13.1 Please identify the proportion of population with the following needs

13.2 Food

- I do not know
- 1/4 of population
- 1/2 of the population
- 3/4 of population
- All

13.3 Blankets

- I do not know
- 1/4 of population
- 1/2 of the population
- 3/4 of population
- All

13.4 Hygiene kits

- I do not know
- 1/4 of population
- 1/2 of the population
- 3/4 of population
- All

13.5 Mattress

- I do not know
- 1/4 of population
- 1/2 of the population
- 3/4 of population
- All

13.6 Water container/storage

- I do not know
- 1/4 of population
- 1/2 of the population
- 3/4 of population
- All

13.7 Baby kits including diapers

- I do not know
- 1/4 of population
- 1/2 of the population
- 3/4 of population
- All

13.8 Are there other basic needs?

13.9 What are the most urgent priorities among the population in your opinion?

13.10 What would be your recommended interventions?

**Section XIV: Assistance received so far**

14.1 Did anyone provide assistance to displaced families in this location since displacement?

- Yes
- No
- Not sure

14.2 If yes, what type of assistance was provided?

Blankets

- Shelter kits
- Food
- Water
- Sanitation
- Health consultations
- Other (Specify)
- I do not know

14.3 Could you clarify who provided assistance?

Do you agree to participate on the follow up on the situation and be contacted on phone number you provided?

- Yes
- No
- Not sure

Thank the interviewees for their time. Remind them that following this assessment, they will be contacted for updates on the situation regularly. Check again that the main contact number, taken at the beginning of the assessment

- Yes
- No

#### **Section XV: ENUMERATOR OBSERVATION - Information Needs**

15.1 What are the most pressing information needs requested by the community?

- How to get healthcare/medical attention
- Finding missing people
- How to get help after attack or harassment
- The security situation here
- Information about place of origin
- Information about relocation
- How to replace official documentation
- How to register for aid
- How to get water
- How to get food
- How to get shelter or shelter materials
- How to find work
- How to get transport
- How to get money/financial support
- How to get access to education
- Other

15.2 Please specify

#### **Section XVI: ENUMERATOR OBSERVATION - WASH**

16.1 Condition of water tank - Physical verification

- Clean
- Not cleaned
- Leakage
- Broken
- Open
- Unable to Physically Verify
- No Water Tanks Available
- No toilets

16.2 What is the condition of the toilet facilities?

- Satisfactory

Septic tank/pit full  
Blocked  
Over flowing  
Door/wall broken  
Squatting pan broken  
Bad smell  
Far away  
Not safe to go  
Not enough toilets  
No toilets

16.3 Type of Toilets:

Pour flush/water sealed  
Pit latrine – open squatting hole  
Sewage system

16.4 Are toilets separated for women and men?

Yes  
No  
Not sure

16.5 Is there any garbage disposal/collection waste bin?

Yes  
No  
Not sure

**Section XVII: ENUMERATOR OBSERVATION Recommended actions/specific needs or notes by Sector**

17.1 Protection (if you come across a major protection case, please ONLY take name and phone number after receiving consent and refer to your team leader.)

17.2 Shelter

17.3 WASH

17.4 Health

17.5 NFI

17.6 Food

17.7 Access

17.8 Other (demographics – such as presence of PRS, etc...)

Additional notes (optional)



## Annex 4 – Reporting Template

[Click here to download sample](#)

### **Section I: General information**

1.1 Assessor's name	Raffi
1.2 Assessor's contact	70409307
1.3 Assessor's organization	-UNHCR

### **Section II: Assessed location**

2.1 Governorate	-Akkar
2.2 District	-Akkar

### **Section III: Identification**

3.1 What is the type of the assessment?	-a. Rapid Needs Assessment (Displacement/Influx)
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### **Section IV: Key Informant (maximum 3)**

i. Name	Test
ii. Phone	01234567
iii. Position (in the community)	Test

### **Section V: Movement trends**

5.1 Please select the nationalities of the displaced present at this site	-Lebanese -Syrian
5.2 How many days ago did the first part of the group arrive?	50
5.3 How many days ago did the last part of the group arrive?	25
5.4 Are there Households that have family members left behind?	-Yes
5.5 Are you expecting more people to arrive?	-Yes
5.5.1 If yes, How many?	25
5.6 Are you aware of families who arrived here and already left?	-Yes

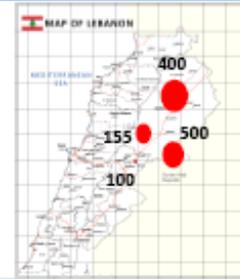
### **Families Arrived:**

5.6.1 Could you give us an estimated number?	25
5.6.2 Where are the people heading?	-Akkar
5.6.3 Do you believe that more families will depart this location in the next few days?	-Yes
5.7 Where did the people come from?	-Syria
5.8 Which governorate are the people coming from?	-Akkar

# SITUATION REPORT - Rapid Needs Assessment



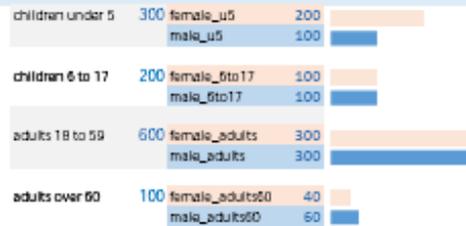
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Displaced Households	855	Number of sites assessed	4
Estimated Persons Displaced	4275		
<b>Main Areas of displacement</b>			
Labouch	400		
Trail	300		
Baselbeck	155		

## Demographics

### Nationalities of displaced population



## Movement Trends - onward movements

### Where are people coming from?

Akkar	0
Bairut	0
Bekaa	500
Mount Lebanon	15
North	200
South	1,000
Other	0

### Destination (Where are people heading?)

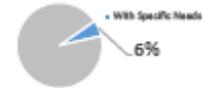
Akkar	100
Bairut	0
Sekoa	300
Mount Lebanon	15
North	1,000
South	0
Other	0

### Expectations of more families departing from these locations

Yes	30%
No	70%

## Specific needs

Number of People with Specific Needs	262
Percentage of People with Specific Needs	6%



physical disability and/or functional limitation	10
older people without family	50
person with serious medical condition	100
persons with mental health problems	50
children without parents but with family members	10
pregnant women	30
children without any family member	10
Persons with other needs	2

## Sector Specific Observations

### Health (# Sites)

#### Are you aware of any .....

children under 5 with diarrhea	children over 5 with diarrhea
Yes 3	1
No 1	1
Not Sure 0	0

persons with respiratory infection	persons with serious injuries
Yes 7	1
No 0	1
Not Sure 0	0

persons with chronic diseases	persons with serious skin diseases
Yes 7	1
No 0	1
Not Sure 0	0

### Is there an urgent need for medical support?

Yes	7
No	0
Not Sure	0

### Protection Concerns

#### Incidents happening during the movement of people to this location?(security, safety, protection)

Yes	4
No	3
Not Sure	0

#### What type of incidents?

- Criminally/criminal acts
  - Armed violence/clashes
  - Aerial attacks or bombings
- Kidnapping/Disappearance
  - Arrest/detention
  - Violence/conflict between host and displaced population
  - Restricted population movements/outlets
  - Harassment or discrimination
  - Physical Abuse
  - Family separation
  - Eviction/trauma
  - Lost personal identity documentation (eg. ID, passport, family booklet)
  - Confiscated personal identity documentation
  - Recruitment and use of children into armed forces/armed groups
  - Housing, Land and property related conflicts, disputes, grievances - including evictions
  - Human Trafficking
  - Presence of landmines and unexploded ordnance
  - Do not know
  - Other

### Shelter (# Assessments)

#### What is the most common type of shelter where most displaced people live in?

	1st	2nd	3rd
Finished house/apartment	3	0	0
Hosted by family or friends	2	0	0
Tent	1	1	1
Unfinished building	0	3	0
Collective shelter	0	2	0
Garage/shop/worksite	0	0	3
Garage/shop/worksite	0	0	2
Sleeping in car	0	0	0
No shelter	0	0	0
Not Applicable	0	0	0

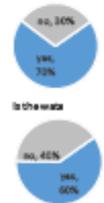
# Locations at risk of eviction: 2      Eviction notices: 2

### WASH (# Assessments)

#### Main water sources

Supply network	3
Water trucking	2
Open Well	1
Protected Well	0
Fountain/Spring	0
Communal distribution	0
Bottled Water	0

#### Water Sufficient



### Basic Assistance

#### Population Needs

	1/4 Pop	1/2 Pop	3/4 Pop	All
Food	6	3	2	1
Blankets	0	0	6	6
Hygiene kits	0	0	3	3
Mattress	2	1	0	2
Water containers	1	3	3	1
Baby kits	3	2	2	0