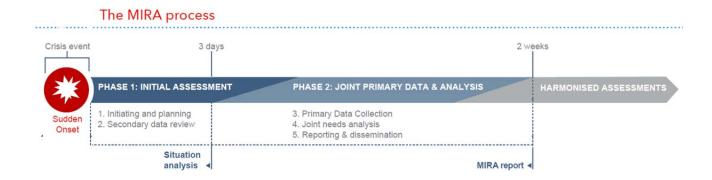
## **MYANMAR HCT – Multi-Sector Initial Rapid Assessment (MIRA)**

# **Standard Operating Procedures - SOP (Update May 2016)**



#### The Multi-Cluster Initial Rapid Assessment (MIRA)

When a sudden onset disaster strikes, a joint needs assessment process, the Multi-Sector Initial Rapid Assessment (MIRA), is one of the first steps in the Humanitarian Country Team's (HCT) emergency response. The MIRA is the agreed inter-agency approach to undertake a joint assessment and analysis of needs to inform the development of the initial HCT strategic priorities and appeals. The MIRA is comprised of two fundamental components: i) initial assessment to collect and analyze pre- and post-crisis secondary data, ii) and joint analysis to arrive at a collective vision of the humanitarian situation and strategic priorities.

#### **Objective**

The primary objective of the MIRA in Myanmar is to provide decision support to the Government of the Union of Myanmar (GoUM) and the humanitarian community in the immediate provision of aid to populations affected by a crisis. The overall purpose is to help all humanitarian decision makers collectively understand and communicate on the nature and dynamics of a crisis in the first days after impact and to support the development of strategic humanitarian priorities. The MIRA informs and supports the design of subsequent needs assessments and analysis which are often more detailed and operational in focus.

Specifically, the MIRA supports these objectives by implementing a framework that will yield fundamental initial information on the needs of affected populations and the priorities for initial distribution of aid at the community level:

- What is the geographical extent of the affected area?
- What proportion of people is affected?
- How and to what extent does the crisis affect populations?
- How and to what extent does the crisis affect livelihoods?
- How does the crisis affect access to basic services and goods?
- Whether there are basic protection concerns for the population and in particular of vulnerable groups?
- What proportion of the population in need is reached by humanitarian interventions?
- What are the priority sectors and groups for intervention?

## What the MIRA can deliver:

- An initial common understanding of the most pressing needs affected areas, and groups
- A voice for the affected population
- Information to help guide the planning of subsequent assessments which are more detailed and operationally specific
- An evidence base for response planning
- A light, fast inter-agency process based on global best practices in rapid needs assessment

### What MIRA does not provide:

- ♣ Information to directly inform the design of specific and localized humanitarian interventions
- Statistically representative primary data for quantitative analysis on humanitarian needs
- ♣ A substitute for detailed or in-depth sectoral assessments

#### MIRA phase 1: Initial assessment

An initial desk review assessment mainly based on pre and post-crisis secondary data providing a shared situational overview among humanitarian partners regarding: i) The scale and severity of the crisis, ii) Location and estimated size of the affected population and identification of different affected groups, iii) Likely priority humanitarian needs of the affected population over the short, medium and longer term, iv) Information gaps that will need to be addressed by the MIRA phase 2. Close coordination with the Government will be ensure from the start of the early warning or emergency phase.

	Roles and Responsibilities							
Process	STEPS	LEAD	PARTICIPANTS	1	2	3		
Initiating and	Decide on launching of MIRA	HC, GoUM	HCT					
planning MIRA	Hold ERPP WG meeting and confirm coordination structure, roles and responsibilities	ОСНА	HCT, ICCG	_				
	Agree on the Assessment Coordinator (AC) and activate the Assessment Team (AT)	ОСНА	HCT, ICCG					
	Provide staff and/or sectoral information to the initial assessment	ICCG	AT					
	Request additional assessment support, as required, through surge mechanisms	HC/GoUM	НСТ					
	Identify technical assessment capacity in government, clusters/sectors and other humanitarian stakeholders	AC	ICCG, AT					
	Define objectives and scope	HC, GoUM	HCT,ICCG, AT					
	Set up a multi-disciplinary team for secondary data review	AC, MIMU	AT, ICCG			П		
	Plan and organize a joint analysis	AC, MIMU	GoUM, AT, ICCG					
	Maintain communication with the national NDMC	AC	ICCG					
Secondary data review	Use available secondary data preparedness, and compile and organize additional pre-and post-crisis secondary data	AC, MIMU	AT					
	Summarize data according to relevant sectors	AC, MIMU	AT					
-	Agree on the most severely affected areas, groups and needs	AC	AT, ICCG, GoUM, HCT					
	Agree on inter-sectoral priority humanitarian needs	HC, GoUM	НСТ					
	Jointly determine whether a MIRA phase 2 will be required (primary data collection)	НС	AC, AT, ICCG, GoUM, HCT					

### MIRA phase 2: Joint data collection and analysis

Rapid assessment aiming to deepen common understanding of the situation and the different impact in various geographical settings and/or on affected groups: i) Estimates scale and severity of the event's impact, ii) Identifies inter-sector priority needs and impact by affected groups or geographical areas, iii) Forecast possible evolution of the crisis and the resulting needs over the short, medium and longer term.

		Roles and Responsibilities						Timeline (Days)								
Process	STEPS	LEAD	PARTICIPANTS	3	4	<u>5</u>	<u>6</u>	7	<u>8</u>	9	_10_	_11_	_12_	_13_	14	
Primary data collection	Refine objectives and the MIRA analytical framework based in phase 1	AC	AT													
	Revise assessment methodology, select sites and adapt data collection tools if required	AC	AT													
	Plan for continued secondary data review	AC	AT													
	Train/prepare field assessment teams if required based on training package	AC	GoUM, AT, ICCG													
	Plan and organize the joint analysis	AC	GoUM, AT, ICCG													
	Collect primary data – the timeline to be change based on scale of the disaster and area to be covered	FATC, AC	AT, FAT													
	Send primary data to national level	FATC, AC	AT, FAT													

	repository							
	Collates data from assessment and integrates with information from other sources (media, government,)	AC,MIMU	ICCG					
Analysis	Share primary and secondary data available with ICCG	AC/MIMU	ICCG					
	Analyze primary and secondary data identifying main needs and gaps at sector level	ICCG	AC, AT					
	Agree on joint inter-sectoral analysis	AC	GoUM, AT, ICCG					
	Approve jointly-defined inter-sector priority humanitarian needs and shared initial findings with HCT and GoUM	НСТ						
Reporting and dissemination	Draft the MIRA report	AC	ICCG, GoUM, AT					
	Translate MIRA report into Myanmar	AC	ICCG, GoUM, AT					
	Publish the MIRA report	AC	ICCG, GoUM, AT					

## Key stakeholders and main activities

STAKEHOLDER	MAIN ACTIVITIES
Host Government	<ul> <li>National and/or local government authorities will be consulted and encouraged to lead the coordination of rapid needs assessments along with Damage And Loss Assessment (DALA).</li> <li>National and/or local government authorities will request HCT's support for rapid needs assessment when required.</li> </ul>
Humanitarian Coordinator (HC)	<ul> <li>Ensures the process is launched when needed and that a joint message reflecting the collective voice of the humanitarian community is projected.</li> </ul>
Humanitarian Country Team (HCT)	<ul> <li>Assigns staff from respective agencies to take part in planning, designing and implementing the assessment.</li> <li>Endorses inter-sectoral analysis of MIRA findings and priority humanitarian needs.</li> </ul>
Assessment Coordinator (AC)	<ul> <li>Oversees coordination of the MIRA process, encourages participation by key humanitarian actors in the assessment team and ensures production and dissemination of key MIRA outputs.</li> <li>OCHA will normally take on this role, as designated by the HC.</li> </ul>
Assessment Team (AT): Assessment Coordinator, Government, representative	<ul> <li>A multi-cluster/sector, interdisciplinary group (GoUM, HCT, ICCG, NNGO, MRCS, Private Sector)</li> <li>responsible for supporting the design, planning, coordination and harmonization of assessments;</li> <li>conducting secondary and primary data collection and cross-sectoral analysis; and preparing and</li> </ul>
or relevant organization may co-chair	disseminating key MIRA outputs.  - Skillsets to include: participatory and field research methods, assessment, analysis.
Information Management Officer (IMO)	<ul> <li>Supports compilation of pre- and post-crisis information and secondary data analysis.</li> <li>Manages process of entry, compilation and tabulation of assessment data; ensure comparability of datasets with other information products and requirements; and produces figures, maps, and charts.</li> <li>Serves as member of the assessment team and reports to the assessment coordinator.</li> </ul>
Inter-Cluster/Sector leads Coordination Group (ICCG)	<ul> <li>Ensures participation of cluster/sector members as relevant in the assessment team for planning, design, implementation, and secondary data review and analysis purposes.</li> <li>Ensures collection and analysis of primary and secondary data for the first and second MIRA phases.</li> <li>Ensures information management expertise for primary and secondary data analysis.</li> <li>Support overall MIRA implementation.</li> </ul>
Cluster Members	<ul> <li>Participates by sharing information and/or appointing assessment experts and/or information managers for MIRA process.</li> </ul>
Field Assessment Team Coordinator (FATC)	<ul> <li>Appointed by the assessment coordinator, the field team leader leads the field assessment teams.</li> <li>Ensures that agreed procedures and standards are used to conduct data collection, analysis and field debriefing.</li> <li>Ensures findings and raw data are produced and shared with the assessment coordinator on a</li> </ul>
Field Assessment Team (FAT)	timely basis.  - Government, UN, NGOs, NNGO, MRCS, private sector and a gender balanced composition.