



# Coordinated Needs Assessment in Jordan Assessment Registry

18 May 2014

Interagency Information Sharing Portal

# Common challenges

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- Lack of systematic coordination of assessments;
- Tendency to aim for primary data collection;
- Sharing of results in a structured manner to facilitate secondary data review;
- Duplication of information needs.

## > 60 organizations in RRP6

Difficult to know what assessments will be or have been conducted, where, by whom, who was targeted, what sample method was used, etc.

- Local communities are overconsulted and don't see any direct result of the assessments
- Assessment can not be compared
- Assessment results can be

# Assessment Coordination Levels



**Sharing Assessment Plan & Objectives**

**Sharing Assessment Methodology**

**Sharing Data Analysis**

**Sharing Recommendations**

# Methodology

## **.Standard Operating Procedures (SOPs)**

- .Approved by IATF, ISWG and Sectors
- .Trial period of 2 months

## **.Online Assessment Registry tool**

- .Live on the inter-agency portal
- .Tool is primarily for use by the Refugee Response sector system
- .3 type of Users (Partner, Sector Chair and Admin)
- .Approval mechanism by Sector Chair

# Purpose of SOPs



- Guide agencies through the process
- Ensure that appropriate Sector Working Groups are able to provide technical input where relevant.

# Within Scope...



**Applicable to all data collection exercises (whether primary or secondary) linked to the Refugee Response:**

- › Needs Assessments;
- › Knowledge, Attitudes and Practice (KAP) surveys;
- › Contextual analysis or research by individuals, organisations or institutions;
- › Large project or programme evaluations.

# Outside of Scope...



**Not Applicable to data collection activities which are considered part of normal programming:**

- Gathering of output-level data;
- Post-Distribution Monitoring (PDM) activities; and
- Beneficiary selection activities for approved projects.

Additional guidance will be made available for external researchers ...



# Approval from Govt.

- Requesting authorisation from MOPIC is a separate and parallel process which agencies should go through.
- Additionally, agencies should seek the approval of the appropriate line ministries.
- For Camps, the finalised questions should be presented to Syrian Refugee Affairs Directorate (SRAD) for approval. This is an obligatory step, and applicable to both Zaatari and Azraq camps.

# Assessment Design in General

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- Define the decision-making process that needs to be supported
- First review existing secondary data
- Coordinate Primary data collection activities in the field
- Participatory approach
- Representativeness -> sample size & methodology

# Assessment Design: Protection...

- Assessments should include ethical concerns
  - ‘Do No Harm’ Principle
  - Identify and mitigate risks
  - Assessing SGBV (“WHO Ethical and safety recommendations for researching, documenting and monitoring sexual violence in emergencies “)

# Assessment Implementation

- “Informed Consent”
- Seek views of women, girls, boys and men of all age groups, in ways that are both ethical and culturally-sensitive
- Assessors should be in the position to refer individuals
- Do not provide incentives

# Standard Operating Procedure

- Define
- Inform
- Discuss
- Implement
- Share

<http://data.unhcr.org/syrianrefugees/download.php?id=5229>

# Process: Step 1 to 3 -> Define

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- .1. Define the objective;
- .2. Ethics Checklist
- .3. Upload onto the Refugee Response Assessments Registry;

# Process : Step 4 to 6 -> Inform

- .4. Inform geographic coordination structures (Camp Management, or urban coordination systems);
- .5. Inform geographic sector WGs, where applicable;
- .6. Inform country-level sector WGs;

## Process : Step 7 to 8 -> Discuss

- .7. Share questionnaire with sector chairs, where requested (for primary data collection 4 only);
- .8. Sector WG chairs (or Sub-sector WG chairs) mark assessments as 'approved' in the Refugee Response Assessments Registry (for primary data collection only);



# Process : Step 9-> Implement

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- .9. Conduct primary data collection;
- .organise the primary data collection in the field.
- .Following data collection, Sector WG chairs can offer support and guidance on data analysis, if appropriate.

## Process : Step 10 to 11 -> Share

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- .10. Update information on the Refugee Response Assessments Registry;
- .11. Share the assessment findings with corresponding coordination mechanisms (both geographic and sector-based).

# Dispute resolution

- .Disagreement between the Sector Chair and a requesting organization on the rejection of an assessment can be referred to the Inter-Sector Working Group. *(The review will not take longer than 2 weeks).*
- .Disagreement between the Inter-Sector Working Group and a requesting organization on the rejection of an assessment can be referred to the Inter-Agency Task Force. *(The review will not take longer than 4 weeks).*
- .Should the review be urgent, the UNHCR Representative, in consultation with the sector chair and the head of the requesting organization, can take a final decision.
- .Assessments which remain unfunded and unimplemented for six months after the initial planned date will be removed from the Assessments Registry.

# Registry on the Portal


<http://data.unhcr.org/syrianrefugees/country.php?id=107>

[http://data.unhcr.org/syrianrefugees/assessments.php?page=1&view=list&Country\[\]=107](http://data.unhcr.org/syrianrefugees/assessments.php?page=1&view=list&Country[]=107)

Syria Regional Refugee Response

Inter-agency Information Sharing Portal

EN FR AR

The UN Refugee Agency

Regional Overview

Egypt

Iraq

Jordan

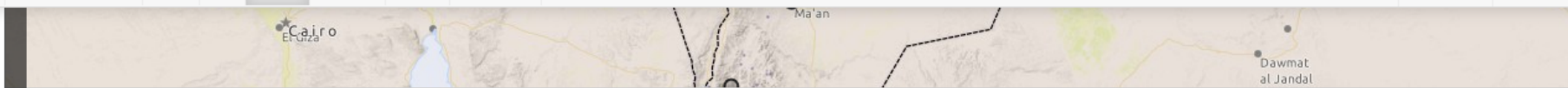
Lebanon

Turkey

Partner List

Search

Login



This map does not imply official endorsement or acceptance by the United Nations

Total Persons of Concern

592,623

Last Updated 27 Jan 2014

Source - UNHCR, UNHCR Registration

Needs Assessment Registry

Title	Status	Organizations	Last Updated
<b>Syrian Refugee Crisis: Rapid Assessment</b> 28 Jan 2014	Published	CHF Jordan	12 Mar 2014
<b>Cash and NFI sector gender analyses</b> 28 Jan 2014	Data collection started 01 Mar 2014	IRC Jordan, CARE Jordan	12 Mar 2014
<b>AGDM Participatory Assessment</b> 28 Jan 2014	Planned	UNHCR Jordan	12 Mar 2014
<b>Joint Rapid Health Facility Assessment in Jordan</b> 28 Jan 2014	Published	UNHCR Jordan, UNICEF, UNFPA Jordan, MoH Jordan	12 Mar 2014

View more

Highlights

- 16/01/14- first steering committee for establishing a Vulnerability Assessment Framework for Syrian refugees. This body aims to improve targeting of assistance  
26 Jan 2014
- 4,558 individuals processed since the opening of the joint Government of Jordan and UNHCR registration centre in Raba Al Sarhan on 29 December.  
26 Jan 2014
- 85,000 Syrian refugees received winter clothes in Zaatari camp.  
23 Jan 2014
- From 28 Dec 2013–5 Jan 2014, 915,420 children under the age of five (including 100,106 Syrian children) were vaccinated against polio.  
20 Jan 2014
- Between 29 Dec 2013 and 12 Jan 2014, 4,558 refugees were processed in Raba'a Sarhan registration centre by the authorities and UNHCR.  
15 Jan 2014

View more

Backlog

There is currently no backlog of Syrians awaiting registration. Syrians can now register with UNHCR at its centres in Irbid and Amman upon first contact the same day.

# “Survey of Surveys” to “Registry”

➤ Sos out of Date

<http://www.acaps.org/en/news/technical-note-survey-of-surveys/31>



# Supporting a workflow

**Define & Inform →**

Planned Assessment

**Discuss →**

Collection Started

Data

**Implement →**

Collection finished

Data

**Share →**

published

Assessment

# Assessment Coordination Levels



**Sharing Assessment Plan & Objectives**

**Sharing Assessment Methodology**

**Sharing Data Analysis**

**Sharing Recommendations**



# List view

## Needs Assessment Registry



### Needs Assessment Registry

Use the filters to narrow your search

VIEW AS:  

#### Syrian Refugee Crisis: Rapid Assessment

Date of Entry: 28/01/2014

Status: Published

Participating organizations: CHF Jordan

Created 1 month ago

Created By HQ Admin

#### Cash and NFI sector gender analyses

Date of Entry: 28/01/2014

Status: Data collection started

Participating organizations: IRC Jordan, CARE Jordan

Created 1 month ago

Created By HQ Admin

#### A real-time evaluation of UNHCR' response to the Syrian refugee emergency

Date of Entry: 28/01/2014

Status: Published

Participating organizations: UNHCR Jordan

Created 1 month ago

Created By HQ Admin

#### AGDM Participatory Assessment

Date of Entry: 28/01/2014

Status: Planned

Participating organizations: UNHCR Jordan

Created 1 month ago

Created By HQ Admin

#### Impact of refugees on host communities

Date of Entry: 28/01/2014

Status: -

Created 1 month ago

Created By HQ Admin

#### Government of Jordan 2013 Response Plan

Date of Entry: 28/01/2014

Status: -

Created 1 month ago

Created By HQ Admin

#### National Employment Strategy

Date of Entry: 28/01/2014

Status: -

Created 1 month ago

Created By HQ Admin

SEARCH ASSESSMENT TITLES



FILTER YOUR RESULTS

Organization



TargetPopulation



TargetSettlement



Measurement



Methodology



Country



Region



Created By



Status






Sampling






# Table view

Needs Assessment Registry			
 <b>Needs Assessment Registry</b> Use the filters to narrow your search		VIEW AS:  	
Syrian Refugee Crisis: Rapid Assessment	CHF Jordan	Refugee Response Plan	Published
Cash and NFI sector gender analyses	IRC Jordan, CARE Jordan	National Resilience Plan	Data collection started
A real-time evaluation of UNHCR's response to the Syrian refugee emergency	UNHCR Jordan	Both	Published
AGDM Participatory Assessment	UNHCR Jordan	Refugee Response Plan	Planned
Impact of refugees on host communities		-	Unknown
Government of Jordan 2013 Response Plan		-	Unknown
National Employment Strategy		-	Unknown
Governorates Business Development Units		-	Unknown
Joint Rapid Health Facility Assessment in Jordan	UNHCR Jordan, UNICEF, UNFPA Jordan, MoH Jordan	-	Published
Winterization Assessment and Recommendation NRC	NRC Jordan	-	Unknown
RRP6: Strategic Objectives and Population Estimates	UNHCR Jordan	-	Unknown
Shattered Lives: Challenges and Priorities for Syrian Children and Women in Jordan	UNICEF	-	Unknown
Country Report on Solid Waste Management in Jordan 2012		-	Unknown
Food Security in Jordan 2010-2011	WFP Jordan	-	Unknown
Food Sector Gender Analysis		-	Unknown
Site and Shelter Sector Gender Analysis		-	Unknown
Rapid Camp Assessment: Improving the Well-Being of Syrians in Zaatari	IMC Jordan	-	Unknown
ACF Exploratory Mission Syrian Crisis in Jordan		-	Unknown
National Environmental Survey		-	Unknown
municipal joint service councils assessment study 1_Part 2		-	Unknown
Dohler Health Risk Assessment and			

SEARCH ASSESSMENT TITLES



FILTER YOUR RESULTS

Organization

+

TargetPopulation

+

TargetSettlement

+

Measurement

+

Methodology

+

Country

+

Region

+

Created By

+

Status

+

Sampling

+



# Filtering and searching

## Needs Assessment Registry



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Status: -

Created 1 month ago

Created By HQ Admin

SEARCH ASSESSMENT TITLES



FILTER YOUR RESULTS

Organization



TargetPopulation



TargetSettlement



Measurement



Methodology



Country



Region



Created By



Status



Published

5

Data collection started

2

Planned

1

Sampling



# Detailed view of an assessment

## Assessment Details

### Syrian Refugee Crisis: Rapid Assessment

#### » Syrian Refugee Crisis: Rapid Assessment

##### Basic Information

Registered On	28/01/2014
Registered By	HQ Admin
Contact email address	xxxx@abcd.org
Status	Published
Scope	Refugee Response Plan
Funded	No
Sampling Type	Stratified
Sample size	500
Methodology Description	Questionnaires and focus group prompts
Data Collection Start Date	6 March 2013
Data Collection End Date	31 March 2013

##### Target Population

Syrian Population in Camp

##### Target Settlement

Collective centres

##### Measurement

Facility (e.g. school, hospital)

##### Methodology

Secondary Data Review

Individual key informant interviews

##### Participating Organizations

CHF Jordan

##### Sector

Education


Shelter

##### Final Results

Availability of Final Report	Public
Date Of Publication	13 March 2014
Main findings	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas vel nisi quis neque congue ullamcorper. Maecenas tortor felis, vestibulum eu mollis at, fermentum ac odio. Nam nisi mi, tincidunt vitae lobortis sed, sagittis non tortor.
Keywords	Lorem ipsum, dolor, sit, amet
Needs	Nullam faucibus tortor risus. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus.
Priorities	Proin iaculis egestas risus sed vehicula. In eget tempus sapien. In mollis facilisis massa, nec bibendum enim porttitor nec.

# Register a new Assessment

**Administrative Panel** ▸ **Needs Assessment** ▸ **Register New Assessment**

 **Register New Assessment**

Title	<input type="text" value="Title"/>
Scope	<input type="text" value="-Select-"/>
Status	<input type="text" value="-Select-"/>
Funded?	<input type="radio"/> Yes <input type="radio"/> No
Start of Data Collection	<input type="text" value="12/03/2014"/>
End of Data Collection	<input type="text" value="12/03/2014"/>
Purpose	<div><div>Purpose</div><div></div></div>
Files: Concept Note	<div><div></div></div>
Upload Concept Note Document	<div><div>Select File</div><div>Uploaded files must not exceed 15 Mb! Only doc, xls and pdf files are supported.</div></div>
Methodology	<div><div><input type="checkbox"/> Direct Observation</div><div><input type="checkbox"/> Focus Group Discussion</div><div><input type="checkbox"/> Community Key informant</div><div><input type="checkbox"/> Household key informant interviews</div><div><input type="checkbox"/> Individual key informant interviews</div><div><input type="checkbox"/> Secondary Data Review</div><div><input type="checkbox"/> Other</div></div>
Methodology Description	<div><div>Methodology Description</div><div></div></div>

# Dynamic Approval Calculation

Administrative Panel > Needs Assessment > Register New Assessment

 Register New Assessment

Title	<input type="text" value="Title"/>
Scope	<div><div>-Select-</div><div><div>-Select-</div><div>Refugee Response Plan</div><div>National Resilience Plan</div><div>Both</div></div></div>
Status	
Funded?	<input type="radio"/> Yes <input type="radio"/> No
Start of Data Collection	<input type="text" value="12/03/2014"/>
End of Data Collection	<input type="text" value="12/03/2014"/>

## Sectors

- ☐ Agriculture
- ☐ Camp Management
- ☐ Cash Assistance
- ☒ Child Protection
- ☐ Community Services
- ☐ Coordination
- ☐ Core Relief Items (CRIs/NFIs)
- ☐ Education
- ☐ Environment
- ☐ Food Security
- ☐ Gender-Based Violence
- ☐ Health
- ☐ HIV/AIDS
- ☐ Information Management

# Dynamic Approval Calculation

Approval by Technical Ministry

☒ Yes ☐ No

Approval by *Child Protection* Sector Chair

-Select-

Comments to Sector Approval

Comments

# Dynamic Approval Calculation

Administrative Panel > Needs Assessment > Register New Assessment

**+ Register New Assessment**

Title

Scope

Status   
Refugee Response Plan  
National Resilience Plan  
Both

Funded? ☒ Yes ☐ No

Start of Data Collection

End of Data Collection

## Sectors

- ☐ Agriculture
- ☒ Camp Management
- ☒ Cash Assistance
- ☐ Child Protection
- ☐ Community Services
- ☐ Coordination
- ☐ Core Relief Items (CRIs/NFIs)
- ☐ Education
- ☐ Environment
- ☐ Food Security
- ☐ Gender-Based Violence
- ☐ Health
- ☐ HIV/AIDS
- ☐ Information Management
- ☐ Livelihood
- ☐ Logistics

# Dynamic Approval Calculation

Approval by Technical Ministry

☒ Yes ☐ No

Approval by Inter-Sector Chair

-Select-

Comments to Inter-Sector Approval

Comments

Approval by Task Force Chair

-Select-

Comments to Task Force Approval

Comments



# Published assessments

Keywords	<div>Keywords</div>
Sharing options	<div>-Select-</div>
Date of Publication	<div>12/03/2014</div>
Contact email	<div>*<div></div><div>A valid email address</div></div>
Main Findings	<div>Main Findings</div>
Needs	<div>Needs</div>
Priorities	<div>Priorities</div>
Files: report	<div></div>
Upload report	<div>Select File</div>

# Administration



# Partner Accounts



***Needs Assessment Admin*** account for partners:

- *can create new assessments*
- *edit assessments created by the user.*

# Assessment Approver Accounts



***For sector leads/ Inter-Sector chair:***

- can see every assessment in the registry,*
- has access only to the 'approval' fields,*

# Admin

*Focal point who will have the admin rights to*

- maintain the online tool*
- manage assigning the user accounts to partners and assessment approvers.*

## **Requesting User accounts:**

*All the user login requests should be forwarded to Kaleem ur Rehman, Associate Coordination Officer ([rehmank@unhcr.org](mailto:rehmank@unhcr.org))*