Coordinated Needs Assessment in Jordan Assessment Registry

18 May 2014

Interagency Information Sharing Portal

Common challenges

- 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

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

- 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

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

- 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

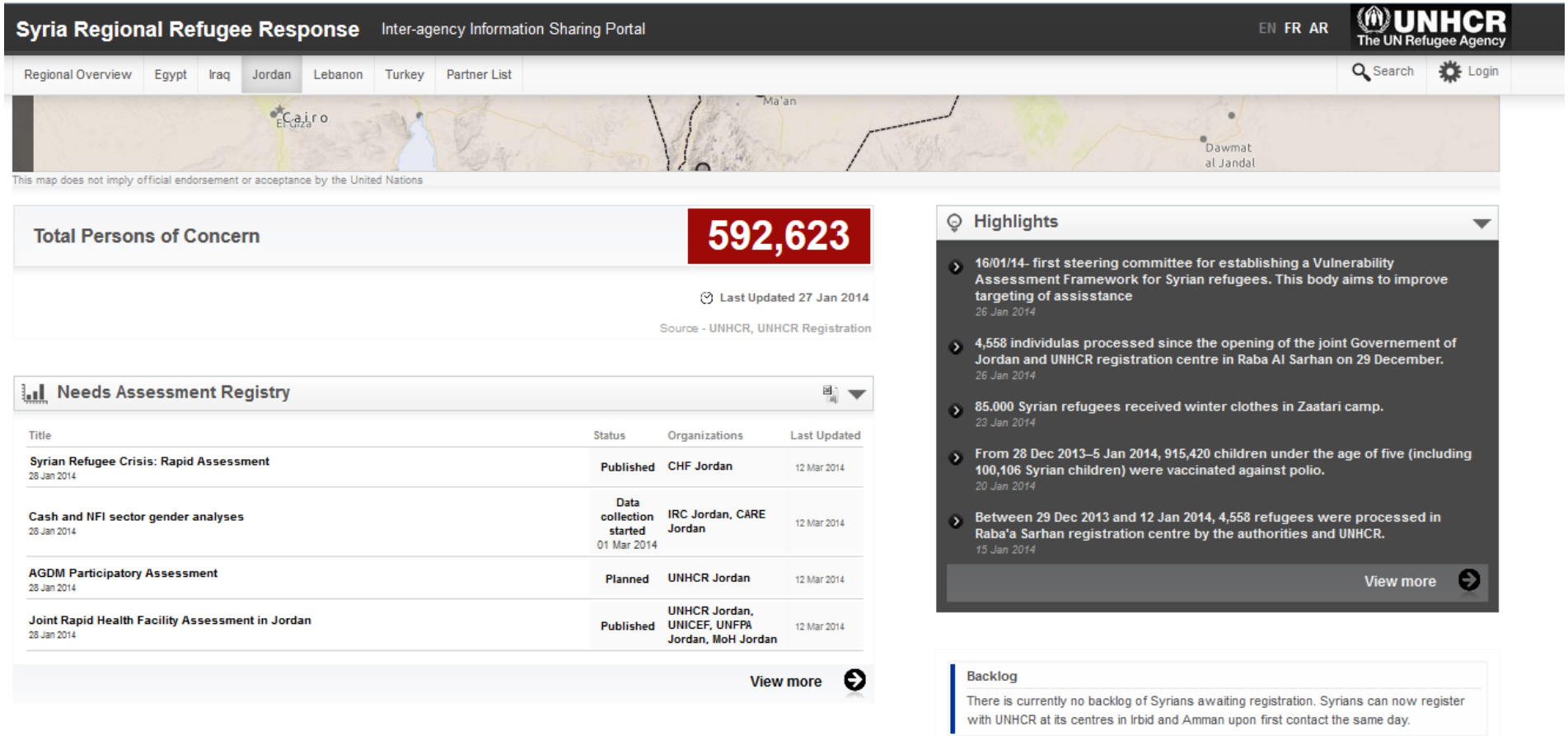
- 10. Update information on the Refugee Response Assessments Registry;
- 11. Share the assessment findings with corresponding coordination mechanisms (both geographic and sector-based).

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

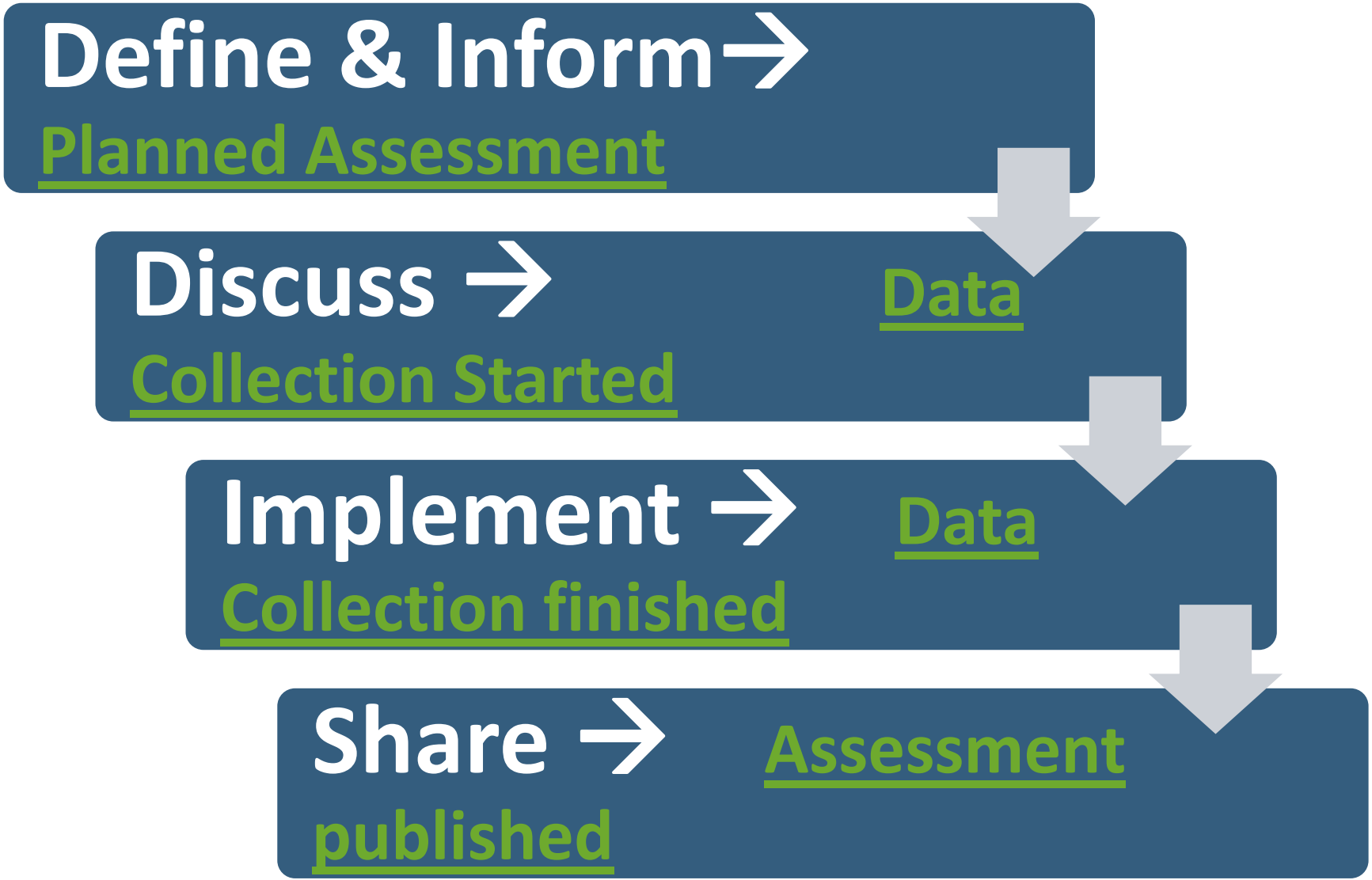


“Survey of Surveys” to “Registry”

- Sos out of Date

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

Supporting a workflow



Assessment Coordination Levels

List view

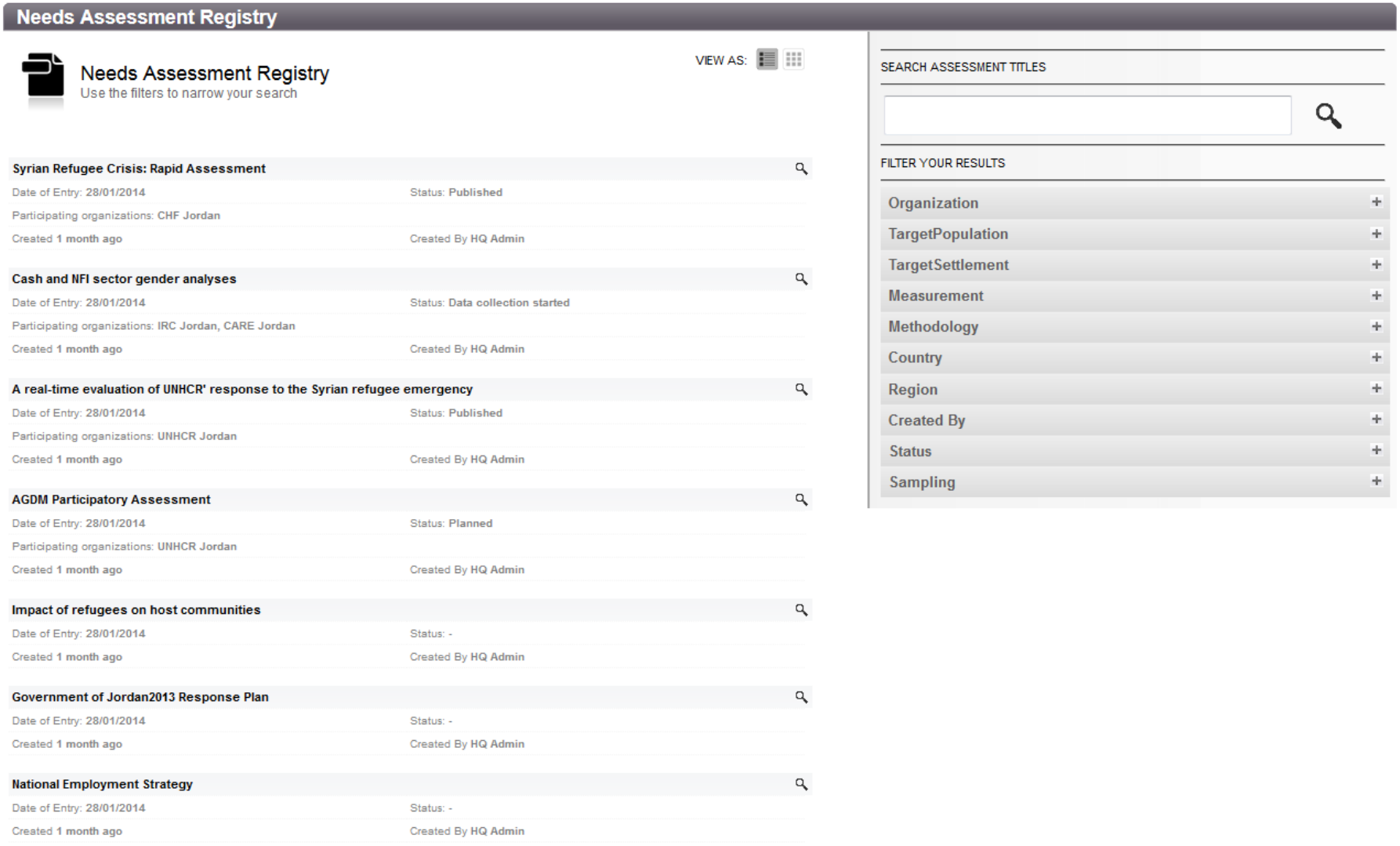
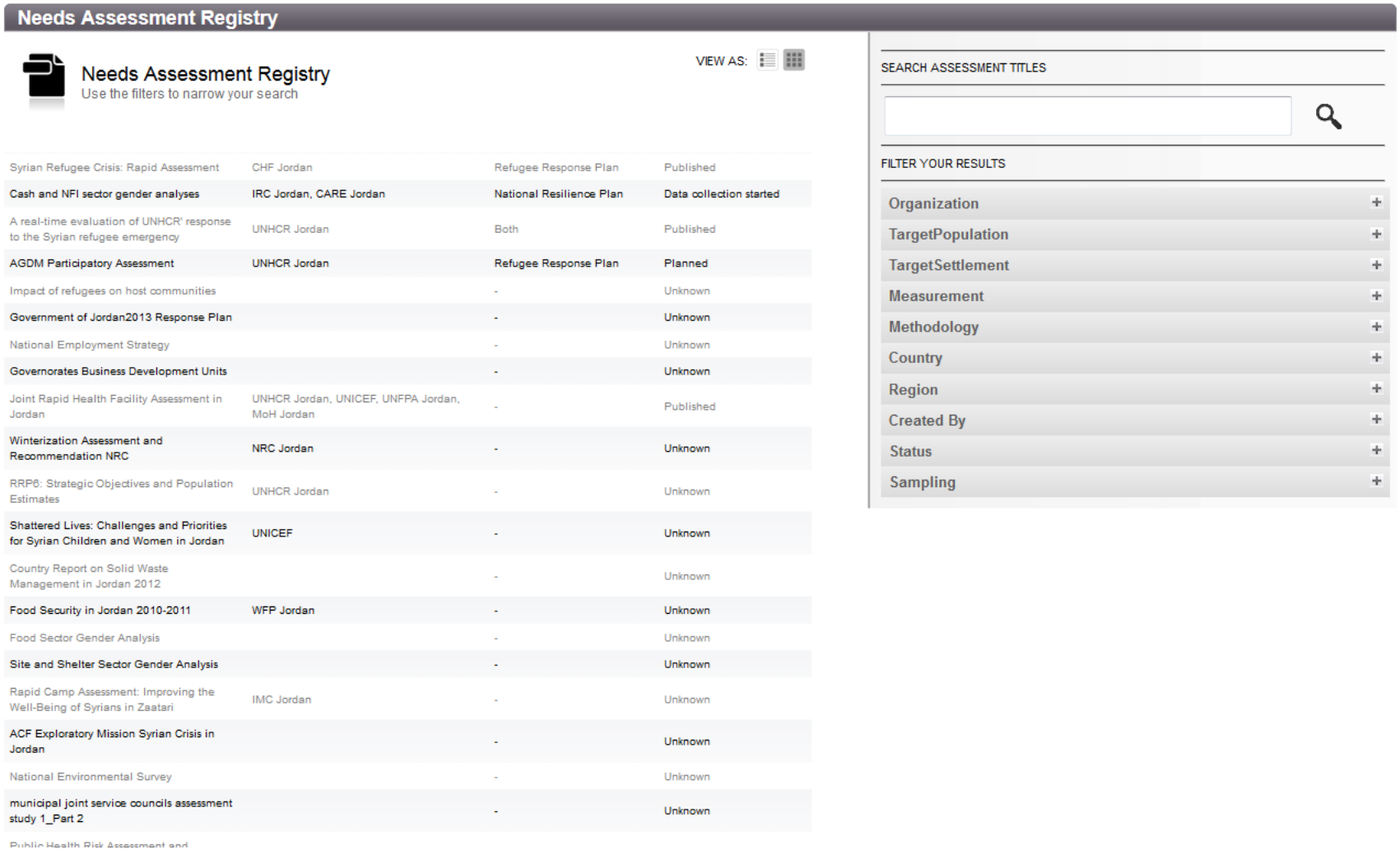

Needs Assessment Registry
Needs Assessment Registry
Use the filters to narrow your search
VIEW AS:
Syrian Refugee Crisis: Rapid Assessment
Date of Entry: 28/01/2014
Status: Published
Participating organizations: CHF Jordan
Created 1 month ago
Created By HQ Admin
Cash and NFI sector gender analyses
Date 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 Jordan2013 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
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Use the filters to narrow your search
VIEW AS:
SEARCH ASSESSMENT TITLES
FILTER YOUR RESULTS
Organization
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Methodology
Country
Region
Created By
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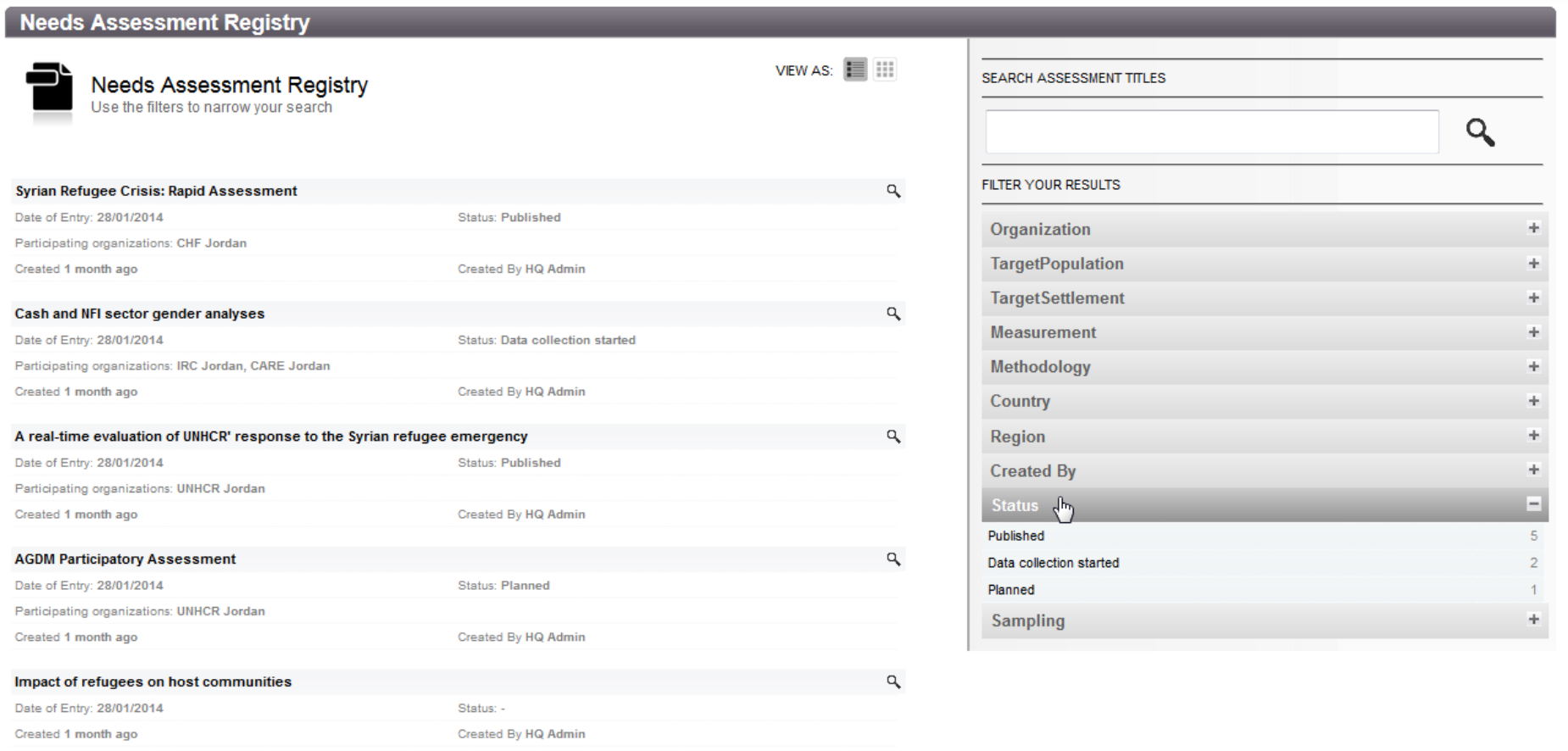
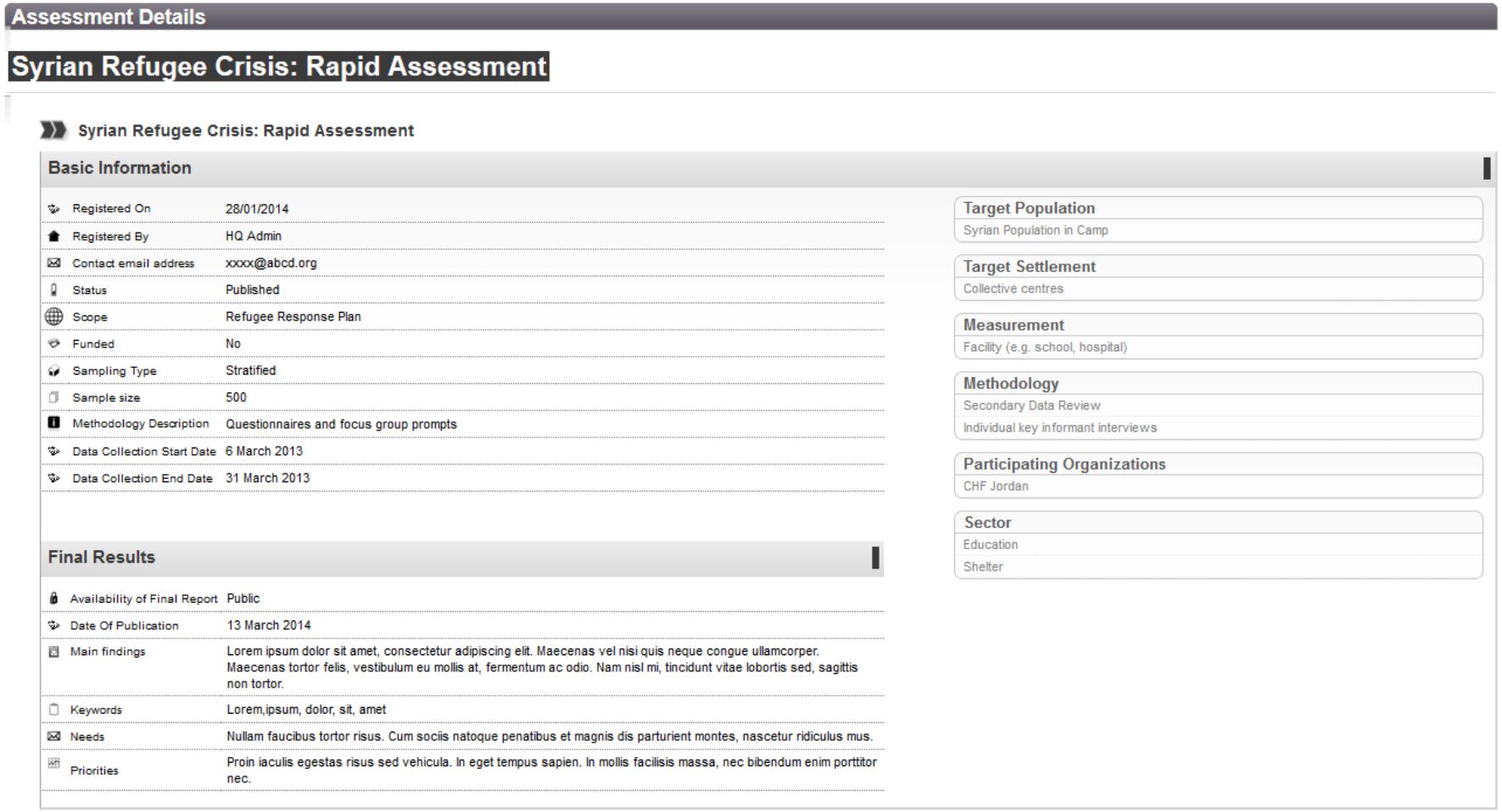
Sampling
Syrian Refugee Crisis: Rapid Assessment | CHF Jordan | Refugee Response Plan | Published
Cash and NFI sector gender analyses | IRC Jordan, CARE Jordan | National Resilience Plan | Data collection started
A real-time evaluation of UNHCR' response to the Syrian refugee emergency | UNHCR Jordan | Both | Published
AGDM Participatory Assessment | UNHCR Jordan | Refugee Response Plan | Planned
Impact of refugees on host communities | - | Unknown
Government of Jordan2013 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

Filtering and searching



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

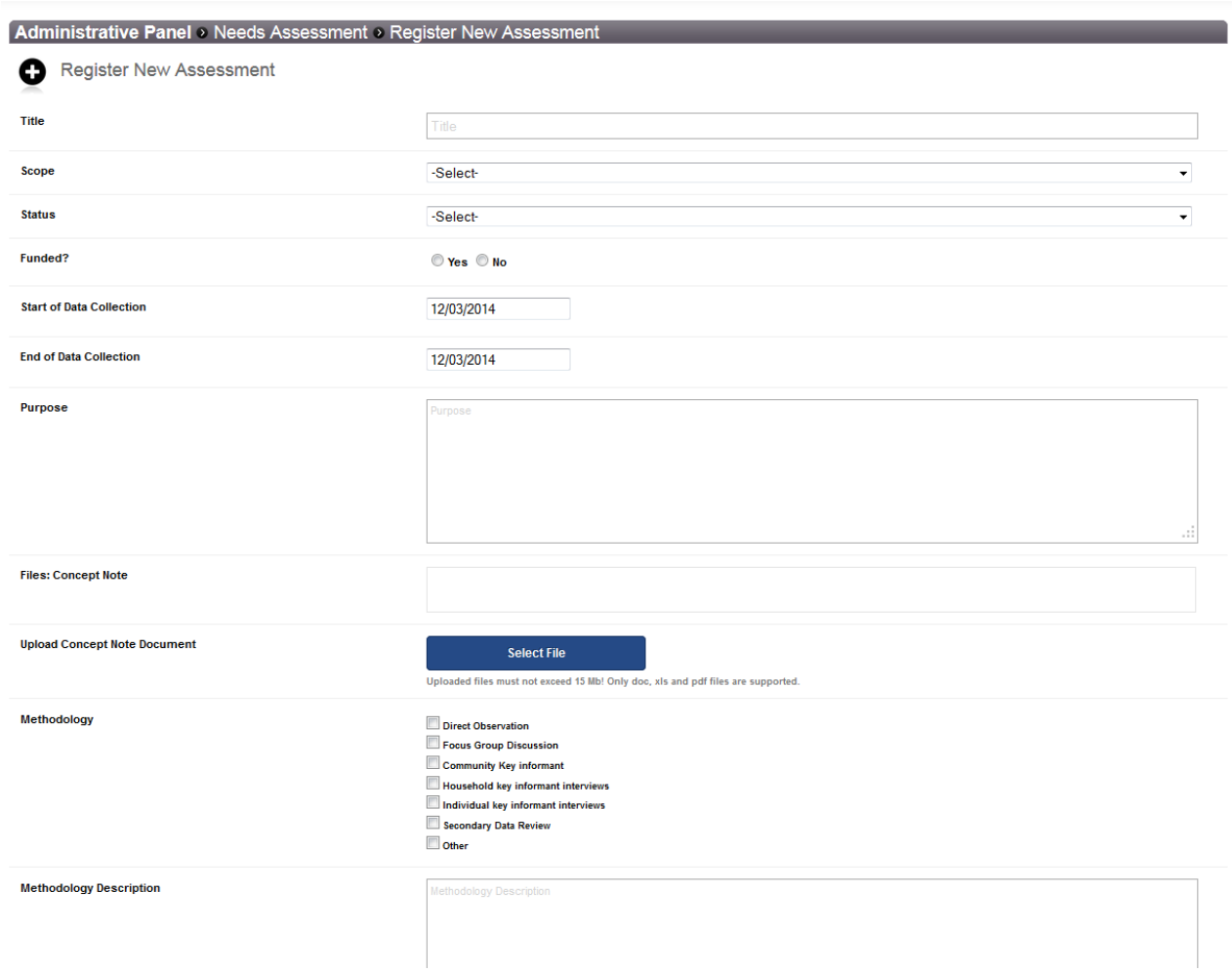
Participating Organizations
CHF Jordan

Sector
Education
Shelter

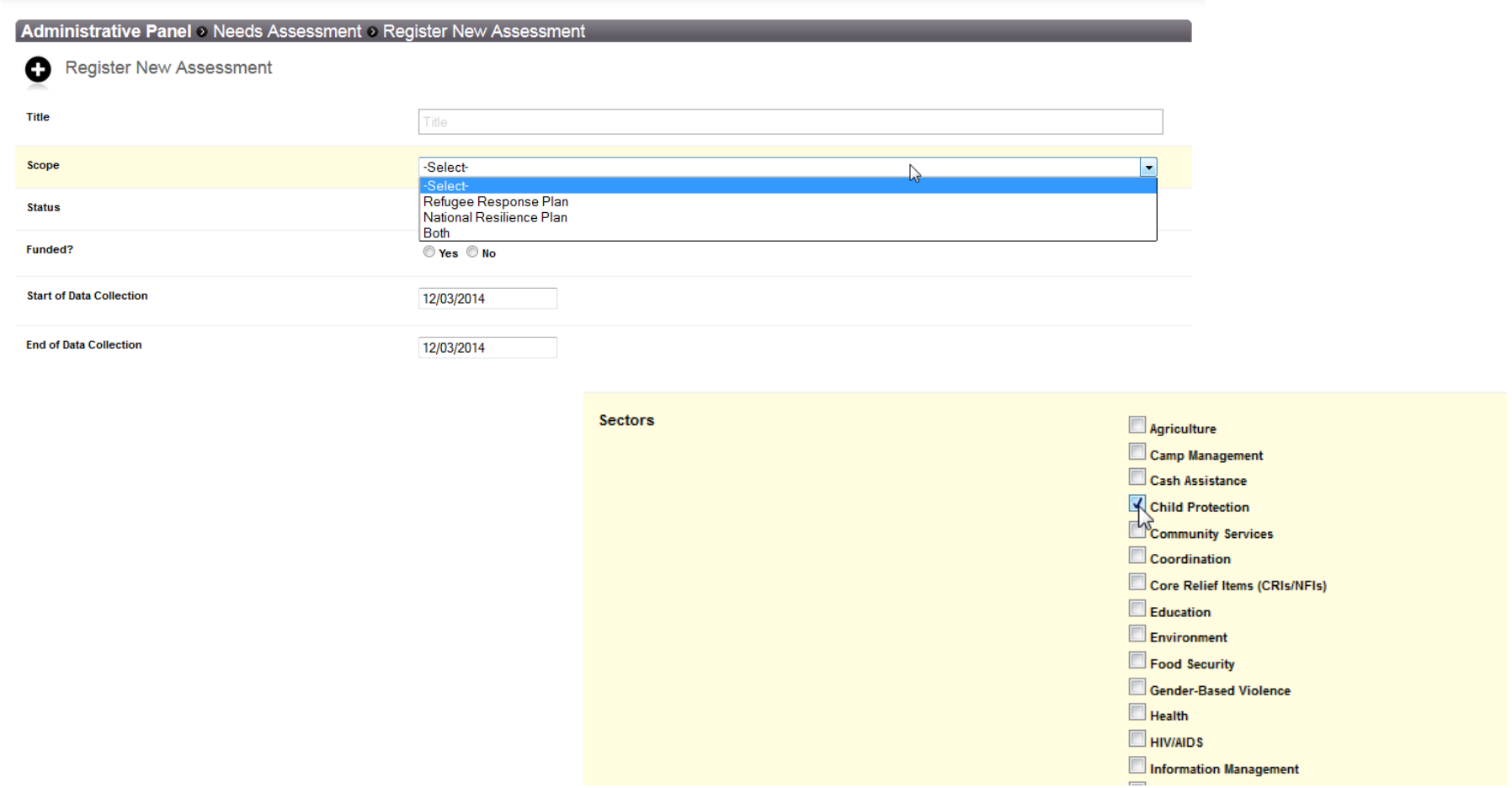
Final Results

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 nisl 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



Dynamic Approval Calculation



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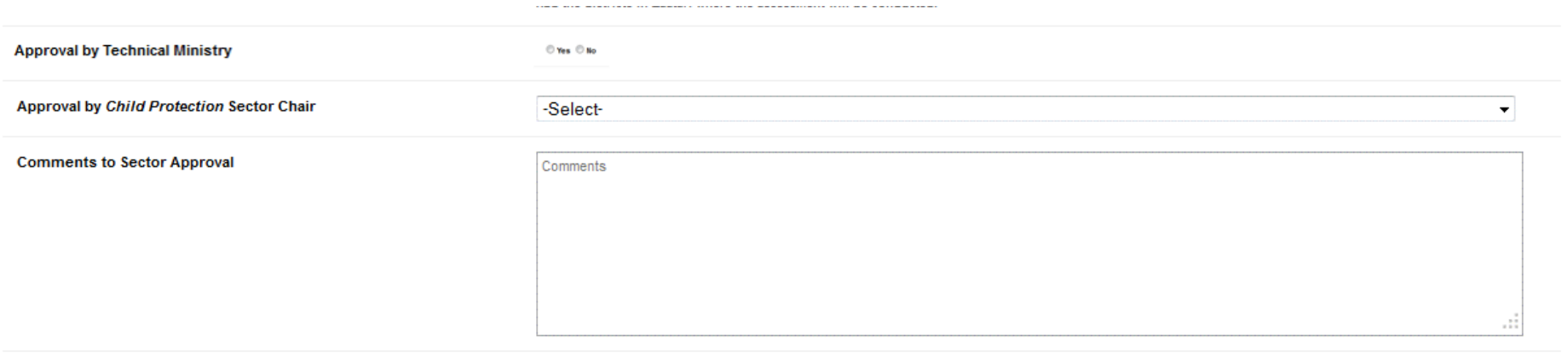

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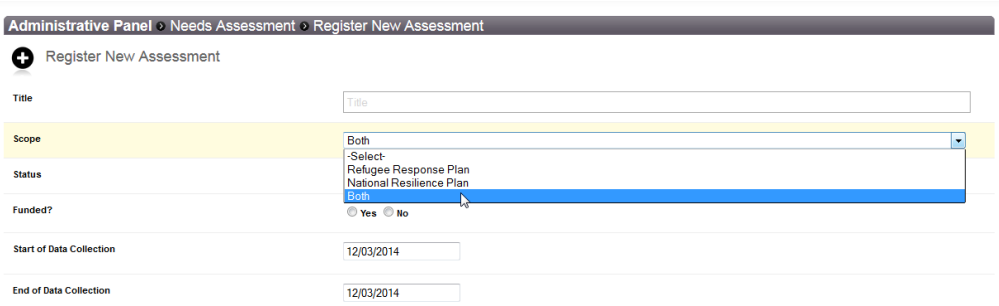

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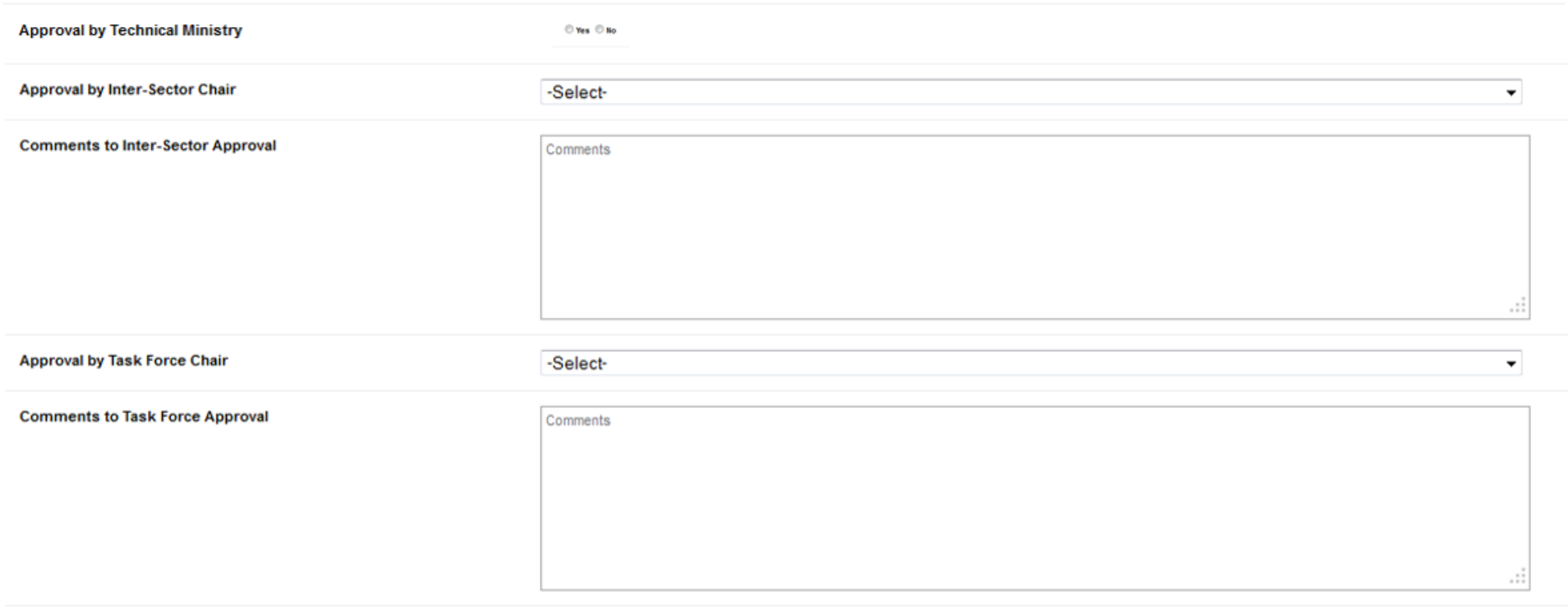
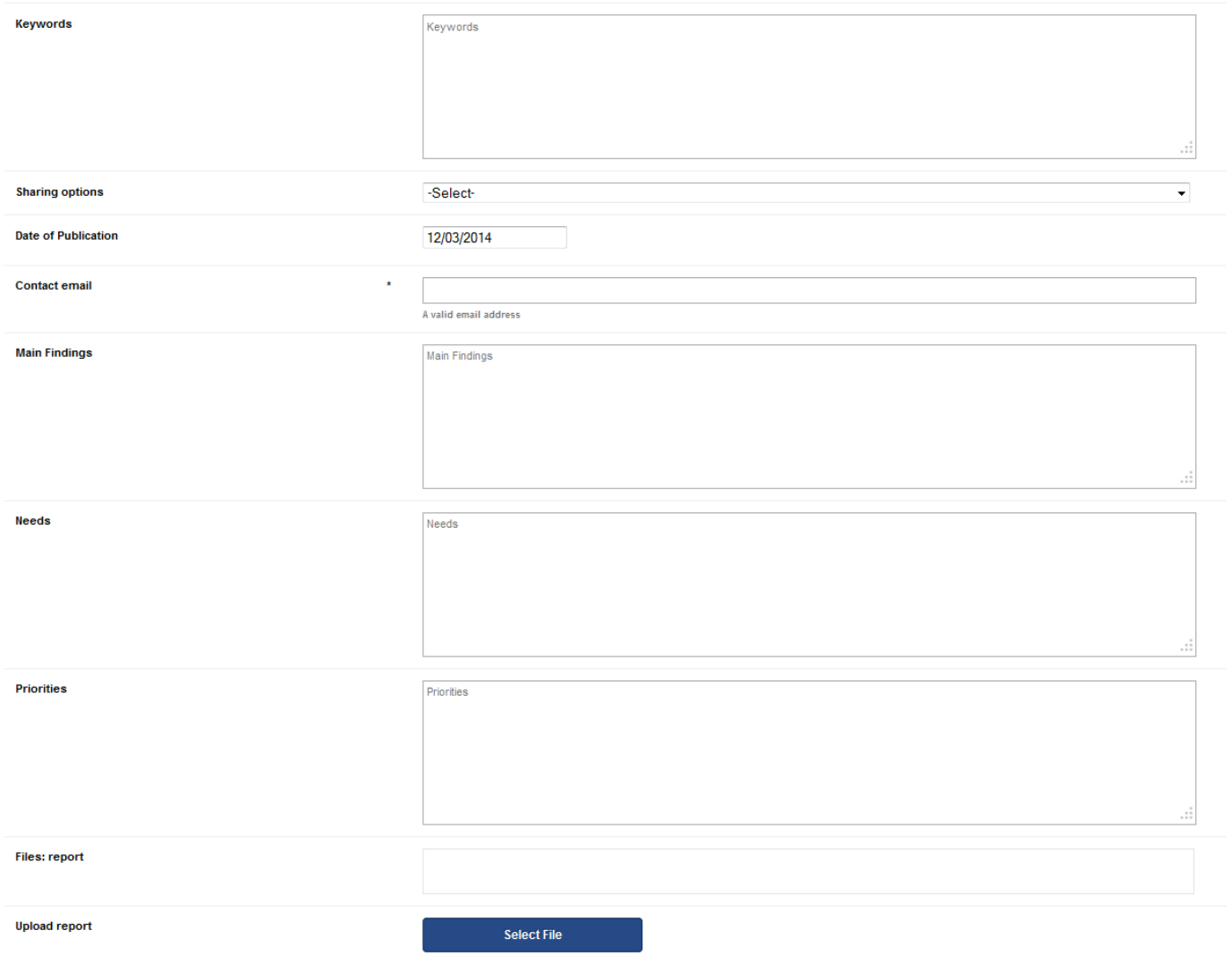


Published assessments



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)