

# MYANMAR HCT - Multi-sectoral Initial Rapid Assessment (MIRA)

## Guidance for MIRA team members (Update May 2016)

### BEFORE

- Field Assessment Coordinator to organize the teams and appoint Team Leaders.
- Assessment Coordinator to ensure the gender balance of the team, at least one female in each team to facilitate the focus groups discussion with women group. Ethnicity to be considered in certain locations.
- Inform relevant local authority, including village and village tract if possible, about the assessment, number of participants and areas to be covered, bringing printed authorization document if necessary.
- Field Assessment Coordinator to ensure team members are familiarize with the format/application.
- Bring area maps, GPS and camera if possible (most mobile phones have the functions of GPS and camera).
- At least one of the team members should be familiar with the local context.
- Divide the tasks amongst team members, specially to identify interviewer and note taker.
- Decide whether the information gathered will be collected initially in paper form or directly in the application and who will be the responsible for both options.
- Use the same methods in each community visited and record data consistently to facilitate comparisons and highlight obvious differences.
- Team Leader to ensure the team records access routes, travel time and other logistical tips of the assessed areas to support future plans.

### DURING

- Upon arrival to the area, Team Leader to request informed consent for conducting the assessment and request community leaders to organize a focus group discussion with key informants (community leaders, health workers, teachers, etc).
- Team Leader to establish contact first by introducing your team, organizations (wear official tags, if available) and objectives of the assessment, the expected length, etc.
- Hold the focus group discussion in a place that put the respondents at ease.
- Pay attention in the choice of the key informants, balancing time available, good choice of respondents, gender and diversity considerations. Ensure women participation and if possible balanced number of women and men in the interview, elders and people with special needs.
- Respect the local customs, behaviors and beliefs.
- Show empathy, serious attitude and friendly behavior, establish rapport and inspire confidence and trust.
- In case of key protection risks observed, discreetly inform colleagues from the Protection Cluster.
- Speak clearly with a professional tone (do not use judgmental tones that may influence responses), repeat the question by rephrasing with the local usage if necessary
- Avoid using humanitarian acronyms', always spell the names or the concept (including MIRA and other English terms)
- Listen carefully, avoid interruption, presumption/assumption of the answer and ask politely to repeat, if needed, give them time to talk about their priority issues or express grief.
- Record the information/data properly, clarify if needed.

- Be sensitive to time. Each assessment should take no more than an hour to complete.
- Be alert to behaviours and non-verbal signs that indicate how comfortable the persons are with the interview, whether questions are too sensitive or if the respondent is losing patience. When people are uncomfortable with the questions, do not insist.
- In case of using translation, ensure the translator understands the important tips for facilitating the assessment and ask for accurate translation, avoid compromising to the respondents
- Give key informants the opportunity to ask questions or share their thoughts on issues that have not been discussed. However, be careful not to raise unrealistic expectations of aid if the conversation turns to topics outside the scope of the assessment. (Do not create expectations about future humanitarian support and promises they can not keep)

## AFTER

- Team Leader to express gratitude to the community for their time and efforts on answering the questions when assessment is finished.
- Make direct observation for assessing the situation on the ground, and note down at least the three most important needs.
- Spend a few minute before leaving the assessed area for the team to make sure all required information/data is collected and the same understanding on the findings from the assessment team.
- Ensure that each form or application is filled in the same day to avoid missing information, Team Leader to undertake the final check and to send through KoBo (scanned forms should NOT be sent).
- Assessment Coordinator to gather daily findings from each assessment team. Convene a final meeting to analyse all findings and agree on key recommendations in the assessed area.

## STRUCTURE OF FIELD ASSESSMENT TEAMS

