

Yemen Initial Rapid Situation Tool – Guidance Document

OVERVIEW

Purpose: The Initial Rapid Situation Tool is designed to serve as a standard, easily accessible inter-cluster tool that can provide a quick initial common understanding of the situation, affected population and geographic area of the impact of an event¹ after it is first reported. The tool was developed by Assessment and Monitoring Working Group to improve coordination of rapid needs assessments and mitigate assessment fatigue in communities.

Scope: The use of the Initial Rapid Situation Tool is intended for the onset of an event and should be initiated within 72 hours. This tool does not replace an in-depth multi-sector tool or sector specific tool; nor does the use of the tool replace any ad hoc reporting mechanism established by the AHCT/HCT or clusters.

The tool aims to answer five main questions:

- 1) What happened?
- 2) Who are the affected population? How many people are affected?
- 3) How is the affected population coping?
- 4) Which services are accessible for the affected population?
- 5) How can humanitarian workers reach the affected population physically, and through communication channels?

When to use:

It is encouraged that organizations use the tool for any initial assessment aftermath sudden event - such as flood, cyclone or escalation of conflict - and provide collected data to the relevant AHCT. Additionally, the AHCT can initiate the use of the tool based on the following pre-conditions:

- 1) **New sudden event;**
- 2) **Urgent need for new information** - Informed by the secondary data review, OCHA and ICCM, the AHCT will decide whether there is a lack of evidence and if the situation requires primary data collection.
- 3) **Relatively stable situation** to ensure safe and sustainable access to area, the safety of key informants, and ensure that gathered information reflects situation on the ground;
- 4) Agencies and organizations support the process of **the joint assessment**.

Methodology: The Initial Rapid Situation Tool focuses only on crisis areas and gathers cross-sectorial information on community level. Data is captured through direct or remote key informant interviews. The purposive sampling is recommended. Data collection is done through standardized paper forms and followed by data entry to corresponding Kobo form (hosted by OCHA). The data entry to Kobo form should be completed immediately after field data collection finishes. The day after the completion data collection, a cleaned dataset is made available by OCHA for joint analysis purposes.

Revisions: The Assessment and Monitoring Working Group is responsible for the review and update of the Initial Rapid Situation Tool and corresponding guidance document on the yearly basis. The AHCT is responsible for ensuring that the Emergency Assessment Team membership is up to date; a quarterly review is recommended, as this relates to the operational presence on ground.

¹ Possible events include: Cyclone, flooding and conflict.

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PROCESS

Step (time from activation)	Activities	Responsibilities
Step 0 Preparation (Pre-activation)	<ul style="list-style-type: none"> Update of the tool, paper form and the Kobo form. Capacity building and dissemination of toolkit. Update of the Emergency Assessment Team. Identification of respondents. 	AMWG/ICCM/OCHA/AHCT/Clusters
Step 1 Activation (A_{0-6h})	<ul style="list-style-type: none"> Upon initial situation reports on the event, AHCT calls a meeting of the Emergency Assessment Team to activate the process based on the four preconditions. Emergency Assessment Team and AHCT set the deadline to end data collection. The meeting time for joint analysis to be held within 1 day of completing data entry. AHCT Chair informs the OCHA Office in Sana'a² of the activation of the process detailing the time frame, and recommends data collection technique (direct or remote) and scope (geographic areas and number of key informants to be contacted). 	AHCT, Emergency Assessment Team, OCHA Head of Field Coordination/OCHA Deputy Head of Office and OCHA Head of Coordination Unit
Step 2 Data Collection (A_{6h-72h})	<ul style="list-style-type: none"> Emergency Assessment Team members use the best communication channels available to complete the tool with key informants. Depending on the number of key informants and communication channels available, AHCT Chair will request AHCT members/OCHA Yemen staff to be responsible for contacting key informants based on the coordination structure. OCHA Yemen will provide: <ol style="list-style-type: none"> Maximum estimated number of affected people based on the humanitarian profile³ and geographic areas identified by AHCT; List of humanitarian actors and their activities in the district. ICCM/Organizations will indicate available stocks and pipeline. 	Emergency Assessment Team, AHCT, OCHA Yemen, ICCM/Organizations
Step 3 Joint Analysis (A_{72-96h})	<ul style="list-style-type: none"> OCHA Yemen is responsible for extracting and cleaning data uploaded to Kobo form. Emergency Assessment Team members reconvene to jointly review the data available and jointly describe the impact of the event, gaps and recommendations. The conclusions of the discussion are documented on the summary sheet. After the analysis, the validation of findings should be done. The findings are endorsed by the Emergency Assessment Team. 	Emergency Assessment team, AHCT
Step 4 Reporting (A_{96h-108h})	<ul style="list-style-type: none"> The Emergency Assessment Team shares data with AHCT and OCHA who will further disseminate findings to ICCM, HCT and public 	AHCT Chair or delegate

² OCHA Hub staff will inform the Head of Field Coordination and the Head of Coordination, Planning and Monitoring. They will notify the OCHA Assessment focal point, OCHA Head of Information Management Unit, HCT and ICCM, as required.

³ See guidelines: <http://tinyurl.com/hqrd7jg>

GUIDANCE NOTE

- **Emergency Assessment team:** To expedite the process, a pool of individuals will be appointed by the AHCT as potential emergency assessment team members. The selection of the team will best reflect the sectoral expertise available, as advised by the Clusters. Assembling external or ad hoc teams are not recommended, as this tool is meant to use the human resources already located and available across the country.
- **Data collection:** The data collection can be done through direct key informant interviews or remote key informant interviews. The method will be defined by the AHCT based on the access to area and available communication channels at the time of activation. The tool will be available as a paper questionnaire. Data collection will be followed by online data entry. It is acknowledged that paper may not be the preferred method because of the increased data entry time and chances of data entry errors; however it is preferred due to constraints in mobile data collection on the ground.
- **Sampling:** A non-random, purposive sampling is used to gather data from the people affected living in selected sites affected by the disaster. This type of sampling is preferred as it is faster to completed, however it is therefore not representative (i.e. results cannot be generalized beyond the study population). Its purpose is to identify the most pressing issues/concerns/needs in order to set up priorities for immediate action in a much quicker and less complicated fashion than 'representative' sampling. The targeted minimum number of key informants is 30.
- **Profile of key informant:** Targeted key informants are key community members who are knowledgeable of the geographic location affected. Contact lists of key informants will be defined with the AHCT (i.e. women, displaced people, host community and traditional and/or local authorities, etc.).
- **Data entry:** OCHA will provide a link to the online data entry form. The online data entry should be completed immediately after field data collection finishes. The day after the completion data collection, a cleaned dataset is made available by OCHA for joint analysis purposes and validation of data.
- **Validation of data:** Data validation is done after analysis to review discrepancies in the data and/or unusual findings. Data validation is conducted, at minimum, with the team leaders involved in data collection. Team leaders provides substantive qualitative contributions to either support or discount findings.
- **Analysis:** The analysis will be a consensus driven, focused discussion with AHCT members reviewing available information. A summary sheet should be drafted, which will document conclusions and relevant findings.