Data collection planning

There are three types of secondary data source:

* **Pre-shock:** governmental and non-governmental organizations often collect data to support their work before a shock. This *baseline data* can be used to identify problems, vulnerabilities and risks that existed before the disaster.
* **Post-shock:** when the disaster hits, the same organizations will start collecting data relating to the disaster. While these data is often not very accurate, itcan be compared to pre-shock data to assess the impact of the disaster.
* **Organizational learning:** many organizations (including your own) will have carried out evaluations, lessons-learned reviews and other learning exercises as part of their work. These documents can be valuable data sources, but also can give you tips and lessons in carrying out the assessment, including mistakes or assumptions that you should avoid.

This tool is divided into nine sections:

Section 1: Data sources

Section 2: Primary and secondary data sources

Section 3: Post-shock, assessment coverage and contextual information

Section 4: Shock impact on affected population needs

Section 5: Shock impact on non-directly affected communities

Section 6: Shock impact on markets and services

Section 7: Shock impact on government resources and services

Section 8: Conclusion

Section 9: Potential key informants

With reference to the information available in primary and secondary data, complete the following tables and modify assessment tools if any significant information gaps are present.

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| **Section 1: Data sources** |
| Q1: Are there preparedness data and baseline assessments (markets, financial services, livelihoods, etc.) available for the affected area and/or type of shock?Consider your organization as well as others, including government departments. | Yes/No | →If yes, go to Section 2 to list these information sources.→If yes, ensure preparedness data and key contacts are utilized where relevant.  |
|  |
| Q2: Has your organization started collecting data on the impact of the shock? | Yes/No | →If yes, go to Section 2 to list these information sources.→ Make reports available to those undertaking response analysis and implementation design. |
|  |
| Q3: Have many organizations, including the government, started collecting information on the impact of the shock? | Yes/No | →If yes, go to Section 2 to list these information sources. |
|  |
| Q4: Are there evaluations and lessons learned that could be useful in improving the assessment process (and resultant response analysis)? | Yes/No | →If yes, ensure documents are reviewed so relevant data is accessed.→Make reports available to those undertaking response analysis and implementation design. |
|  |
| Q5: Have you considered information available on websites? | Yes/No | →Check ‘Core tool: Secondary data sources’ for websites.  |
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| By the end of this section, you should have an understanding of the following:1. Which pre-shock, post-shock and organizational learning documents are available for inclusion in this review
2. Where to access additional information via websites (see Core tool: secondary data sources)
 |
| Comments/Additional information |

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| **Section 2: Primary and secondary data sources** |
| Q6: What primary and secondary data has been utilized in this review? List the reports that are considered in this review. Number them to enable referencing within this document.Be cautious when using secondary data. Decide how accurate and useful the data is by checking the data against the following questions:1. How was the data collected and analysed? Was it credible?
2. Who is the source of the data? Are they credible and reliable?
3. When was the data collected? How relevant is it to the current situation?
4. Is the data consistent with that of other independent sources that you have?
5. Why was the data collected? Is there any bias in the data?
 | Primary data (agency/date) | Secondary data (agency/date) |
| 1. | 11. |
| 2. | 12. |
| 3. | 13. |
| 4. | 14. |
| 5. | 15. |
| 6. | 16. |
| 7. | 17. |
| 8. | 18. |
| 9. | 19. |
| 10. | 20. |
| By the end of this section, you should have an understanding of the following:1. What primary and secondary data is available for inclusion in this review
2. The credibility of the data available
 |
| Comments/Additional information |
| **Section 3: Post-shock, assessment coverage and contextual information** |
| Q7: Geographical coverage: Have the majority of affected areas been assessed by others? | Yes/No | Gaps in geographical coverage |
|  |  |
| Q8: Are there gaps in geographical areas that are of strategic relevance to the International Red Cross Red Crescent Movement? | Yes/No | →Define geographical area for assessment. |
|  |
| Q9: Have the needs of vulnerable/ethnic minorities been assessed?  | Yes/No | Gaps of vulnerable groups |
|  |  |
| Q10: Are there gaps in population coverage that are of strategic relevance to the International Red Cross Red Crescent Movement? | Yes/No | →Define assessment population focus.  |
|  |
| Q11: Are there any constraints in terms of access to the affected areas that the assessment team needs to take into consideration? | Yes/No | →Inform assessment team, Logistics, Planning and Security departments.  |
|  |
| Q12: Does the affected area have a history of chronic or acute malnutrition? | Yes/No | →Ensure assessment team considers the inclusion of information on malnutrition or liaising with agencies that do have such information.  |
|  |
| Q13: Are there any cultural/ethnic or religious practices that need specific attention in the affected area?  | Yes/No | →Inform assessment team and ensure questionnaires and information-gathering techniques are adapted appropriately.  |
|  |
| Q14: Have any protection or gender concerns been raised (in the past or recently) within the affected communities?  | Yes/No | →Inform assessment team and ensure questionnaires and information-gathering techniques are adapted appropriately.  |
|  |
| By the end of this section, you should have an understanding of the following:1. Geographical areas that have not been assessed
2. Any strategic geographical areas that should be assessed
3. Vulnerable groups/minorities that have not been included in an assessment
4. Any vulnerable groups/minorities that should be part of an assessment
5. Any access/security /protection concerns that need to be considered
 |
| Comments/Additional information |
| **Section 4: Shock impact on affected population needs** |
| Q15: What have been the main impacts of the shock on households located in the affected area? |
| Information source(s): *(number from Section 2 list)* |
| 1. Consider displacement (if any):
2. Consider shelter:
3. Consider food:
4. Consider access to water, sanitation and health:
5. Consider security issues:
6. Consider protection and vulnerable groups:
 |
| Q16: Have needs been quantified?  |
| Information source(s): *(number from Section 2 list)* |
|  |
| Q17: What are targeting recommendations?  |
| Information source(s): *(number from Section 2 list)* |
|  |
| Q18: What response options are being recommended?  |
| Information source(s): *(number from Section 2 list)* |
|  |
| Q19: What are the response preferences of the affected population (if any)? Consider past responses, if necessary.  |
| Information source(s): *(number from Section 2 list)* |
|  |
| Q20: What are the main gaps in knowledge regarding shock impact that need urgent attention?  |
| Information source(s): *(number from Section 2 list)* |
| 1.2.3. |
| →Adjust assessment questions and methodology to address gaps in knowledge. |
| By the end of this section, you should have an understanding of the following:1. What information gaps exist with regard to the impact of the shock on affected communities
2. What information exists regarding initial response options and implementation
3. What information gaps need addressing in the assessment
 |
| Comments/Additional information |
| **Section 5: Shock impact on non-directly affected communities**  |
| Q21: What impact has the shock had on communities not directly affected by the shock?  |
| Information source(s): *(number from Section 2 list)* |
| 1. Consider population movements (hosting/population relocation and increased population density) (if any):
2. Consider access to and prices of basic services:
3. Consider security concerns:
4. Consider political issues/governance:
5. Consider protection and vulnerable groups (such as the impact on existing poverty):
 |
| Q22: What are the main gaps in knowledge regarding the impact of the shock on non-directly affected communities?For example, should non-directly affected communities receive assistance?  |
| 1.2.3. |
| →Adjust assessment questions and methodology to address gaps in knowledge. |
| By the end of this section, you should have an understanding of the following:1. What information gaps exist with regard to the impact of the shock on non-affected communities
2. What information gaps need to be addressed in the assessment
 |
| Comments/Additional information |
| **Section 6: Shock impact on markets and services**  |
| Q23: What is the main impact of the shock on markets and services (mobile network and financial) in the affected area? (Consider the access of the affected community to these services as well as the ability of these services to function.) |
| Information source(s): *(number from Section 2 list)* |
| 1. Ability of markets to function normally (at pre-shock levels):
2. Ability of financial services to function normally (at pre-shock levels):
3. Ability of mobile networks to function normally (at pre-shock levels):
4. Ability of the affected community to access and use these services:
 |
| Q24: What are the main gaps in knowledge regarding the impact of the shock on markets and services?  |
| 1.2.3.4.5. |
| →Adjust assessment questions and methodology to address gaps in knowledge. |
| By the end of this section, you should have an understanding of the following:1. What information gaps exist with regard to the impact of the shock on markets, financial services and mobile network operatives
2. What information gaps need to be addressed in the assessment
 |
| Comments/Additional information |
| **Section 7: Shock impact on government resources and services** |
| Q25: What has been the main impact of the shock on government structures and their capacity to respond? |
| Information source(s): *(number from Section 2 list)* |
| 1. Consider government humanitarian response policies and response history (in relation to past disasters).
2. Consider existing social protection mechanisms and anti-poverty policies.
3. Consider government resources, staffing and response capacity.
4. Consider humanitarian organizations and government relationships and coordination structures.
5. Consider potential support from donors and wider humanitarian structures (United Nations, etc.).
 |
| Q26: What are the main gaps in knowledge regarding the impact of the shock on government resources and services?  |
| 1.2.3.4.5. |
| →Adjust assessment questions and methodology to address gaps in knowledge. |
| By the end of this section, you should have an understanding of the following:1. What information gaps exist with regard to the impact of the shock on the government
2. What information gaps need to be addressed in the assessment
 |
| Comments/Additional information |
| **Section 8: Conclusion** |
| Based on the information available at this point in time: |
| Q27: What are the main needs identified by secondary data? | Needs in order of priority |
| 1.2.3. |
| Q28: What kinds of people are in the greatest need of assistance? | 1.2.3. |
| Q29: Potentially, what kind of assistance could be provided and for how long? | 1.2.3. |
| Q30: What assistance preferences do shock-affected communities have?(Consider non-directly affected communities too, if needs exist and impact is severe.) | 1.2.3. |
| Q31: Which affected areas are the priorities – in terms of severity of need? | 1.2.3. |
| Q32: Which affected areas are the priorities – in terms of assistance not being provided? | 1.2.3. |
| Q33: Which areas should be assessed first? | 1.2.3. |
| Q34: Are there any government policies and/or practices that could affect intervention plans and that need specific attention or monitoring? | 1.2.3. |
| Q35: Are there any seasonal aspects that need to be taken into consideration (for example, monsoon rains, Ramadhan, etc.)? | 1.2.3. |
| Q36: What protection concerns exist? | 1.2.3. |
| Q37: What security concerns exist? | 1.2.3. |
| Q38: What aspects require immediate additional analysis and should be prioritized? |
| 1.2.3. |
| Q39: Are there any planned or ongoing assessments of which you need to be aware (e.g., joint assessments, Shelter, water, sanitation and hygiene, MIRA, markets, financial services and mobile networks)?  |
| 1.2.3. |
| By the end of this section, you should have an understanding of the following:1. Potential response needs and options
2. Priority areas for the planned assessment
3. Planned assessments of which to need to be aware
 |
| Comments/Additional information |

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| **Section 9: Potential key informants** |
| Q40: Based on the review of primary and secondary data, are there any key informants that you would like to contact? |
| Name of key informant and organization | Contact details | Reason for further communication |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |
| 7. |  |  |
| 8. |  |  |
| 9 |  |  |
| 10. |  |  |
| By the end of this section, you should have an understanding of the following:1. Potential key informants for further communication
2. Reasons for contacting key informants

This list of key informants is to be used in conjunction with the ‘Key stakeholder interview checklist’. |