

Purpose

The Rapid Needs Assessment (RNA) is an Inter-Agency tool that provides an overview of the immediate needs at the community level during any situation where displacement – either an influx or secondary displacement – results in the establishment of new sites. The RNA is a field-driven, decentralized inter-agency tool that offers humanitarian agencies a quick initial snapshot of the situation on the ground and maps immediate cross-sectoral needs per site. The results of the RNA can inform subsequent in-depth sector-specific assessments.

Background

The RNA process originated at field level and is based on lessons learned during the events in Aarsal of August 2014 when Syrian and Lebanese households were displaced. The process centers on a multi-sectoral questionnaire that was developed in consultation between UN agencies.

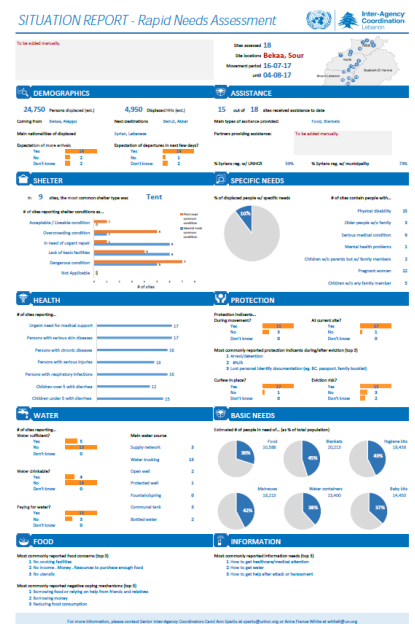
The benefits of having a pre-agreed questionnaire, organizational structure and automated dashboard templates are numerous. Avoiding handwritten assessments that are difficult to process rapidly and entail problems in tracking and digitizing assessments reduces organizational delays. Having a pre-agreed timeline and roles and responsibilities ensures a more efficient process. Automated Information Management processes mean clear, digestible dashboards can be produced from collected data within a tight timeframe and disseminated to sectors to inform the response. Finally, having a common understanding of needs avoids duplications and gaps in the initial response.

Process

The RNA process uses both secondary and primary data, including a community-level assessment, as its main sources of information. When a situation occurs where displacement (influx or secondary displacement) results in the establishment of new sites, the Inter-Agency Coordinators (MoSA, UNDP and UNHCR, with support from OCHA) in the relevant field office review the available secondary data and assess whether to trigger the RNA. Should they decide to launch the RNA, they mobilize enumerators in the relevant area. Pre-established geographical divisions and a trained roster of over 600 RNA enumerators from 50 agencies country-wide facilitate this mobilization.

RNA enumerators conduct the RNA assessment using key informant interviews and by recording their direct observations at site level. Enumerators will either use a refugee-specific questionnaire tailored for an influx, secondary or internal displacement scenario, or a questionnaire tailored for internally displaced Lebanese. The form is divided into 17 sections and takes on average 30 minutes to complete. The results are uploaded onto RAIS. A dedicated Information Management roster, made up of 24 trained staff and led by the Information Manager in the relevant field office, is responsible for producing a Situation Report and Sector Profiles using pre-determined templates.

An emergency field-level Inter-Sector Working Group is convened where the reports are presented and members agree on sectoral humanitarian priorities and an Action Plan. Field Sector Coordinators coordinate the implementation of recommended actions. A situation report and summary of actions are disseminated to the Inter-Agency Working Group in the relevant field area. In situations where Lebanese populations are affected, the GoL's Disaster Risk Management (DRM) Operation Rooms are involved throughout the process and coordinate further actions for Lebanese populations.



General Coordination Structure

Inter-Agency Coordinators in each field area: Composed of MoSA, UNHCR, and UNDP and supported by OCHA. Responsible for provision and analysis of initial secondary data analysis and launching the RNA.

Inter-Sector Working Group (ISWG) in each field area: Composed of field Sector Leads and co-Leads and chaired by the Inter-Agency Coordinators. Responsible for agreeing on priorities and recommending initial sector response plans.

RNA Enumerator Roster: 652 enumerators from 50 agencies with pre-agreed geographical areas of responsibility.

RNA Information Management Roster: Consists of 24 Information Managers across field areas. Responsible for producing an overall Situation Report and Sector Profiles from the data collected at site level.

Timeline



Emergency event

0-24
hours

Mobilization



Inter-Agency Coordinators in field area review available **secondary data** and assess whether to trigger RNA



Enumerators are mobilized based on pre-established geographical divisions.

24-72
hours

Assessment and Analysis



Community-level assessment takes place through key informant interviews and direct observation at site level and results are uploaded to RAIS



Emergency field-level Inter-Sector Working Group is convened where reports are presented and sectoral humanitarian priorities and actions are agreed



Sector Leads coordinate implementation of recommendations

72
hours
and
beyond

Response



Situation report and summary of actions are disseminated to field Inter-Agency. Further in-depth assessments are carried out as required



DRM Operation Rooms coordinate further actions for Lebanese populations as required