**Damage and Needs Assessment (DNA) Report (Template)**

The application/proposal to RAPID should base on the needs assessment conducted by the applicant to identify impact of disaster/conflict, priority needs and proposed activities in consultation with the affected community. This template provide a guide to the applicant for the minimum requirements to consider in their needs assessment report as RAPID understand that for certain rapid-onset disaster a through needs assessment may not be possible as well as understand the limited resources and restricted humanitarian access in certain context. Applicant can use their own format considering minimum standards/requirements for an informed decision thus may not necessarily limit itself to the requirements in this template and are encouraged to provide additional information/analysis to justify the proposed intervention.

The assessment report should **not exceed 10 pages** (font- Times New Roman 11 Justified Text) when filled – applicant must remove instructions/guidelines herein and given under each section of template. Applicant must review and comply with the sector specific needs assessment requirements in RAPID *Sectoral Guidelines* available on RAPID web page. In addition, applicant can refer to following assessment guidelines:

* Humanitarian Needs Assessment; The good enough guide<https://www.acaps.org/sites/acaps/files/resources/files/humanitarian_needs_assessment-the_good_enough_guide_2014.pdf>
* Guidelines for Multi-Sector Initial RAPID Assessment (endorsed by NDMA): <http://www.ndma.gov.pk/files/MIRA%20GUIDELINES.pdf>

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| Name and type of the disaster | Name of the disaster/crisis e.g. Complex Emergency, Flood, Drought etc. ( natural, man-made, protracted, sudden or slow onset) |
| Time frame of disaster/crisis | Date or month of disaster/crisis on-set or the date/month the target area declared calamity affected or emergency declared. |
| Location of Assessment | Name of province, district, tehsil, UCs and number of villages where the assessment conducted |
| Duration of Assessment | Duration of assessment with start date and end date |
| Assessment team composition | Total team member involved in assessment, number of male and female |

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1. **Executive Summary**

This section provide a summary of needs assessment report including the main problem its impact, local response capacity and the priority needs as communicated by the affected community. The executive summary should not exceed one (1) page and provide an overview of complete report to the reader therefore the applicant can fill this section after completing other part of the report.

1. **Methodology**

The section describe the methodology adopted to conduct the assessment. The methodology /tools for the assessment must ensure that the assessment is impartial and inclusive (considering the views and concerns of women, girls, men and boys including children, elderly, PWDs). As a guide this, section must address following key points;

* Explain sample size, techniques and how it was calculated.
* Which research method used (mixed, qualitative or qualitative) for collecting information (and why)?
* How many questionnaires filled at household level, how many FGDs and KIIs conducted? The applicant can attach data collection tools as annex to this report.
* Provide the detail of gender disaggregated information (involvement of women and other vulnerable groups in the assessment).

1. **Background on the Emergency/Crises**
   1. Humanitarian emergency/crisis

This section provide an over view of the overall situation after the disaster/crisis. Provide information/data related to total population affected, severity of disaster, estimated damages, casualties and overall caseload. Explain the key impacts of disaster, the underlying factors of increased vulnerability, affected communities coping capacities, actions being-taken locally, and needs for external assistance.

3.2 Extent of geographical Areas Assessed

Please provide a brief program related background information about the proposed target areas covered during the assessment. Provide primary/secondary data about the target areas (district, union councils, village etc.) and population [e.g. characteristics local residents, Temporarily Dislocated Persons (TDPs) etc.), number/estimates, sex/age breakdown, household size, patterns of settlement/movement etc. The narration may also include pre-disaster vulnerabilities, impact of the crisis and coping capacities in assessed areas. Provide brief justification for the selection of specific target area and communities for needs assessment. In addition to brief narration/background, provide following information about assessed target area.

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| --- | --- | --- | --- | --- | --- | --- |
| District/Tehsils | Union Council | # of Villages | Total HHs (#) | Affected HH (#) | Percentage affected HHs  (as compare to total HHs) | Affected Population (#) |
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| Total |  |  |  |  |  |  |

1. **Assessment Findings (Multi-Sectoral)**

Under this section, provide finding of assessment for each sector separately.

**Sector Name:** (Name of Sector)

* Sector specific situation assessment of damages, gaps, impact and critical needs
* Pre and post disaster situation of sectoral needs and pre-existing condition how disaster/conflict has increased pre-existing vulnerabilities
* Ensuring that the specific needs, capacities and priorities of women, girls, men and boys including children, elderly, PWDs are identified.
* Identify the specific vulnerabilities within target community through appropriate vulnerability assessments and protection risk assessments to identify special needs and protection issues of vulnerable people through consultative processes. If no information/assessment available or possible at this stage, please narrative how the project design will consider specific needs and protection concerns at later stage prior to any assistance.

Applicant must review and comply with the sector specific needs assessment requirements in RAPID *Sectoral Guidelines* available on RAPID web page

Provide similar information for other sectors covered during assessment. If assessment is not a multi-sectoral and only targeting one or two sectors, applicant NGO must justify the selection and prioritization of needs in specific sectors selected for assessment.

1. **Response Capacities in Target Areas (Resources & Coordination)**
   1. Assessments, local capacities and activities already undertaken/underway

In line with Grand Bargain commitments, RAPID encourage a coordinated need assessment to ensure accountability, compatibility, quality and comparability, and avoid over-assessment and duplication. Therefore, applicant NGO must coordinate its assessment with the local administration, line department, I/NGOs and other on-going assessment in the area. Briefly narrate the finding from assessment already conducted, information about major humanitarian assessment (e.g. MIRA/Humanitarian Needs Overview -HNO) conducted or on going in the target area and how this assessment is coordinated with the stakeholders including cluster (if operational), local administration and other I/NGOs.

Explain the local capacities in terms of their coping mechanism and existing opportunities/capacities to unleash. Please provide information/data about activities already undertaken/underway by the relevant humanitarian actors (NGOs, Government, others) in target/assessed geographical areas. To what extent, have the needs of affected populations addressed?

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| Name of humanitarian actor | Sector | Type of activities | Expected number of HHS targeted | Percentage of HHs targeted (as compare to the total affected HHs) | Affected Population targeted (#) |
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* 1. Humanitarian Access and Operational coordination

Explain humanitarian access in term of affected community access to humanitarian assistance as well the humanitarian actor’s access/reach to affected population. If target population is willing to receive external humanitarian assistance and support in delivery of assistance. If Government/line departments requested for assistance, supporting humanitarian assistance and encouraging humanitarian access in the target area. In addition, specify the existing/functional coordination structures/mechanisms in the target area, provincial or national level. If cluster/working groups are operational and relevant government department participating or taking lead in coordination of humanitarian response.

1. **Critical constraints Identified**

Provide information about critical constraints and limitation faced during assessment. In addition, explain the potential risk, constraints such as logistic issues, security/safety concerns, availability of program supplies, project No Objection Certification (NOC), social/political, cultural and geographic issues that may affect program delivery.

1. **Priority Needs for Assistance**

Please list sector/sub-sector specific needs prioritized by the community including specific needs of vulnerable groups. How the identified needs exists due to the impact of disaster/emergency and are not development or chronic issues. Please explain and justify community involvement in prioritizing needs rather general statement that the communities have prioritized the proposed needs. Why the specific needs prioritized among other sectoral needs

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| --- | --- | --- |
| Identified Needs/Problem | Priority Ranking (1st, 2nd, 3rd …) | Remarks/Justification |
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<Organization name> confirm that the identified target households are “Affected HHs.”

1. **Conclusion and Recommendations**

This section conclude overall assessment and provide appropriate recommendations to meet identified needs. Based on the priority needs and recommendation shared by the community, the applicant must provide proposed interventions/activities to meet identified priority needs. Please ensure that the specific interventions/recommendation consulted with the community, most appropriate to meet identified needs proposed by the community. If there are still unmet needs, not recommended or not in mandate, of RAPID, please explain how the community will meet those needs and what activities/coordination the applicant NGO will undertake about those unmet needs.

1. **Annex**

The annexures may include:

* Data collection tools
* Evidence of coordination (if any)
* Photos – Only 2-3 relevant Photos (Concern is signatory to the Dóchas Code of Conduct on Images and Messages therefore encourage applicant to comply with the code- <http://www.dochas.ie/code/>
* Any other relevant supporting document