

Technical Working Group on Needs Assessment
Early Recovery Coordination Group

Early Recovery Needs Assessment

Ver. 10 Dec.

The TWG-NA conducted a series of planning workshops with agencies that expressed interest to conduct joint early recovery needs assessment.

Needs assessment framework

1. **Early recovery** is a multidimensional process of recovery that begins in humanitarian setting, it is guided by development principles that seek to build on humanitarian programs and to catalyze sustainable development opportunities, It aims to generate self-sustaining, nationally owned, resilient processes for post crisis recovery¹.
2. **Scope:** In reference to the TWG half-day workshop on 3 December, the planning focuses on core business of early recovery coordination group, namely governance, community infrastructure, risk reduction, short-term livelihood and cross-cutting issues. Other subject matters are (health, food, shelter, water-sanitation-hygiene) to be covered by specialized clusters and environment issues is being tackled by separate group.
3. **Justification:**
 - a. ER Cluster formed and assigned TWG for Needs Assessment 27 Nov
 - b. TWG half-day workshop defining ER Core Business, 2 Dec
 - c. ER Cluster assigned the TWG to proceed with ER needs assessment, 4 Dec
 - d. TWG meeting agreed to proceed with workshop planning, 5 Dec
4. **Rationale:** three weeks after Cyclone Sidr, early recovery needs have not been adequately defined and thus hamper the appropriate addressing the urgent need for early recover assistance and for paving the road to recovery. On the other hand, there are confirming indications that more sustainable recovery assistance will require more in-depth and lengthy examinations before being planned and, eventually, delivered to the ground. And thus the pressing need to rapidly conduct needs assessment as basis for devising urgent early recovery interventions.
5. **Goal:** to shorten the period required for local government and communities to recover from impacts of disasters
6. **Objectives:** to jointly determine the nature and extent of early recover needs
 - a. To describe impacts of the disaster to different sectors and the early recovery needs that require immediate fulfillment up to 8 to 12 months after the disaster.

¹ CWGER/IASC – in cooperation with UNDG-ECHA working Group on Transition, Guidance Note on Early Recovery, Draft, October 2007

- b. To describe capacities already or likely to be available at the localities for early recovery including skills, resources, market, and emergency assistance
- c. To recommend measures to be taken by humanitarian and development actors regarding measures that have longer-term implications
- d. To create a common platform for assessing needs and planning early recovery programs.

7. Deliverables:

- a. Needs assessment framework, TOR, project document, and instruments
- b. Findings:
 - i. Profiles:
 - 1. 6 districts
 - 2. 13 targeted Upzillas
 - ii. Case studies:
 - 1. 39 targeted Unions
 - 2. 117 Household
- c. Case studies and final reports to be presented and deliberated at a National Early Recovery Conference, and to serve as basis for early recover strategic planning to be conducted subsequent to the conference
- d. Documented early recovery needs assessment practice

8. Methodologies

- a. Baseline data: secondary data from Bangladesh Bureau of Statistics (2001) and its estimated extrapolation to pre-cyclone 2007
- b. The assessment will be using Upzilla (sub-district) to be its unit of analysis on the assumption that even though Union is the lowest public administration unit coherent data is more ascertained at Upzilla level. Needs are to be illustrated to the extent possible to community group and household levels
- c. Field data gathering techniques:
 - i. Focused group discussion: structured and planned group interview
 - ii. Local government meeting: structured and planned group interview
 - iii. Community group meeting: purposeful but less structured meeting
 - iv. Guided walkabout observations based on pre-prepared checklist
 - v. Interview: in-depth inquiries to households and individuals
- d. Data gathering sampling structure:
 - i. District: focusing on 6 most affected districts based on national statistics
 - ii. Upzilla: based on district statistics upzillas are categorized into badly, moderately, less affected
 - iii. Union: number of union to be studied will be proportional to the upzilla's share of number of unions in the district

- iv. Communities and households: observation will be made to these levels to illustrate the needs and to be reported as case studies
- v. Control group: 1 union of 1 upzilla of 1 district, which is not affected by Sidr, except in Borguna in which the upzilla representation is 2 considering the scale of destruction in that district.

Sampling Table

| Unit | Population | Sample | % | Remarks |
|---------------------|-------------------|---------------|----------------------------------|-----------------------------------|
| Affected districts | 30 | 6 | 20 % of affected districts | Purposive: worst affected |
| Affected Upzilas | 40 | 13 | 32.5 % of worst affected Upzilas | Proportional to affected Upzillas |
| Affected Union | 354 | 39 | 11.07% of total affected Union | Proportional to unions |
| Affected Households | 1,200,000 | 117 | 0.009% of affected HHs | Random |

- e. Analysis techniques:
 - i. Triangulation of findings with baseline and control data
 - ii. Qualitative data interpretation
 - iii. Individual Upzilla case studies will be compiled as basis for analysis, and findings will be structured into 5 key areas corresponding to early recovery scope

9. Timeframe and schedule

- a. The 3rd of January 2008: Early Recovery Strategic Planning Workshop
- b. 30 Dec: National Conference on Early Recovery, a final presentation to and deliberation of needs assessment findings with the government, donors, humanitarian actors, development partners and early as well as long term recovery stakeholders
- c. 27 Dec: TWG report to Early Recovery Coordination Group
- d. 22 – 26 Dec: Analysis and report writing
- e. 12 – 20 Dec: Field data gathering
- f. 11: Presentation of needs assessment plan to the Early Recover Coordination Group and field enumerators' orientation
- g. 7 – 10 Dec: Needs assessment planning
- h. 6 Dec: Needs assessment planning workshop

10. Human resources

- a. A roving resource person pool: a small team of resource persons from different Govt. and participating agencies to provide guidance and support to Needs Assessment Team.
- b. Government district liaisons
- c. Up to 60 persons from different participating agencies are to be involved, of whom 50 persons will be enumerators and the rest will be FGD/PRA specialists and supervisors.
- d. Core number of team member will be from the targeted districts itself
- e. The team strives to have up to 30% of members to be female
- f. Team members from other clusters are to joint as along the progress of implementation

Field: 58 pax (6 District supervisors, 13 team leaders, 39 team members)

Government: 6 district liaisons

Roving resource persons: 6 pax (Gov, CDMP, IED, NDP, UNDP, Islamic Relief)

Total requirements: **64 pax**

11. **Government and Inter-cluster/ sectoral coordination:**

- a. The assessment will be conducted under the leadership of the government (Disaster Management Bureau) with the support of the Comprehensive Disaster Management Programme (CDMP) and UNDP.
- b. The assessment framework was consulted with the Director General of Disaster Management Bureau, and an endorsement letter to district commissioners is to be issued by the Secretary of the Ministry of Food and Disaster Management
- c. At all stages of the assessment, concepts, instruments and findings are consulted to the government and other sectors/clusters through formal communications and coordination meetings.
- d. Other clusters are invited to participate in two possible ways, inserting key questions or sending team members to administer their respective cluster's own assessment instruments

12. **Resources:** this needs assessment will be supported jointly by the participating agencies and will be complemented by the UNDP/BCPR Trac-3 project funding.

13. **Organisation of work**

Work Volume of each team:

- District government meeting -1
- Upzilla local government meeting – 1
- Union level:
 - Union Parishad Meeting – 1
 - FGD – 2

- Community meeting - 1
- Household Survey - 3

Field timeframe: each team spends 2 field day for 1 union (a total of 6 days for 3 union)

14. Content structure: topics to be covered by needs assessment (attached)

15. Key references:

- a. UNDP Bangladesh Damage and Needs Assessment Tools for Early Recovery (Feb 2007)
- b. Cyclone Sidr, UN Rapid Initial Assessment Report, 22 Nov 2007
- c. Guidance Notes on Damage and Needs Assessment Tools for Early Recovery, ER Coordination Group, 30 Nov 2007
- d. CWGER/IASC – in cooperation with UNDG-ECHA working Group on Transition, Guidance Note on Early Recovery, Draft, October 2007
- e. Post-Disaster Needs Assessment Tools and Methodologies, Draft Guide for PDNA, International Recovery Platform, 2007

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Needs Assessment Coverage and human Resources Requirements

| Damage Baseline Data*) | | | | | | | Needs Assessment | | | | | | | | |
|------------------------|------------|---------------------|-------|----------------------------|----------------|---------------|-------------------------|-----------------------|------------------------|--------------|---------|--------------------|-------|-------|-----|
| No | District | Afcted HH (,000) | Death | Destroyed Houses (,000) | Afcted Upzilla | Afcted Unions | Target Upzilla (25%) | Target Union (10%) | Survey (3HH/ Union) | Focal Agency | Gov Sup | HR requirements**) | | | |
| | | | | | | | | | | | | Sup | T-Ldr | T-mbr | Tot |
| 1 | Barishal | 230 | 95 | 41 | 10 | 85 | 3 | 9 | 27 | ActionAid | 1 | 1 | 3 | 9 | 13 |
| 2 | Bagerhat | 233 | 769 | 119 | 9 | 78 | 3 | 9 | 27 | ActionAid | 1 | 1 | 3 | 9 | 13 |
| 3 | Borguna | 145 | 1,271 | 95 | 5 | 38 | 2***) | 6 | 18 | CNRS | 1 | 1 | 2 | 6 | 9 |
| 4 | Jalokathi | 149 | 47 | 70 | 4 | 34 | 1 | 3 | 9 | Isl. Relief | 1 | 1 | 1 | 3 | 5 |
| 5 | Patuakhali | 252 | 457 | 53 | 7 | 68 | 2 | 6 | 18 | Isl. Relief | 1 | 1 | 2 | 6 | 9 |
| 6 | Pirojpur | 193 | 397 | 64 | 7 | 51 | 2 | 6 | 18 | CNRS | 1 | 1 | 2 | 6 | 9 |
| | | 1,202 | 3,036 | 442 | 40 | 354 | 13 | 39 | 117 | | 6 | 6 | 13 | 39 | 58 |

*) Ministry of Food and Disaster Management, Damage Report Due to Cyclone Sidr, 30 November 2007

***) Total HR requirements: 61 Pax (6 Gov Supervisors, 50 Field workers, plus 5 Roving Resource Persons)

****) Borguna target upzilla is increased from 1 to 2 as recommended by the assessment team considering the scale of impact in that district

EARLY RECOVERY NEEDS ASSESSEMENT CONTENT: LOCAL GOVERNANCE (G)
*Processes and activities of government agencies, elected and appointed officials, and communities
in conducting public affairs in and for emergency response and recovery at upazilla level.*

| No | Content Area | Variables | Indicators | Source |
|-----------|--|--|---|---------------|
| 1 | Which governance functions have been most affected by the disaster? | Delivery of basic services | Health, Education, communication, utilities | |
| | | Administrative services | Information, documentation, permits | |
| | | Economic services | Market Services, Livelihood | |
| | | <i>Other (specify)</i> | | |
| 2 | What are the most important local priorities from now to the next six months? | Relief distribution | | |
| | | Cleanup and rehabilitation | | |
| | | Local economy recovery | | |
| | | <i>Other (specify)</i> | | |
| 3 | What current development programs can be reoriented for (early) recovery? | Budget & planning for UZ level | | |
| | | Budget & planning for union level | | |
| | | <i>Other (specify)</i> | | |
| 4 | What new initiatives do local government and communities plan to implement for recovery? | Delivery of basic services | | |
| | | Economic service | | |
| | | Social Services | | |
| | | Administrative services | | |
| | | <i>Other (specify)</i> | | |
| 5 | What supports does the government need to manage response and recovery? | Funding | | |
| | | Facilities (info mgt, transport, etc.) | | |
| | | Capacity Building | | |
| | | Human Resources | | |
| | | <i>Other (specify)</i> | | |
| 6 | What else need to be done to strengthen people's participation in recover? | | | |
| | | | | |
| | | | | |
| | | <i>Other (specify)</i> | | |

EARLY RECOVERY NEEDS ASSESSEMENT CONTENT: COMMUNITY INFRASTRUCTURE (I)

Small scale neighbourhood/community-level facilities/structures for conducting public activities

that can be altered through collective projects in less than four months and with relatively small-scale and localized funding

| No | Content Area | Variables | Indicators | Source |
|-----------|--|-----------------------------------|-------------------|---------------|
| 1 | What critical community infrastructures have been worst affected by the disaster? | Economic | | |
| | | Agriculture | | |
| | | Health, education, administration | | |
| | | Communication & transportation | | |
| | | Socio-cultural | | |
| 2 | What community infrastructures most needed to be quickly rehabilitated, refurbished, or reconstructed anew? | Economic | | |
| | | Agriculture | | |
| | | Health, education, administration | | |
| | | Societal | | |
| 3 | Who are planning to restore / reconstruct which community infrastructures in the coming months? | Government | | |
| | | NGOs | | |
| | | Communities | | |
| | | <i>Others</i> | | |
| 4 | What particular community-resources are currently available to quickly rehabilitate, refurbish, or reconstruct such community infrastructures? | Skills | | |
| | | Organisations | | |
| | | Materials | | |
| | | Emergency assistance | | |
| | | Community funding | | |
| | <i>Others (specify)</i> | | | |
| 5 | What would be the most preferred strategies to involve people in community infrastructures projects? | | | |
| | | | | |
| | | | | |
| | Or – what are to be done to ensure communities' participation | | | |
| | | | | |
| | ... | | | |

EARLY RECOVERY NEEDS ASSESSEMENT CONTENT: RISK REDUCTION ASPECTS OF RECOVERY (R)

*Aspects of life determinant to people disaster risks posture
that can be modified by / through early recovery strategies*

| No | Content Area | Variables | Indicators | Source |
|-----------|---|---|-------------------|---------------|
| 1 | Except the cyclone itself, what other factors have worsened the impacts of this disaster? | Physical (house locations, structure) | | |
| | | Knowledge of danger, warning, action | | |
| | | Economy (livelihood, saving) | | |
| | | Gov leadership and programs | | |
| 2 | Which of those factors do they think will likely to change (improve or worsen) in future? | Physical (house locations, structure) | | |
| | | Knowledge of danger, warning, action | | |
| | | Social-economy (livelihood, saving) | | |
| | | Gov leadership and programs | | |
| | | Social (Religion / believes/ Social values) | | |
| 3 | What are the key strategies that people use for emergency response / recovery? | Economic | | |
| | | Socio Cultural | | |
| | | Administrative | | |
| | | Political | | |
| 4 | Which recovery interventions would change (improve/worsen) communities' Disaster risks? | Relief assistance | | |
| | | Livelihood | | |
| | | Information | | |
| | | Physical reconstruction | | |
| 5 | What measures do they think are to be incorporated in recovery project / activities to ensure reduction of risks? | Physical | | |
| | | Information/training | | |
| | | Funding/assistance | | |

EARLY RECOVERY NEEDS ASSESSEMENT CONTENT: IMMEDIATE LIVELIHOOD (L)

Activities that immediately generate income

Particularly those closely associated with / be part of emergency response/recovery projects

| No | Content Area | Variables | Indicators | Source |
|-----------|---|------------------------------------|-------------------|---------------|
| 1 | What livelihood occupations do most people depend on before the disaster? | Agriculture | | |
| | | Trade/commerce | | |
| | | Transport/services | | |
| | | Manufacture/industry | | |
| | | Fisheries | | |
| | | Forestry | | |
| 2 | Which of these livelihood occupations were most devastated by the disaster? | | | |
| | | | | |
| | | | | |
| 3 | Which community groups are most in need of alternative income immediately now? | | | |
| | | | | |
| | | | | |
| | | | | |
| 4 | What short-term livelihood opportunities are currently available in the community? | Cleaning, clearing, reconstruction | | |
| | | Services | | |
| | | Small trade | | |
| | | Agriculture production | | |
| 5 | What livelihood assistance projects / activities are being offered / forthcoming for the communities? | Cash for work | | |
| | | Grant / small scale credit | | |
| | | Employment | | |
| 6 | What resources (skills, materials, assistance, market) in the locality are available for short-term livelihood? | | | |
| | | | | |
| | | | | |
| 7 | What livelihood assistance projects / activities are particularly needed for women? | Cash for work | | |
| | | Grant / small scale credit | | |
| | | Employment | | |

EARLY RECOVERY NEEDS ASSESSEMENT CONTENT: VULNERABLE GROUPS AND CROSS-CUTTING ISSUES (X)

Issues that are relevant to most/all sectors

| No | Content Area | Variables | Indicators | Source |
|-----------|---|--------------------------|-------------------|---------------|
| 1 | Which community groups are considered socially excluded from this community? | Ethnic/religious | | |
| | | Chronic illness/HIV-AIDS | | |
| | | Gender/occupational | | |
| 2 | What kind of emergency response / recovery assistance do they NOT have access to compare to other people? | Relief assistance | | |
| | | Livelihood | | |
| | | Information | | |
| | | Physical reconstruction | | |
| 3 | What specific supports do they require during emergency response / recovery assistance? | Relief assistance | | |
| | | Livelihood | | |
| | | Information | | |
| | | Physical reconstruction | | |
| 4 | What different impacts of this disaster that women suffer differently from men? | | | |
| | | | | |
| | | | | |
| 5 | What tasks of women have changed as impact of the disaster? | | | |
| | | | | |
| | | | | |
| 6 | What specific measures are required to meet such changing tasks of women? | Relief assistance | | |
| | | Livelihood | | |
| | | Information | | |
| | | Physical reconstruction | | |
| 7 | What groups of people become NEWLY vulnerable because of the disaster? | | | |
| | | | | |
| | | | | |
| 8 | What specific measures are required to meet the need of these NEW vulnerable groups? | Relief assistance | | |
| | | Livelihood | | |
| | | Information | | |
| | | Physical reconstruction | | |