Assessment Roles and Responsibilities
Objectives

• Understand the overall roles and responsibilities of all actors involved in assessments.
• Identify the linkages and interactions between different actors for a successful coordinated assessment.
• Understand the advantages and challenges having multiple actors with different mandates participate in an assessment in a collective effort
Cluster/Sector Coordinator

- Supports inter-cluster/sector assessments
- Coordinates assessments of cluster/sector members
- Promotes the use of tools for harmonized assessments
- Sets out standards for cluster/sector assessments
- Promotes joint assessments within the cluster/sector
- Shares assessment data within the cluster/sector
- Supports cluster/sector analysis
Humanitarian Coordinator

• Appoints assessment focal point for initial assessment
• Coordinates assessments undertaken by clusters/sectors
• Promotes the use of tools for harmonized assessments
• Shares assessment data across clusters/sectors
• Supports inter-cluster/sector analysis
• Prioritizes needs and decides on strategic priorities
Cluster/Sector Member

- Shares information on assessments with clusters/sectors
- Uses tools for harmonized assessments
- Participates in joint assessments at the cluster/sector level
- Contributes to cluster/sector analysis
- Uses key humanitarian indicators and CODs
Joint Assessment Coordination Team

- Preparation and development of TORs/Work Plan for the assessment
- Steering the implementation of the work-plan
- Ensure coordination among the stakeholders, chairing meetings
- Liaising with the sectors
- Addressing blockages and troubleshooting
- Main driver of the process, timelines, work schedules, engagement with relevant actors
- Accountability with the broader humanitarian community
Technical Working Group

- Develop the methodology and SoPs of the assessment and support the drafting of the ToR - Coordinates and validates the technical aspects with the assessment coordination team
- Develop and proposes planning arrangements for joint validation workshops
- Facilitate the questionnaire design process and compile comments from sector groups
- Plan, support and/or conduct trainings of enumerators, including the drafting of training guidelines and modules
- Manage technical elements of the data workflow (acquisition of primary and secondary data, data entry, data cleaning, transformation, exploration, analysis, visualization, etc.) and ensure the technical work is conducted in a timely manner
- Ensure Secondary Data Review is stored, collated and used to complement and interpret field data collection
- Safely archive and store sensitive information according to established security protocols.
Joint Assessment Team

✓ **Assessment Officers/ Analysts**
  - Contribute to the assessment process, methodology and tools
  - Analyze primary data collected
  - Triangulate data and conduct secondary data reviews

✓ **Information Management Officers**
  - Contribute to the assessment process, methodology and tools
  - Develop the database and data collection tools
  - Validate data and ensure data quality and standards
  - Produce maps and visualizations
  - Assist in the analysis of the findings
Joint Assessment Team

✓ **Debriefers**
  o Debrief enumerators and triangulate data
  o Cross check geographic location of data collection, questionnaire and flag anomalies
  o Record secondary information that will help contextualize the data collected through a debriefing database

✓ **Data Entry**
  o Enter data collected into assessment database
  o Identify / cross check any anomalies before entering the data

✓ **Field data collectors/Enumerators**
  o Collect data based on assessment methodology
  o Flag issues / challenges and additional information that will help understanding the context
Harmonized Assessment Coordination Structure
Non-Coordinated Assessments

Cluster – Working Group

Humanitarian Coordinator – Liaison Group

Assessment Working Group

Technical Working Group

Implementing organization

Assessment Officers/Analysts

Information Management Officers

De briefers

Enumerators

Implementing organization

Assessment Officers/Analysts

Information Management Officers

De briefers

Enumerators