

AREA BASED ASSESSMENT AND ANALYSIS TOOLBOX

TRAINING

BACKGROUND

The Project

Many of the tools and systems developed as part of humanitarian operations have evolved around the framework of a camp based setting. However, there is the increasing recognition that persons of concern do not reside solely in camps or designated areas, but often within host communities and increasingly in urban areas. By the end of 2015, UNHCR estimated that 6 out of 10 refugees were living in urban locations¹.

These changing displacement trends parallel the recognition that emergency measures like planned refugee camps are often misused and have the potential to lead to negative impacts like dependency or increasing isolation from host communities. In order to avoid or mitigate issues associated with poorly planned or the misuse of camps, UNHCR issued the [Policy on Refugee Protection and Solutions in Urban Areas](#) in 2009 and the [Policy on Alternatives to Camps](#) in 2014.²

Operationalizing an out-of-camp response comes with a number of different challenges from a 'traditional' camp-based response since camps generally consist of a clearly demarcated area of intervention with a well-defined target population while out-of-camp settings consist of a target population dispersed across a variety of settlement types with varying degrees of integration between host communities and displaced population. In urban environments, it is challenging to identify target populations, which in turn impacts humanitarian actors' ability to communicate with them, involve them in decisions related to the response, or on the understanding of their needs, all in addition to questions on the extent and nature of support required by the host community.

UNHCR has developed a number of tools to assess the vulnerabilities and capacities of refugees and other forcibly displaced population in out-of-camp situations³ and to strengthen the interaction with them; UNHCR Tool for Participatory Assessment in Operations (2006), the Community-based Approach manual and other good practices⁴.

By supporting the roll-out of a toolbox for area based assessment and analysis, The Area-Based Assessment and Analysis Toolbox aims to promote a more predictable, effective and relevant out-of-camp response. Specifically, it will lead to better involvement of displaced and host communities in response planning, implementation and coordination, in turn strengthening information flows and targeting, and a response that promotes social cohesion and that is cost-effective by leveraging on existing services and safety nets.

An area based assessment and analysis toolbox

One of the main challenges in an out-of-camp context is to identify the 'area of intervention' and the best source of information among the refugee and host populations. The area-based toolbox proposes a combination of three components:

- Defining the **areas of intervention**: through which territorial framework should humanitarian actors engage?
- Identification of **specific Key Informants (KI)** – which individuals are the best suited to provide information?
- Collection of information – mixed data collection modalities and statistically

The toolbox provides both the **theoretical framework** and the **tools** required to implement area based collection of humanitarian information through key informants. Tools are presented using practical steps and case studies, and

¹ UNHCR (2016) Global Trends 2016, <http://www.unhcr.org/5943e8a34.pdf>

² UNHCR (2009) Policy on Refugee Protection and Solutions in Urban Areas

³ Through regular participatory assessment for instance, see 2006 – UNHCR guidelines for participatory assessments.

⁴ For community based protection – many documents and policies can be found on UNHCR website, summary here: http://www.globalprotectioncluster.org/_assets/files/Secret%20Documents/Summary_NTK_Guidance_UNHCR_EN.PDF

instructions are accompanied by explanations of the underlying theoretical framework. Further exploration of the employed statistical theories are annexed to keep the main body of the toolbox as concise as possible.

The toolbox is modular and can be used depending on the information that needs to be collected (only component 1 or only component 2 for instance).

The training

IMPACT in partnership with UNHCR developed a series of training modules based on the Area-Based Assessment and Analysis Toolbox. This training is targeted toward UNHCR other operational humanitarian organisations. This training will be provided in Geneva and three regional hubs.

By undertaking this series of trainings, IMPACT and UNHCR are aiming to promote and facilitate the implementation of area based assessment and analysis. By applying standard tools, developed based on pilot projects in operations, IMPACT aims to promote the integration of geographic and social realities of target communities in out-of-camp humanitarian response.

TRAINING OBJECTIVES

Main Objectives:

- Promote better understanding of area based approaches and responses in out of camp contexts
- Learning and build capacity on how to implement an area based assessment

Outputs: IMPACT is aiming to train 80 staff from UNHCR and other organisations, by providing 1 training event at global level (in Geneva) and 3 training events in regional hubs (to be determined).

Outcomes:

The participants will be able to plan and implement an area based assessment for their organisations, with minimal or no support from IMPACT.

The participants will understand the inherent limitation of the toolbox's method to enable them to make informed decision when analysing the data and reporting the results.

SCOPE

The one day and half training will be divided into two modules; a general module focussing on the concept of area based assessments (Module I), and a second focussing on the implementation of area based assessments (Module II).

Module I (1 day):

Module I focuses on the concept of an area based assessment:

- Introduction of participants and trainers
- Area based assessment and the link with area-based approaches
- How needs assessments are run and what area-based approaches add to traditional methodologies
- Components of area-based assessments
- An introduction to the toolbox concept, pilot studies, and key findings

Area assessment methods:

- Reminder of the objectives of an area-based assessment
- Integration with the local context and creating an advisory board
- Identifying areas and service levels for planning aid provisioning
- How to conduct Mapping Focus Group Discussions (MFGDs)
- How to analyse the results and delineate areas of interest

Module II (0.5 day):

Module II provides details on the key informant data collection portion of the assessment and how to disseminate results:

- How to identify good sources of information in the area
- How to ask key informants (KIs) about the information of interest
- How to analyse results from KIs and use Social Network Analysis
- Making sure your findings will get used: best practices in reporting, dissemination, and advocacy

This module will contain a detailed presentation about each step in the roll out of an area-based assessment, alternating with group exercises where participants will work on a simulation using the toolbox.

ORGANIZATION OF THE TRAINING

Participant Profiles

Module I: Program, Protection, or IM profiles including technical profiles (with a preference for interagency staff and sector coordinators)

Module II: Information management and data profiles but open to other relevant profiles.

Timeframe

The events will be organized 2018. Dates will be decided in coordination with UNHCR country office.

Logistic arrangement

IMPACT Initiatives will cover the cost of the training venue for 1.5 days as well as coffee break and lunch for the participants during the training.

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Training Agenda (subject to change)

Day	Title	Content	Duration (min)	Format	Outcome	Participants profiles	Prerequisites	Time (From 0900 Start)
D1		Introduction of participants and trainers	20	Discussion				0900-0920
AM	Introduction to area-based approach and the toolbox	Introduction to area-based approaches: Theories, coordination, and history	15	Presentation / discussion	Participants informed about area-based approaches and links with programmatic elements	Program, Protection, or IM profiles including technical profiles (with a preference for interagency staff and sector coordinators)	No prior knowledge required	0920-0935
		Needs assessments and area-based approaches	20	Presentation / discussion	Participants trained on needs assessment process and a top-level overview of area-based approaches to assessments			0935-0955
		Coffee break	15					1000-1015
		Introduction of toolbox concept, pilot studies, and key findings	60	Presentation / discussion	Participants informed about the toolbox, methodologies used to develop the tools and limitations therein.			1020-1120
		Stretch break	10					1120-1135
		Area based assessment method: Ensuring context specificity	Practicum: How to ensure local dialogue and collaboration, the role of community and the advisory board	30	Workgroup			Based on a scenario, participants learn ideal members to include on an advisory board and discuss options for inclusive conversations.

		Lunch break	60					1205-1305
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D1	Area based assessment method: Ensuring context specificity	Practicum: How do we assess need in a given area? 1) Introduction to scenario; 2) Design of assessment plan	60	Presentation / workgroup	Based on a scenario, participants create an assessment plan	Program, Protection, or IM profiles including technical profiles (with a preference for interagency staff and sector coordinators)	No prior knowledge required	1305-1405
	PM	How to identify the area to be assessed?	30	Presentation / discussion	Participants trained on principles of community mapping and area-identification, as well as the role of community mobilization in preparing mapping focus group discussions (MFGDs)			1405-1435
Stretch break								
Implementing an area based assessment: Identifying the area to be assessed		Practicum: Designing a MFGD question route	45	Workgroup	Participants understand how to conduct MFGDs and how to find help in the toolbox			1435-1520
Coffee break		15						1520-1535
Practicum: Running a successful MFGD		45	Workgroup	Participants understand how to conduct MFGDs and how to find help in the toolbox	1535-1620			
Analyzing MFGD results and preparing for KI selection		40	Presentation / discussion	Participants trained how to analyze the results of MFGDs, reconcile contradictory results, and prepare for KI selection	1620-1700			

D2	AM	How to identify good sources of information in an area	45	Presentation / brainstorm session and limitations of	Participants trained on how to identify information sources and KI in the area	Program, Protection, or IM profiles including technical profiles (with a preference for interagency staff and sector coordinators)	No prior knowledge required	0900-0945
		How to ask KIs about information	40	Presentation	Participants trained on best practices in questionnaire design and framing			0945-1025
Coffee break	15				1025-1040			
D2	AM	Using KI and SNA analysis	40	Presentation / discussion	Participants are briefed on the SNA methods and its application to select KI for 2 ways communication system	Information management and technical profiles. The session is open to other relevant profiles	Technical knowledge (self-assessment questionnaire)	1040-1120
		Stretch break	10					1120-1130
		Making sure your findings get used: Reporting, dissemination, and advocacy	45	Presentation / Discussion	Participants learn how to properly report on and disseminate findings for maximum uptake			1130-1215

		Wrap-up and feedback session	20	Discussion				1215-1235
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