**NATF Technical Workshop Background Document**

**DEVELOPING A COORDINATED ASSESSMENT PREPAREDNESS PACKAGE**

**The Operational Guidance underscores that** **preparedness is essential to effective coordinated assessments**. It outlines a number of key actions to be undertaken, but does not provide specific guidance or tools to support the undertaking of a coordinated assessment preparedness process. Experience from the preparedness mission undertaken through the CASPAR suggests the value of complementing the Operational Guidance with an Annex on Coordinated Assessment Preparedness, which would clarify the scope of a coordinated assessment process, and identify tools available for this.

**The following paper outlines the possible contents of such an annex, as well as some possible accompanying tools which could support its implementation.** Once the NATF broadly agrees on developing such an annex, it is proposed that a consultant be hired to undertake this, in consultation with NATF members. The NATF would agree on the contents of the Annex and Tools, and these could be tested in the upcoming CASPAR preparedness missions – Papua New Guinea, Fiji, and Uganda. Once reviewed and endorsed by the NATF, the Annex and Tools would be an important component of the NATF package.

**1. Orientation to introduce the vision of the IASC for coordinated assessments**

Orientation sessions have been considered valuable “door openers” in order to begin implementing a more coordinated approach to assessments at the country level. They are useful for raising awareness and advocating on the purpose and benefits of a coordinated approach. It is hoped that an orientation session of the HCT would galvanize commitment at the country level and lead to an agreement to begin looking at coordinated assessments at the working level.

***🡪 Tool: Coordinated Assessment Orientation (already available)***

**2. Assessing “coordinated assessment preparedness” (including protocols, tools and capacity)**

The Coordinated Assessment Preparedness Checklist can be a useful tool to identify what needs to be in place at the country level so that coordinated assessment preparedness is achieved at different levels. The Checklist can be the basis for identifying priority next steps, and for informing different stakeholders on their areas of involvement.

***🡪 Possible Tool: Coordinated Assessment Preparedness Checklist (in draft form)***

**3. Undertaking Assessment Preparedness Workshops**

These workshops could bring together assessment focal points at the country level in order to begin the detailed process of preparedness around coordinated assessments. The workshop could begin with the “induction” on the vision of the NATF[[1]](#footnote-1). Thereafter, and based on a review of the contingency plan for the country, they could begin defining coordinated assessment protocols. They could also serve to identify assessment tools available and used in-country, and to agree on adopting these (or adapting global level ones) to serve the country context. Finally, these could help reach agreement on key humanitarian indicators to be measured. The identification of assessment tools could be both for phase 1-2 (multi-sectoral) and for phase 3 (sectorally based) assessments. Based on these agreements, the Annex might recommend that pre-agreements be established for the funding and logistical support to assessments. ***🡪 Possible Tools: Coordinated Assessment Workshop Outline, Assessment SOPs Template***

**4. Data preparedness and management tools**

The Annex on Coordinated Assessment Preparedness could include guidance on data preparedness. This might involve preparing the country to i) clarify governance of and collect the common operational datasets, ii) collect baseline data (in accordance with key humanitarian indicators) and establish links with national statistics offices, iii) establish data systems for sharing information, iv) agree on tools for data collection (eg PDAs), iv) and establishing monitoring systems for tracking this data at the multi-sectoral level. ***🡪 Possible Tools: Survey of Survey Policy, Common Operational Dataset Policy, Dashboard Standard Operating Procedures***

**5. Simulation exercises to test tools and fine tune assessment preparedness plans.**

The Guidance could provide some helpful instructions on testing the tools and refining the coordinated assessment plans based on simulation exercises. The lessons from such simulations would serve to review the protocols and tools developed. At the same time, they would serve as a capacity building mechanism at the country level. The Guidance could also provide direction on the “maintenance” of coordinated assessment preparedness, to ensure that this is periodically revisited and re-assessed.

**The coordinated assessment process could also include the identification of additional capacity building efforts required or the need for follow on support, which could be undertaken through new or additional CASPAR deployments.**

1. Addressing capacity building at the country level may be the best way to affect real change and to ensure a coordinated approach to assessments when a crisis hits. CASPAR preparedness missions therefore do not only serve to agree on tools and procedures, but also to educate stakeholders and build coordinated assessment capacity at the field level. The CASPAR Mission to Mongolia emphasised this very point – noting the “high value of using the holistic coordinated assessment process as an educational tool for stakeholders”. [↑](#footnote-ref-1)