

Annex 5. Reporting template

Title of assessment:

Include: location of assessment, date, and team members names

Introduction

Include: Context, reason for assessment, overall objective of assessment and time frame of assessment

Methodology

Include: data collection methods, site selection and reasons for selection, constraints faced, Annex tools used for data collection, checklists etc.

Analysis

Scenario reporting template

"Name of the scenario – e.g. "Heavy Rainfall Scenario"					
Low		High			
Affected population	Probability level			X	
Impact level					X
XXX.XXX – XXX.XXX					

Short description of change factors (drivers) and assumptions: (change factor: heavy rainfall). e.g.:

Core assumptions

- After heavy rainfall in the south the floodwaters did not recede for two months and a large area remains inaccessible for assessment and intervention.
- Government calls for international assistance to address the IDP issues.
- Very low in-country capacity of humanitarian actors to respond to the disaster.

Context and impact	<i>Overall effects and impact of the event, e.g.:</i> ➤ Influx of 150,000 IDPs in overcrowded and inadequate shelter expose the population to public health threats like during the 2008 floods when outbreaks were reported in camps. Affected urban population is attended to, but rural population has to wait several weeks before receiving first assistance due to road disruption. ➤ <i>Affected areas:</i> e.g., southwest provinces of the country are the most affected area. ➤ <i>Affected groups:</i> e.g., IDPs in public building and camps as well as host population and their characteristics (number, demographics, and specific vulnerable groups). ➤ Duration of the emergency situation: Period of time during which emergency assistance may be required.
Operational constraints	➤ Access, security, logistics and communication
Priority needs	➤ Key interventions (including intervention/assessment, preparedness measures): Food, water and non-food items distribution will be required. Air transportation for relief items. Early warning system and surveillance for communicable diseases. Coordinated assessment mechanisms. ➤ Description of needs for specific affected groups: e.g. IDPs in camps and public building will need temporary shelter until access to their lands and homes is possible.

Response Options Chosen

Include: the response analysis tool and highlight those response options chosen to implement.