

Tool 2: How do I develop an assessment plan?

Your assessment plan should contain five elements:

1. **Objectives:** Terms of Reference with measurable goals and clear objectives, timeframe (including delivery dates and reporting frequency), the specific deliverables and which decisions they will inform.
2. **Scope:** What data do you need to gather? Work with stakeholders to state their specific information needs. Table 5 shows the most common requirements.

Table 5. Identifying and addressing problems

What are the <i>problems</i> ?	<ul style="list-style-type: none"> • Which people have been affected by the emergency? (<i>Group</i>) • What are their greatest needs in terms of life-saving assistance? (<i>Sector</i>) • Where are the most affected areas? (<i>Location</i>)
What are the <i>sources</i> of the problems?	<ul style="list-style-type: none"> • What has the impact of the disaster been? • What vulnerabilities exist? • What capacities exist?
What <i>resources</i> will be needed to deal with the problems?	<ul style="list-style-type: none"> • What resources will affected communities require? • What resources are available or likely to become available? • What resources will need to be mobilized?

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3. **Methodology:** How will you collect the data?
 - How will you decide which information to collect?
 - How will you carry out the assessment?
 - How much of the required information can be obtained by secondary data?
 - Which information sources will you use, and why?
 - What will your primary data needs be?
 - Which questionnaires, tools and checklists will you use?
 - Which sites will you select, and why?
 - Which individuals and groups will you consult, and why?
 - What assumptions will you make about the current or future situation?

4. **Analysis:** How will you analyse your data and present your findings?
 - How will you review secondary data (storage, combination, interpretation)?
 - How will you store and process primary data (database, comparison with secondary data, presenting preliminary findings)?
 - How will you validate your findings, is there a need to include other stakeholders?
 - What are your graphing and mapping needs for both analysis and reporting?
 - How should the findings be presented, reported and disseminated?

5. **Resources:** What do you need to implement the assessment? Work with the parts of your organization listed in **Tool 1** to mobilize the resources you need to implement the methodology successfully. The main focus of these resources will be your assessment team, who will carry out the assessment plan.