

# Provincial Assessment and Monitoring Working Group | Pakistan

Terms of Reference - June 2013

## Context

Pakistan is prone to repeated crisis which impact the wellbeing of the population. In order to understand the impact of the crisis on the population, to understand their needs, identify their location, and develop an appropriate response to their needs, it is necessary to carry out an assessment. During the initial days, response organs [Governmental and humanitarian] require timely information which informs the appropriate response. For the humanitarians, all humanitarian response must be based on assessment finding, to enable donors to support the response.

Humanitarian Country Team partners are committed to ensuring appropriate, valid information gathering through a coordinated assessment process. Where clusters exist, the joint assessments carried out will be encouraged to be inter-cluster in nature. Where no clusters exist, the object is to carry out joint inter-agency assessments. For rapid assessment, the MIRA is the default methodology, acknowledging not all situations allow for this mechanism. In these cases, a mini-MIRA is recommended, where partners gather information, using a common methodology, through key informant interviews, and direct observation.

## Objective

To enable timely appropriate, principled coordinated assessment activities, the Provincial Assessment Work Group will activate, as necessary, to plan, coordinate, and implement coordinated assessments.

## Participants

The P AWG activate as necessary, under the chairmanship of OCHA, ideally PDMA will co-chair. Members should include the provincial DMA, cluster coordinators, NGO representatives active in the impacted area, and any other technical or operational members deemed necessary to support the activities.

## Purpose

The group will assume responsibility for coordinating provincial assessments. The Provincial Assessment Working Group (P AWG) will use strategies and tools developed by the National Assessment Working Group (N AWG), and work collaboratively to implement coordinated assessments. The assessment group will work in close collaboration with, seek guidance and approval of and be open to requests from the relevant provincial Inter-Cluster Coordination Mechanism, and the provincial level Disaster Management Authority (DMA).

- Activate as necessary, with the appropriate constituents to coordinate assessment activities, including geographic coverage of assessment enumerators and actors, logistical coordination and support, as necessary;
- Serve as a forum for planning, undertaking and carrying out provincial multi-cluster and interagency assessments and monitoring;
- Provide a joint report, where the assessment is a local activity (not part of a national activation); Input into the joint report, where the assessment is a national activation;
- When there is a national activation, feed into the N AWG's design and standardization of methodologies, analysis plan, questionnaire/assessment forms and guidelines/SOPs;

When it is a local activation, prioritise the utilization of the standardized methodology, analysis plan, questionnaire/assessment forms and guidelines/SOPs;

- Promote the use of standards and common denominators in all assessments (including individual agencies and clusters) in close collaboration with the ICCM and IM networks;
- Feed into the established [N AWG's](#) validated bank of base line data and other secondary data as to ensure consistency in analysis;
- Promote inclusion of crosscutting issues as gender and environment and the coherence with ethical guidelines;
- Serve as a forum for exchanging information and data (analyzed as well as unprocessed data) and ensure quality data collection that are actionable and useful;
- Promote innovative technologies to improve effectiveness and efficiency in information management;
- Recommend and call for additional experts to ensure assessment needs are met and completed;
- Ensure engagement and participation is achieved from national and district levels, and all relevant agencies;
- Liaise with the National Assessment Working Group ([N AWG](#)) when activated, for provision of assessment plan, sample size, targeting, and other support measures.

## Expected Results and Outputs

The [P AWG](#) will contribute to ensure that consistent and reliable humanitarian information is made available to all concerned policy makers, managers and planners through a more coordinated approach.

Expected outputs and results include:

- Activation as required, to respond to a crisis which impacts the population, requiring an informed humanitarian response;
- Once activated, regular coordination meetings and dissemination of the summary records of those meetings;
- Developed strategy for a coordinated assessment and monitoring approach;
- A common set of standards and guidelines (SOPs) for use in any assessments;
- Feed into the assessment registry maintained on-line (Survey of Surveys);
- Feed into the established assessment data sharing mechanisms;
- Synthesis of available assessment, secondary data and other sources to inform assessment methodology and approach;
- Identification of information gaps of needs data; As needed, enable endorsement from Government of baseline data and findings;
- Proposals for, and facilitation of, interagency/multi-cluster assessments/monitoring exercises when needed;
- Report to the provincial inter-cluster coordination mechanism, and closely liaise with the [N AWG](#).
- Deactivate when no longer required.