

National Assessment and Monitoring Working Group | Pakistan

Terms of Reference - Revised 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 National Assessment Work Group (NAWG) is present to plan, coordinate, and implements coordinated assessments in support of the existing coordination mechanisms [ICCM¹, HCT², PCM³].

Participants

The NAWG is active under the co-chairmanship of NDMA and OCHA. Members include cluster coordinators, NGO representatives, and any other technical or operational members deemed necessary to support the activities.

Purpose

The group will assume responsibility for outlining strategies and developing tools in relation to inter-cluster assessment activities, individual cluster and agency assessments as well as work collaboratively to monitor on-going humanitarian operations and change of situations. The element of monitoring to be understood as monitoring of needs (i. e change of needs and progress monitoring) and not performance evaluation of individual projects/activities.

The assessment group will work in close collaboration with, seek guidance and approval of and be open to requests from the Inter-Cluster Coordination Mechanism, the Humanitarian Country Team, the Steering Committee and the Provincial coordination structures including NDMA and FDMA/PDMA.

- Serve as a forum for planning, undertaking and carrying out multi-cluster and interagency assessments and monitoring: designing and standardize methodology, analysis plan, questionnaire/assessment forms and guidelines/SOPs;

¹ ICCM – Inter-Cluster Coordination Mechanism

² HCT – Humanitarian Country Team

³ PCM – Policy and Coordination Meeting

- Provide support to the Provincial Assessment Working Group (P AWG) when activated, through provision of assessment plan, sample size, targeting, and other support measures;
- Promote the use of standards and common denominators in all assessments (including individual agencies and clusters) in close collaboration with the IM Network;
- Establish and maintain a validated bank of base line data and other secondary data as to ensure consistency in analysis;
- Liaise with, and task, the Assessment Technical Team (ATT) to work on technical elements required to enable effective coordinated assessments;
- 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 provincial level and all relevant agencies.

Expected Results and Outputs

The task force 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:

- 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;
- An assessment registry maintained on-line and disseminated regularly;
- Established assessment data sharing mechanisms;
- Synthesis of available assessment, secondary data and other sources;
- Identification of information gaps of needs data;
- Proposals for and facilitation of interagency/multi-cluster assessments/monitoring exercises when needed;
- Timely production of an assessment report.