Assessment and Monitoring Resource Centre

Assessment Methodology Template

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| EXPLANATORY NOTE |
| This template provides a structure for describing the methodology of the assessment exercise. The **Methodology Document** presents all the components of the methodological approach, starting with the main objective and then laying out the building blocks of the methodology such as specific objectives, target populations, geographic coverage, units of analysis and measurement, sources of existing information, topics to cover in the data collection and methods used to collect the data. This should involve discussions on financial implications and risks associated with each method, as well as the limitations of the overall methodological approach to provide clarity on what information the exercise will provide. The Methodology Document has three basic functions: 1. To **document the methodological approach** of the exercise including any **limitations of the approach**.
2. To establish **agreement on technical decisions**, such as target populations, sampling, methods, or sources of information for baseline information.
3. To **guide the next steps** in the assessment process, such as the secondary data review, the identification of gaps, and if needed, the primary data collection process.

The Methodology Document is a working document, which will not be finalized until the assessment exercise has been completed. The Methodology Document is intended primarily for the implementation of the assessment exercise, as it contains technical decisions, but content should be summarized in the final assessment report.The Methodology Document must be developed alongside the [Data Analysis Plan,](https://www.unhcr.org/handbooks/assessment/design/data-analysis-plan/data-analysis-plan-template) that is included as an annex. The data analysis plan demonstrates how the objectives will be translated into topics, indicators, questions, and analytical methods, alongside data collection methodologies and tools. The methodology document builds on the information agreed in the [Assessment Concept Note.](https://www.unhcr.org/handbooks/assessment/design/developing-methodology/concept-note)  |

Methodology Outline

Assessment Exercise in [Location]

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# Introduction

*Provide a concise summary of the background for the assessment exercise. Provide brief descriptions of:*

1. *The displacement context in the country*
2. *The need for an assessment exercise that was agreed-upon with UNHCR staff and partners*

*For this section you can use information from the* [*Assessment Concept Note.*](https://www.unhcr.org/handbooks/assessment/design/developing-methodology/concept-note)

# Objective

*List the main objective and the subsequent specific objectives that each contribute to achieving this larger goal and are more concrete. Ensure objectives are SMART (Specific, Measurable, Achievable, Result-focus and Time-bound).*

*To facilitate the development of objectives, refer to* [*Key Considerations for Developing Assessment Objectives.*](https://www.unhcr.org/handbooks/assessment/design/setting-assessment-objectives)

# Target Populations

*List the population groups to be included in the assessment exercise. Target populations can include only one population group such as refugees or can include several population groups such as refugees, IDPs, stateless persons, and host communities. More specific population group can be established to organize the exercise such as registered, or unregistered refugees, refugees by place or country of origin, and IDPs living in camps or living with host communities.*

# Geographical Coverage

*Specify the geographical coverage here. This might be a specific city or neighbourhood, several cities or towns, rural areas, or specific settlements. It is important to specify which population groups will be assessed in each geographical area, for example that the assessment will be implemented in two settlements; one in a refugee settlement and another in a IDPs settlement.*

# Analytical framework

*An analytical framework offers a structured and systematic approach to address a problem and guide the assessment process. It helps to establish a clear direction for inquiries by breaking down the core issue into sub-components and topics. This framework serves as a mental model, often presented visually, that provides a foundation and guidance for data collection and analysis, while also setting boundaries for the assessment.*

*In this section, list the themes and topics that will be included in the assessment exercise. Any prioritized topics should be clearly defined in a way that is contextualized to the specific situation. The process of drafting the Methodology Document provides an excellent opportunity for discussion and agreement on these definitions.*

*For further guidance, you can refer to* [*Examples of Analytical Frameworks.*](https://www.unhcr.org/handbooks/assessment/design/defining-analytical-framework)

*After selecting the topics from the analytical framework, describe the indicators that will be measured during the assessment exercise, as well as the corresponding questions designed to obtain these indicators. This information should be included in the* [*Data Analysis Plan*](https://www.unhcr.org/handbooks/assessment/design/data-analysis-plan/data-analysis-plan-template) *which will be attached as an annex to this document.*

# Outputs

*Indicate what deliverables will be produced by listing the deliverables that will be produced so stakeholders will be able to use the data. Examples of deliverables include assessment reports, dashboards, policy/advocacy briefs, the assessment dataset, different types of analysis, maps, or any other additional outputs.*

*This section can be taken from the outputs section of the assessment concept note but additional information about the outputs should be added.*

# Data collection methods

*Provide a description of the methods that will be used on the assessment exercise, including both the secondary data review and, if necessary, primary data collection methods, along with the corresponding sampling approach.*

## Secondary Data Review

*Describe the process that will be followed to conduct the secondary data review. Technical details can be included in a separate annex, such as the secondary data table. For additional guidance, refer to the resources on* [*How to Conduct a Secondary Data Review*](https://www.unhcr.org/handbooks/assessment/design/secondary-data-review/how-conduct-secondary-data-review) *and the* [*Secondary Data Review Analysis Plan Template.*](https://www.unhcr.org/handbooks/assessment/design/secondary-data-review/secondary-data-review-template)

## Primary data collection methods

*Specify the different methods that will be employed to gather primary data in order to address identified information gaps. Justify the selection of both qualitative and quantitative methods.*

*Describe which methods will be used for each population type in each geographical location, considering any associated risks.*

## Sampling strategy

*Provide a sampling approach for each primary data collection method, including both quantitative and qualitative approaches. This should include:*

* *The sample size and its distribution across the target populations, including different sub-groups (strata) within the population. The determination of these sub-groups should align with the units of analysis chosen for the exercise, such as displacement status or location defining the main comparison groups in the analysis.*
* *The established sampling frame for each target group, derived from population baseline estimation and mapping, and the rationale for selecting specific probability and/or non-probability sampling approaches for each population.*
* *Selection of sampling units (e.g., locations and households), specifying any relevant strata.*
* *Method of estimation (e.g., weighting or extrapolation) if applicable.*
* *Limitations of the sampling design and their implications for the analysis.*

# Organisational structure

*Summarise the overall organisational framework of the assessment exercise, as agreed-upon with UNHCR staff and partners. This can be in the form of a diagram with a brief description of the main roles of each UNHCR staff and partners.*

# Workplan

*Summarise the key steps of the assessment exercise and the estimated timeframes for completion. This can be done either by listing the key activities by assessment phase or by inserting a summary of the assessment work plan.*

*For more information, refer to the* [*assessment work plan template.*](https://www.unhcr.org/handbooks/assessment/collect/outlining-workplan)