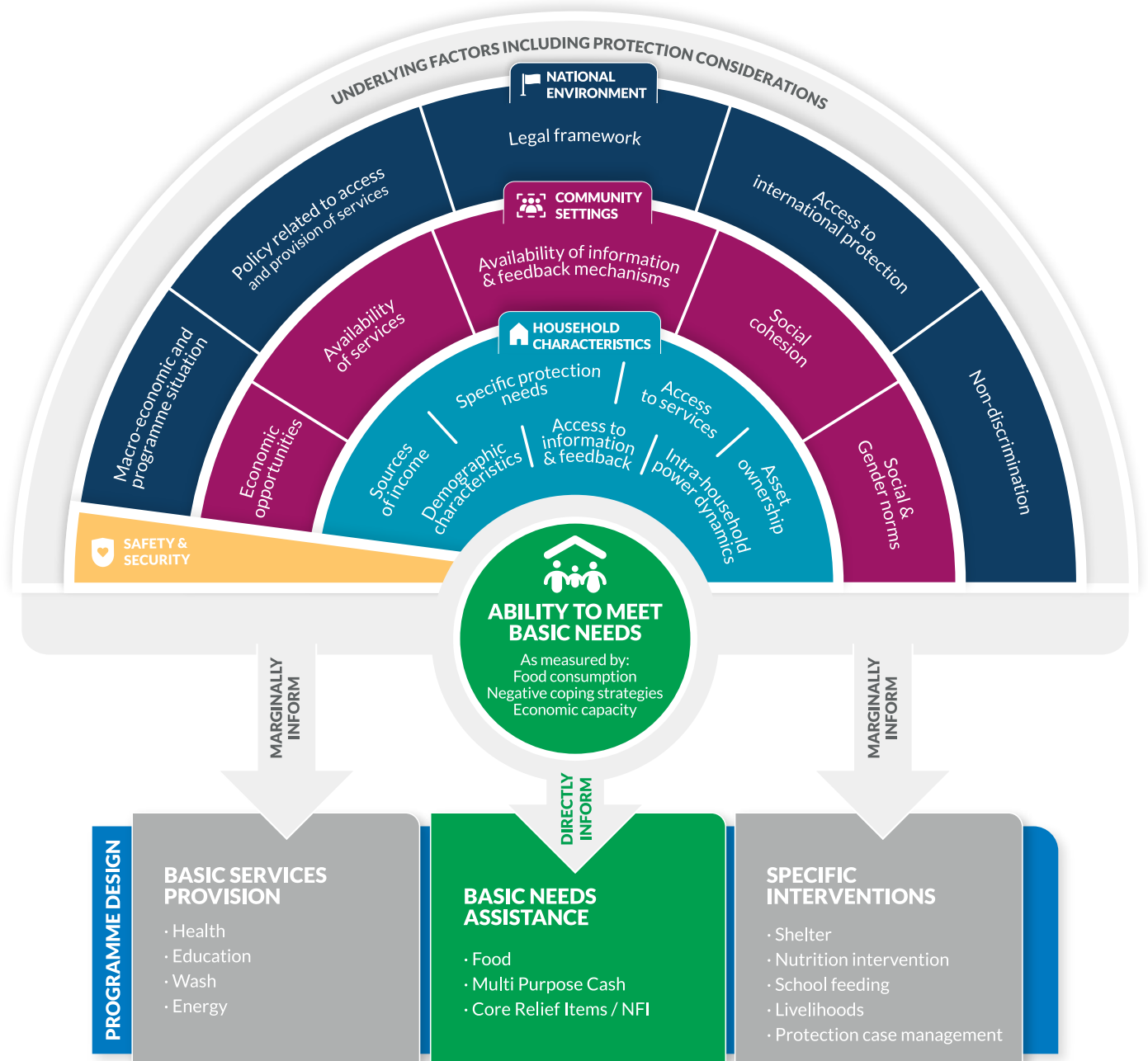


UNHCR-WFP Joint Analytical Framework (JAF) PROCESS



This document provides a step-by-step overview of how to use the JAF. Details on the technical steps required for assessment and data analysis are not included here but can be found in other documents, such as the [JAM Guidelines](#) or the [VAM resource center](#).

What is the JAF?

The joint analytical framework (JAF) is a set of **tools¹ to guide UNHCR and WFP country operations** to reach a **common understanding** of the ability of refugees, asylum seekers,² and other forcibly displaced people **to meet their basic needs**.

The JAF **guides joint assessments and analysis** to inform programmatic interventions (i.e. food, non-food, multi-purpose cash) to meet basic needs and includes a dedicated add-on module to inform joint livelihoods and self-reliance programming.

The JAF builds on existing UNHCR and WFP corporate methodologies³ and experience to date with the aim of **complementing and operationalising** current joint guidance.⁴

Who is the JAF for?

The JAF should be used **collaboratively** by UNHCR and WFP in contexts where both agencies are jointly involved in providing basic needs assistance to refugees and other forcibly displaced people, or when UNHCR and WFP want to design joint livelihoods interventions to support economic inclusion and need a common framework of indicators.

The JAF is designed to be used by joint UNHCR and WFP **multifunctional teams** with technical expertise on assessments, programme design (including cash-based), protection and accountability to affected people, in consultation with field teams.

Additionally, UNHCR and WFP may **independently** employ the JAF to facilitate analysis related to the ability of forcibly displaced people to meet their basic needs and to inform livelihoods and self-reliance programming, in contexts where only one of the agencies is operational. For example, as per the UNHCR programme manual, in contexts where WFP is not operationally present, UNHCR operations can use the JAF to inform their situational analysis and response planning.

The JAF may also be useful as an analytical tool for **partner** organizations supporting basic needs programming in situations of forced displacement.



JAF process

Throughout the assessment and analysis process, from defining assessment objectives to the findings and recommendations, UNHCR and WFP country teams should work closely together to ensure that the analytical exercise helps to improve planning and operational effectiveness.

The suggested steps for using the JAF in the assessment and analysis process are outlined in the table below. For each country context, UNHCR and WFP country operations must agree on a set of issues during each step. Steps 1-6 should be agreed together in advance of any data collection and analysis exercise.

STEP	QUESTIONS FOR UNHCR AND WFP COUNTRY OFFICES TO AGREE UPON
1. Objectives and scope	<ul style="list-style-type: none"> • What is the purpose of the analysis? How will this data be used? • What programmatic activities and type(s) of assistance (i.e. food, cash, NFIs) will be informed by this analysis? • Is there a need to collect additional data on livelihoods and self-reliance? • Which population groups should be covered? • In which geographical areas? • Who needs to be involved (within the agencies and external stakeholders)?
2. Variables	<ul style="list-style-type: none"> • What information is needed to inform specific programmatic activities? • What variables should be analysed, with respect to the objectives and scope?
3. Existing data	<ul style="list-style-type: none"> • What data exists and is available? <i>Consider with respect to relevant variables, including registration data</i> • What is the quality of the data? Is it up-to-date and usable? • Do data sets need to be merged for the purposes of analysis? <i>Consider, for example, data taxonomy, underlying definitions, and standards, and when the data was collected</i> • Does data need to be shared between organisations? <i>If yes, refer to the UNHCR-WFP Data Sharing Addendum</i> • What are the data gaps, based on this assessment of existing data?
4. Additional data collection	<ul style="list-style-type: none"> • What additional data collection is required, if any? What is the purpose/ scope of primary data collection? • What data collection methods will be used? <i>Such as household surveys, focus group discussions, and key informant interviews, ensuring that quantitative and qualitative data are collected.</i> • What sampling approach will be used? (Sampling methods, how many, who the informants are, and where they are located) <i>Refer to other technical guidance for data collection, sampling, participation, AGD, protection concerns, etc. (details of how to collect data not included here)</i> • How will the data be stored?
5. Analysis	<ul style="list-style-type: none"> • Who will conduct the analysis? • What is the agreed analysis plan? And how will the analysis be conducted? • How do we ensure that the analysis results are jointly owned? • How long will analysis take? • Is additional support required?
6. Findings	<ul style="list-style-type: none"> • Who do we need to share the results with? • How will findings be shared? • How will joint ownership of findings be ensured?
7. Recommendations	<ul style="list-style-type: none"> • Based on the analysis, what are the programmatic and policy recommendations? • How do we ensure joint action based on the recommendations?

Outlining roles and responsibilities

It is important to agree on roles and responsibilities between UNHCR and WFP multifunctional teams. Key personnel from various functions, including protection, programme, registration, research assessment and monitoring information management, Cash Based Transfers (CBT) / Cash Based Interventions (CBI), and senior

management, each contribute significantly to different phases of the joint analytical process. Depending on the country office setup and capacity, specific functions may undertake certain tasks, however both agencies must ensure equal partnership in every step of the process.

FUNCTION	POSSIBLE CONTRIBUTION
Senior management	Offer strategic leadership and direction in defining the objectives and scope of the joint analytical process, and uptake of findings and recommendations.
Programme	Provide information on existing programme activities and objectives related to meeting basic needs, livelihoods, self-reliance and social protection programs and engage in interpreting joint analysis, validating results, and formulating recommendations.
CBT / CBI	Provide information on existing cash and social protection programming, input into the objectives and scope of the joint analysis, support provision of information (and indicators collected) on previous needs assessments, and overall context. Support in interpreting joint analysis, validating results, and formulating recommendations.
Protection	Provide inputs on protection considerations and dimensions, including specific needs. Contribute / co-lead on qualitative components and accountability to affected people (AAP) related aspects. Support in interpreting joint analysis, validating results, and formulating recommendations.
Livelihoods	Contribute to the design and implementation of livelihoods and self-reliance components of the joint analytical framework. Support in interpreting joint analysis, validating results, and formulating recommendations.
RAM (Research Assessment and Monitoring)	Inform the analytical approach (including the scope and contextualization of tools as well as the study design) and provide support on review of existing information, data collection, analysis, and development of findings and recommendations.
Information management	Support to technical components on gathering and managing relevant data for analysis and in the data analysis, findings, and recommendations.
Statisticians and economists	Support on analytical approach, including sampling strategy, review of existing information, interpreting joint analysis, validating results, and formulating recommendations.
Registration	Provide support to the analysis of registration data including those related to specific needs.
Thematic specialists (Shelter, WASH, education, nutrition etc.)	Provide input on specific sectoral elements in the definition of information needs and variables, including supporting on understanding contextual factors, and review of existing information.

Possible secondary data sources

The following list of data sources can be used as a starting point when reviewing existing data during step 4.

UNHCR	WFP	OTHER
<ul style="list-style-type: none"> • ProGres registration data (Demographic, specific needs) • Joint Assessment Missions (JAMs) • Situation analysis (needs, context, rights) • Results Monitoring Surveys (RMS) • Participatory assessments • Post Distribution Monitoring (PDM) data (cash & Non-Food Items) • Forced displacement survey • Livelihoods Economic Inclusion Survey • Multi-sector market assessment • Complaints and feedback mechanisms data • Appeals data • Sectoral surveys (such as the Standardised Expanded Nutrition Survey (SENS), shelter, wash, education) 	<ul style="list-style-type: none"> • Vulnerability assessments: Comprehensive Food Security and Vulnerability Assessment (CFSVA) / Emergency Food Security Assessment (EFSA) / Essential Needs Assessment (ENA) • Post Distribution Monitoring (PDM) data • Market price monitoring and market assessments • Integrated Context Analysis (ICA) • Protection and AAP Analysis • Complaints and feedback mechanisms data • Appeals data • Conflict Sensitivity Assessments 	<ul style="list-style-type: none"> • Inter-agency assessments (such as MSNA's) • Inter-agency Minimum Expenditure Basket (MEB) analysis • Joint Data Centre - High frequency phone surveys • Findex World Bank survey • Additional data from Integrated Phased Classification (IPC), Government/ National statistical Offices, World Bank, FAO, UNICEF, INGOs

Endnotes

- 1 The JAF includes an analytical framework, analysis plan and quantitative and qualitative questionnaire templates that can be adapted according to information needs and the context.
- 2 For the purpose of this document, the term “refugee” will encompass “asylum-seekers” as well. Attention should be paid to contexts where eligibility criteria for receiving basic assistance may differ between the two categories.
- 3 For example [WFP Essential Needs Analysis \(ENA\)](#).
- 4 [Joint Assessment Missions guidelines](#) (2008/2013), [UNHCR-WFP Joint Strategy on Enhancing Self-Reliance in Food Security and Nutrition in Protracted Refugee Situations](#) (2016), [UNHCR-WFP Joint Principles for Targeting Assistance to Meet Food and other Basic Needs to Persons of Concern](#) (2018), [UNHCR-WFP Joint Guidance for Targeting of Assistance to Meet Basic Needs](#) (2019)

To find additional information about the JAF, please refer to this [website](#).