[](https://www.unhcr.org/handbooks/assessment/)

Title NARE

Country/situation name

XX-XX Month 20XX

|  |
| --- |
| EXPLANATORY NOTE  The NARE report is one of the main methods of dissemination of NARE findings and recommendations. **The report should be as short as possible**, and the outline should be developed at the outset of the NARE process in order for stakeholders to agree on expectations and anticipated results.  The **NARE report should be released as soon as possible**, i.e. as soon as validated and approved by relevant stakeholders. Consider releasing an initial draft of the report to share important findings and recommendations while working on additional analysis and visualisations.  Review the information recorded within the [assessment concept note and methodology](https://www.unhcr.org/handbooks/assessment/design/outlining-methodology) to see if any can be directly transferred to the assessment report and to ensure coherence between these three documents. Consider translation of (part of) the report into relevant languages. |

Executive summary

*A short summary for readers to become acquainted with the key messages without having to read the entire report. It should include the NARE objectives, the unit of measurement, data collection methods used, key findings, conclusions, and recommendations. Use bullet points and refer to relevant chapters so readers can find more detail if required.*

Key findings

*Summary of the key findings in order of importance.*

Recommendations

*Summary of the recommendations in order of importance.*

Contents

[Executive summary 2](#_Toc1799692225)

[Key findings 3](#_Toc1548427645)

[Recommendations 3](#_Toc1978468666)

[Acknowledgements 4](#_Toc1411274910)

[Acronyms 4](#_Toc786539231)

[Introduction 4](#_Toc2088044608)

[Methodology 5](#_Toc1922634643)

[Objectives 6](#_Toc997161163)

[Analytical framework, data collection methods and data analysis. 6](#_Toc1600914566)

[Unit of measurement 6](#_Toc683712001)

[Sampling strategy 6](#_Toc753941508)

[Enumerator and training 6](#_Toc30728901)

[Key informant and focus group discussion 6](#_Toc1534112550)

[Workplan 6](#_Toc427705060)

[Limitations 6](#_Toc342476246)

[Assessment findings 6](#_Toc125732418)

[Key findings 7](#_Toc1946306626)

[Possible developments 7](#_Toc847504421)

[Recommendations 7](#_Toc1303605252)

[Response 7](#_Toc1600890634)

[Data collection and analysis 7](#_Toc1369296943)

[Annexes 7](#_Toc2049701803)

[Annex I 7](#_Toc298220187)

Acknowledgements

*Acknowledgement of all organizations participating in NARE, including agencies, NGOs, government entities, and academic institutions*

CONTACTS

**Firstname Lastname**, Title of person and country,

name@email.org, Tel: +0 000 000 000, Cell +0 000 000 000

**Firstname Lastname**, Title of person and country,

name@email.org, Tel: +0 000 000 000, Cell +0 000 000 000

Acronyms

*Examples below:*

|  |  |
| --- | --- |
| AAP | Accountability to Affected People |
| AGD | Age, Gender, and Diversity |
| CBI | Cash-Based Interventions |
| CFM | Community Feedback Mechanism |
| CRIs | Core Relief Items |
| FGD | Focus Group Discussion |
| GIS | Geographic Information System |
| HCT | Humanitarian Country Team |
| IDP | Internally displaced person |
| KII | Key Informant Interviews |
| NFIs | Non-food items |
| NGO | Non-governmental organization |
| PSN | Person with specific needs |
| SADD | Sex, Age, and Diversity Disaggregation |
| SDR | Secondary Data Review |
| GBV | Gender-based Violence |
| WASH | Water, Sanitation and Hygiene |
| Etc. |  |

Introduction

*Provide a concise overview of the crisis, context and rationale for the NARE. Can include:*

* *Overview of crisis and drivers of humanitarian needs*
* *Impact of the crisis (physical, social, environmental, economic, political)*
* *Number and characteristics of people and geographic areas affected*
* *Displacement trends and population movements patterns*
* *Socio-economic context and applicable legal frameworks*
* *Operational capacities, response and humanitarian access.*

SITUATION MAP

Methodology

Objectives

*Overall and specific objectives and focus of the NARE, including the needs assessment coverage (populations, sectors, and geographic areas) and the types of decisions need to be informed.*

Analytical framework, data collection methods and data analysis.

*Information needs should be organised into an analytical framework that shows the linkages between information categories and how they intersect analytically. This section includes a summary of the* [*NARE analytical framework*](https://www.unhcr.org/handbooks/assessment/design/defining-analytical-framework/nare-analytical-framework) *and updated the Annex I (customized table) with the NARE analytical framework questions that the assessment team will look to answer with this assessment.*

*Provide information on the data collection methods used and the analysis plan annex that operationalizes the analytical framework and details questions, data collections methods and sources for each information element sought, as well as how the information has been analysed (using the* [*NARE primary data collection/SDR analysis template*](https://www.unhcr.org/handbooks/assessment/design/secondary-data-review/nare-data-collection-review-template)*).*

Unit of measurement

*Define and describe the unit of measurement use in the NARE.* *The NARE does not collect data at HH or at the individual level so by default the NARE unit of measurement is at community level. Describe how “community” is defined for this assessment (such as an IDP site, a refugee site, or a local community that includes both IDPs and host communities).*

Sampling strategy

*The nature of emergency response often prevents the use of representative sampling for the NARE. This section should include information on the sampling strategy used for the NARE, such as: Which communities or sites (depending on the unit of measurement) have been assets during the NARE? What have been the criterion to choose these communities (or sites) from others? Please refer to Annex 2 of the* [*NARE Guidance Note.*](https://www.unhcr.org/handbooks/assessment/design/defining-analytical-framework/nare-analytical-framework)

Enumerator and training

*Explain the profile of the enumerators and how they were trained.*

Key informant and focus group discussion

*Explain the process followed to select the key informants and members of focus group discussion (if applicable). Include which focus group discussion were organised (if applicable).*

*Provided details on the profile of the people interviewed during the data collection process.*

Workplan

*Include the timeline for the different phases of the NARE, including training, pilot phase, primary data collection (if any) and analysis.*

Limitations

*List known limitations of the survey approach and findings, including sources of potential bias or error.*

Assessment findings

Key findings

*Present findings in order of importance. Structure the content in this section in line with what makes the most logical sense given the findings and context. Findings can for instance be structured by geographic area, target group or sector/theme. It is often not useful to separate by data collection technique (e.g. secondary data and key informants) as findings from different types of respondents should complement each other.*

*Ensure that key findings are linked with the NARE analytical framework questions selected for the assessment (annex I)*

*Strategically use data visualizations and highlighted text boxes within the report,*

*to direct attention to the most operationally important information.*

Possible developments

*Explain how the priorities and risks might evolve in the upcoming months, looking at the seasonal calendar, identified patterns and likely developments. If needed, include a risk matrix with possible risk mitigation measures.*

Recommendations

Response

*Detailed response recommendations for the short, medium and/or longer term in order of importance. Categorise recommendations by relevant targeted audience, geographic area and sector/theme and for each recommendation provide a suggested timeframe for follow-up.*

Data collection and analysis

*Recommendations for future data collection exercises, including methods to address the remaining priority information gaps and methodological recommendations based on lessons learned from the assessment.*

Annexes

1. *NARE analytical framework questions*
2. *NARE primary data collection/SDR analysis*

Annex I

|  |  |
| --- | --- |
| **Population of concern** | What are the demographics and characteristics of those displaced and their host communities?  What are the displacement patterns? |
| **Drivers of deprivation** | What are the main structural and immediate causes of concerns? |
| **Humanitarian conditions** | What, if any, are the main needs and protection concerns?  How many people are in need and how severe are the problems? What are the characteristics of groups specifically in need of support? |
| **Response to date** | What has been the coverage and appropriateness of the response?  What are perspectives on main gaps and interventions required? |
| **Capacities**  **and Constraints** | What are the main humanitarian access constraints?  What is the capacity of communities, national and international response actors, public and private infrastructure to meet existing needs? |
|  | **What are the current priority needs and concerns?** |