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**PICTURE**

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 assessment objectives, 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 1](#_Toc1740956873)

[Key findings 1](#_Toc152125067)

[Recommendations 1](#_Toc1678009317)

[Acknowledgements 2](#_Toc1627685676)

[Acronyms 2](#_Toc1145310426)

[Introduction 2](#_Toc1010099379)

[Methodology 3](#_Toc1014803605)

[Objectives 4](#_Toc457517989)

[Analytical framework 4](#_Toc833282835)

[Research methods and data collection techniques 4](#_Toc641349549)

[Definitions 4](#_Toc313027203)

[Sampling strategy 4](#_Toc1975953698)

[Enumerator and training 4](#_Toc1598651162)

[Analysis 4](#_Toc479406515)

[Workplan 4](#_Toc975848623)

[Limitations 4](#_Toc1197127152)

[Assessment findings 4](#_Toc1982734082)

[Key findings 5](#_Toc908404444)

[Possible developments 5](#_Toc1429061495)

[Recommendations 5](#_Toc1099336685)

[Response 5](#_Toc780361820)

[Data collection and analysis 5](#_Toc2037915838)

[Annexes 5](#_Toc1347363228)

Acknowledgements

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Acronyms

Some examples below:

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| AAP | Accountability to Affected Populations |
| AGD | Age, Gender, and Diversity |
| CRIs | Core Relief Items |
| FGD | Focus Group Discussion |
| GIS | Geographic Information System |
| HCT | Humanitarian Country Team |
| IDP | Internally displaced person |
| KI | Key Informant |
| NFIs | Non-food items |
| NGO | Non-governmental organization |
| PWSN | Person with specific needs |
| SADD | Sex, Age, and Diversity Disaggregation |
| SDR | Secondary Data Review |
| SGBV | Sexual and Gender-based Violence |
| 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 needs assessment, 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 analysis

*Information needs, organised into an analytical framework that shows the linkages between information categories and how they intersect analytically. Within an annex provide an analysis plan that operationalizes the analytical framework and details indicators and sources for each information element sought, as well as how the information will be analysed.*

*Furthermore, provide some information about the data collection methods and an 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 have been analysed.*

Unit of measurement

*Define and describe the unit of measurement use on the assessment and the reasons to select this or these units of measurement.*

Sampling strategy

*Type of sampling design and rationale for this design. Sample size and locations. Deviation from the original sampling strategy, including non-response rate and replacement method. More detailed information such as the sample plan can be annexed.*

Enumerator and training

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

Workplan

*Timeline of different phases of the assessment, including training, pilot phase, primary data collection (if any) and analysis.*

Limitations

*Any 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 the way that key findinds are presented are linked to the analytical framework use for the assessment exercise.*

*Strategically use data visualizations and highlighted text boxes within the report, to direct attention to particularly 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 for each recommendation and 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

[*Assessment Data Analysis Plan*](https://www.unhcr.org/handbooks/assessment/design/data-analysis-plan)

*Assessment Tools*

*Glossary of key terms*

*Sample planned and reached*

*Etc.*

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