



Australian Government

Department of Education, Employment and Workplace Relations

CHCDHA411A Conduct a rapid assessment in a humanitarian assistance context

Release: 1

CHCDHA411A Conduct a rapid assessment in a humanitarian assistance context

Modification History

Not Applicable

Unit Descriptor

Descriptor

This unit of competency describes the skills and knowledge required to conduct rapid assessment in a humanitarian assistance context

Application of the Unit

Application

This unit refers to assessments conducted to investigate and document both the risk to human life and the suffering caused by a specific disaster and to make timely recommendations which define and prioritise the actions and resources needed for an immediate response (Relief Operations Manual). It may be applied in a range of humanitarian assistance work contexts and should reflect the concepts and principles of aid effectiveness and community development (i.e. ownership, alignment, harmonisation, managing for results and mutual accountability) as embodied in the Paris Declaration and Accra Agenda for Action (AAA). These skills and knowledge are to be applied within the scope of the person's role and authority.

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Employability skills

This unit contains employability skills

Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in *italics* are elaborated in the Range Statement.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1. Establish a team for a rapid assessment in a humanitarian assistance context

- 1.1 Identify key people for conducting rapid assessment according to field requirements and organisation guidelines
- 1.2 Work with understanding of the application of the ***concepts and principles of aid effectiveness and community development***
- 1.3 Collect secondary data in the area
- 1.4 Coordinate with key organisation units and line management
- 1.5 Form a ***multi-sectoral team*** responsible for conducting rapid assessment
- 1.6 Provide ***orientation or training*** on data collection to volunteers as required

ELEMENT**PERFORMANCE CRITERIA****2. Plan for rapid assessment**

- 2.1 Identify **objectives** for the rapid assessment
- 2.2 Determine all **sectors** and all likely affected areas that need to be covered in the assessment
- 2.3 Identify and assess **key factors, issues and constraints** which may affect the conduct of rapid assessment
- 2.4 Identify information needs and sources of reliable data
- 2.5 Identify **key informants** for coordination, data gathering or collection
- 2.6 Explain objective of assessment to key informants
- 2.7 Identify appropriate and culturally sensitive **data collection methods** for the assessment
- 2.8 Prepare and submit the **assessment plan** according to organisation guidelines

3. Conduct rapid *needs assessment*

- 3.1 Identify, characterise and quantify '**populations at risk**' in the disaster
- 3.2 Identify local environmental conditions and document likely impact of conditions in appropriate and efficient format
- 3.3 Gather existing and available **baseline data** on the relevant sector
- 3.4 Conduct focused group discussions, interviews and appropriate data collection tools with key informants, **stakeholders** and other agencies operating in the area and record data appropriately
- 3.5 Consult existing community social structures
- 3.6 Identify and document immediate and longer term needs of local community members
- 3.7 Conduct rapid quality checks on the collection, evaluation and dissemination of data and key findings

ELEMENT**PERFORMANCE CRITERIA****4. Undertake capacity assessment**

- 4.1 Identify and assess local **response capacity** including organisational, medical and logistics resources
- 4.2 Identify skilled, semi-skilled personnel, youth and women groups and existing organisations in the community
- 4.3 Identify and assess **capacities** of all affected local communities, using culturally appropriate interview or survey techniques and other methods as required by relief or cultural context
- 4.4 Identify and assess **vulnerabilities** of local communities or individuals in appropriate and efficient format
- 4.5 Assess **coping mechanism** of affected population

5. Analyse and interpret data

- 5.1 Use a range of **analysis tools and techniques** which are appropriate to the local context and data being analysed
- 5.2 Confirm and validate data against existing baseline information
- 5.3 Assess the value of data, reliability of the source and accuracy of data
- 5.4 Synthesise data in a logical manner
- 5.5 Gather additional information as required
- 5.6 Conduct analysis sessions to determine key program interventions and strategies based on the information gathered
- 5.7 Identify **risks** to various populations

6. Prepare and submit report

- 6.1 Identify **key findings** of the rapid assessment
- 6.2 Define and prioritise the **actions** and resources needed to reduce immediate risks
- 6.3 Estimate the additional support required from national and international sources for relief and recovery
- 6.4 Provide recommendations regarding priority needs, further action needed, short term and long term goals
- 6.5 Prepare detailed plans according to interventions including general project goals, dollar amounts required and key assumptions for implementation

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit.

Essential knowledge:

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes:

- General understanding of different sectors
- Social, cultural and political context of the specific humanitarian assistance environment
- Organisation structure, including formal lines of reporting and responsibility
- Organisation internal politics and informal influence or power relationships
- Organisation support systems and personnel and software relevant to sector
- Donor priorities and capabilities and the ways in which they act upon incoming information
- Donor organisation structures, key staff, funding guidelines and reporting requirements
- Data collection techniques
- Participatory Learning and Action (PLA)
- Capacity and Vulnerability framework (i.e. People Oriented Planning)
- Local Capacities for Peace (LCP) / Do No Harm framework
- Basic logframe
- Analytical tools and techniques appropriate to local context and data being analysed
- Rapid assessment techniques (e.g. 10 seed technique)
- Participatory Rural Appraisal (PRA)
- General project cycle
- Organisation policies and procedures relating to issues such as:
 - assessment
 - personal security
 - reporting procedures
 - donor relations
 - data collection
- Relief to development transition issues
- Agency guidelines, such as:
 - Australian Agency for International Aid (AusAID) guidelines, including Development for All (Disability) Strategy and Child Protection Policy
 - U.S. Agency for International Development Field Operational Guide (USAID FOG)
 - United Nations High Commissioner for Refugees (UNHCR) guidelines

REQUIRED SKILLS AND KNOWLEDGE

- The Sphere standards (particularly on relevant sector being assessed)
- Common complex humanitarian emergency (CHE) field operational practices
- Common complex humanitarian emergency (CHE) field living conditions

REQUIRED SKILLS AND KNOWLEDGE

Essential skills:

It is critical that the candidate demonstrate the ability to:

- Effectively conduct rapid assessment in relief situations which includes planning, conducting needs and capacity assessment, analysing data and reporting key findings.
- Effectively use culturally appropriate and sensitive assessment techniques and analysis tools, prepare and produce an assessment plan and report (with findings and recommendations)
- Effectively communicate with and work safely with assessment team, community and other relevant key stakeholders
- Comply with relevant organisation and international policies, procedures and requirements
- Make rapid and accurate situational assessments, while under stress
- Use investigative skills, including analysis and deduction
- Make rapid quality checks on data gathered

In addition, the candidate must be able to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

These include the ability to:

- Adapt to different environments and respond effectively to challenges
- Initiate new ideas or work methodologies
- Accurately plan and organise work activities
- Efficiently manage self responsibilities and timelines for completion of work
- Use thinking, problem solving and conceptual techniques
- Build rapport with others, including donors, local officials and community members
- Use appropriate communication and interpersonal techniques with colleagues and others
- Participate in a team environment to complete tasks
- Identify problems and demonstrate appropriate response procedures
- Apply skills in:
 - interviewing
 - observation
 - planning
 - networking
 - access organisational records and information sources
 - set priorities
 - undertake new tasks quickly
 - communicate effectively with a range of different audiences

REQUIRED SKILLS AND KNOWLEDGE

- work with people from culturally and linguistically diverse backgrounds
- personal management, including initiative, self motivation and direction
- respond to identified areas for personal improvement or training in self and others
- project management and evaluation

continued ...

REQUIRED SKILLS AND KNOWLEDGE

Essential skills (contd):

- Use language, literacy and numeracy skills such as those required to:
 - collect, analyse and organise data
 - communicate in spoken and written form with a range of audiences
 - adjust spoken and written language to suit audience
 - prepare or customise materials
 - calculate and estimate times, costs and quantities
- Use communications equipment, including telephone, radio, satellite phone, fax and email
- Use computing equipment and common software programs
- Use administration and routine office procedures

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate this unit of competency:

- The individual being assessed must provide evidence of specified essential knowledge as well as skills
- The application of competency is to be assessed in the workplace or realistically simulated workplace
- Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints
- Consistency of performance should be demonstrated over the required range of situations relevant to the workplace
- The circumstantial or unsolicited testimony of project participants, governments or other non-government organisations regarding ethical behaviour should be considered as significant evidence in relation to this

EVIDENCE GUIDE

unit

- Assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances

Access and equity considerations:

- All workers in development and humanitarian assistance should be aware of access, equity and human rights issues in their own area of work
- All workers should develop their ability to work in a culturally diverse environment
- In particular workers should be aware of cultural, historical and current issues facing the people and culture in which they are working
- Assessors and trainers must take into account relevant access and equity issues relating to the culture in which they are working

Context of and specific resources for assessment:

- This unit may be assessed independently, however holistic assessment practice with other related units of competency is encouraged
- Assessment of essential underpinning knowledge, other than confirmatory questions, will usually be conducted in an off-site context
- Resources required for assessment include access to:
 - workplace location or simulated workplace
 - specifications and work instructions
 - policy manuals and procedure manuals (relief operations manual, international and local, including donor manuals)
 - relevant documents (such as interview and meeting notes, and assessment reports) and standards documents
 - relevant equipment (such as office equipment and communications equipment)
 - managers, co-workers and local staff

EVIDENCE GUIDE

Method of assessment:

- Assessment needs to take into consideration the practical difficulties associated with attempting on-job assessment in the humanitarian assistance environment
- Assessment methods must be by direct observation of tasks and include questioning on underpinning knowledge
- Assessment may be applied under project related conditions (real or simulated) and require evidence of process
- Assessment should be supported by supplementary evidence from a wide range of sources, preferably including evidence from one or more field situations

Range Statement

RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

RANGE STATEMENT

Concepts and principles of aid effectiveness and community development include:

- Ownership, including:
 - using delivery processes that support partner countries to exercise effective leadership over their development policies and strategies
 - coordinating development actions
 - involving communities and local government in decision making, implementation, monitoring and evaluation
 - encouraging community's and local government's contribution to problem solving
- Alignment, involving maintaining a comprehensive understanding of partner countries' national development strategies, institutions and procedures to guide program delivery
- Harmonisation:
 - actively seeking to collaborate with other Official Development Assistance (ODA) partners to create added value and greater development effectiveness
- Managing for results, including continuous improvement of systems to:
 - manage for development results
 - support evidence-based decision making
- Mutual accountability, involving demonstration of:
 - full transparency and accountability for the use of development resources in program delivery

RANGE STATEMENT

- Multi-sectoral team may include:*
- Specialists or technical experts from a variety of sectors with appropriate skills and experience in emergency relief, which may include:
 - emergency relief practitioners
 - health or nutrition specialist
 - program officer
 - commodity officer
 - water and sanitation specialist
 - logistics officer
 - communications officer
 - disaster management officer
 - relief coordinator
 - relief manager
 - Area Development Program (ADP) staff
 - planning staff
 - evaluation staff
 - finance staff
 - A diversity of perspectives and knowledge that will enhance the feasibility and quality of the findings and recommendations
- Orientation or training may refer to:*
- Orientation or training required for data collection in the field which may include:
 - locating sponsored children
 - seeking information regarding impact of disaster upon households
 - doing survey on damage, needs and capacity
 - data collection techniques including:
 - how to conduct focus groups
 - interviewing
 - techniques for validating data

RANGE STATEMENT*Objectives may include:*

- Verifying numbers, locations and the needs of affected communities
- Determining nutritional status of children under five
- Assessing food security including:
 - agricultural, veterinary and fishery services
 - availability of food in the community and nearby markets
- Assessing the health of the population (general diseases especially among children), services and health facilities available (including immunisation)
- Assessing the water and sanitation situation
- Assessing situations of local conflicts in the communities
- Assessing education services and facilities
- Assessing protection related problems in the area

Sectors may include:

- Emergency medical care
- Livelihood
- Food and agriculture
- Health
- Shelter and housing needs
- Agricultural needs
- Economic needs
- Water and sanitation
- Environment

RANGE STATEMENT

Key factors, issues and constraints may include:

- Security of location
- Population figures are not verifiable
- Language
- Political instability
- Cooperation and accessibility of community
- Rebel groups
- Lack of communication, infrastructure structures or systems
- Hierarchies of power in the community
- Time constraints
- Size of affected community
- Limited movement and access
- Team lacks inadequate specialists

Key informants may include:

- Field staff
- Local community leaders
- Government officials
- Local officials
- Non-government officials

Data collection methods may include:

- Standard survey techniques
- Questionnaires, checklists and procedures
- Interviews or semi structured interviews
- Participatory rural appraisal (PRA) techniques, including:
 - proportional piling tool
 - visual inspection
 - direct observation
- Secondary data review
- Surveillance
- Technical inspections
- Critical sector analysis
- Household visits
- Transect walks

RANGE STATEMENT*Assessment plan may include:*

- Guidelines and standard working procedures
- Identified information needs
- Data collection methods and data gathering procedures
- Areas of responsibility and accountability
- Designated reporting points and reporting procedures
- Designated field investigation teams
- Analysis of data
- Presentation of information
- Recording and dissemination of results
- Contingency plan

Needs assessment may include:

- Internally displaced populations and their means of survival
- Protection issues
- Coping mechanisms
- Food security and food situation
- Health
- Shelter needs
- Water and sanitation
- Education
- Status of relief operations
- Community structures

Populations at risk may include:

- Children
- Women
- Elderly
- People with physical and/or mental disability

RANGE STATEMENT

Baseline data may include:

- Area affected
- Number of people requiring immediate help
- Condition of the affected population such as:
 - health
 - expressed priorities of the affected people
 - number of homes completely destroyed and homes requiring partial repair
 - number of homeless families and individuals
 - household structures including:
 - family size
 - extended family structures
 - sites being used as temporary shelters
 - number of those residing in temporary shelters
 - existing resources and services for emergency measures
 - availability of food
 - services available and health facilities
 - water and sanitation facilities
 - local conflicts in the communities
 - education services and facilities
 - protection related problems or concerns in the area

Stakeholders may include:

- Community leaders
- Community groups
- Individual households
- Families residing at temporary shelter
- Local authorities counterparts
- Children
- Women
- People with a disability

Response capacity may refer to:

- Level of response by the affected country or region to cope with the situation
- Level of response of different organisations

RANGE STATEMENT

Capacities may refer to:

- Local skills
- Local environment
- Technical skills
- Financial status and capacity
- Management skills
- Resource generation
- Networking skills

Vulnerabilities may refer to:

- Potential areas for harm or injury
- Potential areas for damage or destruction
- Attitude
- Social and organisation vulnerability

Coping mechanism may refer to:

- A variety of ways and means through which people respond to crisis or emergency situations, difficulties and problems in life

Analysis tools and techniques may include:

- Problem tree analysis
- Gender analysis
- Strengths, weaknesses, opportunities and threats (SWOT) analysis
- Nutritional assessment
- Household food economy analysis
- Health assessment
- Cost and benefit analysis
- Capacity and vulnerability analysis
- 'Do No Harm' framework (Local Capacities for Peace)
- Network analysis
- Environmental impact assessment

RANGE STATEMENT

Risks may include:

- Depleted household food stocks
- Inadequate supply of essential foods
- Malnutrition
- Inadequate supply of emergency clinical medical services
- Severe climatic conditions aggravated by lack of shelter, warm clothing or heating fuel and/or water shortages

Key findings of the assessment report may include:

- An analysis of the most predominant threat
- Areas that are most at risk
- Distribution of most vulnerable population
- Main characteristics of the affected population
- Total number affected by the disaster
- Mortality and morbidity rates
- Total number and types of injuries (minor, severe) and illness
- Emergency health situation
- Damage to:
 - economic resources
 - properties
 - road or infrastructures
 - community structures
- Shelter needs
- Food supply situation
- Water and sanitation situation
- Psychosocial and mental well being
- Impact on major livelihood
- Other organisations present in the target zone including secondary sources of information
- Level of continuing or emerging threat
- Level of response from different organisations
- Level of response by the affected country and capacity to cope with the situation

RANGE STATEMENT

Actions may include:

- Medical aid
- Food distribution
- Immunisation
- Supplementary feeding
- Child protection
- Latrine construction
- Water supply
- Housing projects
- Temporary shelter

Unit Sector(s)

Not Applicable