

# HNO 2019: A short WASH Sectoral Guidance

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## June 2018 Edition, v1

In protracted or complex emergencies, the Humanitarian Needs Overview (HNO) is a process which presents a comprehensive analysis of the overall situation and associated needs. Its main aim is to inform response planning and to ensure that the Humanitarian Response Plan (HRP) is based on and prioritised through solid evidence of needs. As such, the HNO is the output of a consolidated effort of secondary data review and coordinated assessments carried out by humanitarian actors and led by OCHA.

The general OCHA HNO Guidance document, alongside templates and subsequent products, can be found [here](#), while this short guidance produced by the Global WASH Cluster (GWC) will focus on the expected contribution of the national WASH Coordination Platforms<sup>12</sup>. Typically, OCHA will lead the process and provide clusters with an HNO template, expecting them to provide inputs in the form of narrative and key needs indicators that can feed an inter-cluster prioritisation process. The first section relates to data consolidation, during which the sector should collect and gather WASH needs evaluation data representative of the whole crisis. The second one is about data analysis, when the WASH platform analyses its data to estimate the number of people in need of WASH assistance (WASH PIN), and work on WASH severity mapping. This in turn will be used to contribute to the joint analysis, during which the WASH sector will work with other sectors and the HNO team to calculate response level PIN and needs prioritization. Each of the main components are summarized in a [checklist](#) located at the end of the document.

## 1. HNO Planning and Data Consolidation: A Continuous Process all Year Long

The WASH Coordination Platforms need to set up a system to receive and consolidate harmonised data from WASH partners and other assessment actors (such as other clusters, IOM Displacement Tracking Matrix (DTM), REACH, etc.) that collect WASH data on a regular basis. To do so, they need to identify core indicators and collect information on those through primary and secondary data. Those three elements are explained in more details below.

### 1.1. Identify and Mainstream Core Indicators and Questions

The cornerstone of a system of harmonized data are the core indicators, i.e. a list of standard WASH indicators and questions that WASH partners, as well as multi-sectoral initiatives, will integrate into their respective data collection tools. Without core indicators,

<sup>1</sup> The terms sector, cluster and coordination platform will be used interchangeably throughout the document.

<sup>2</sup> Please keep in mind that this document is not considered an introduction to the HNO and is targeted towards WASH Cluster Coordinators and Information Managers who are familiar with (and preferably have been involved in) the Humanitarian Programme Cycle (HPC).

the different assessments will collect data that is incomparable, difficult to consolidate and of mixed quality, resulting into limited coverage of usable data, duplication of efforts, squander of resources, etc.

### Key features of core indicators

The purpose of the core indicator system is to collect the basic crucial WASH data, in the largest possible areas, at the highest frequency and with the minimum effort. For the system to succeed and be adopted by the different organizations, the core indicators need to be:

- **Few:** The list of core indicators and questions should be short and concise - preferably around to 5 indicators and 10 questions, because in there is limited space in multi-sector data collection initiatives and WASH agencies that run their unilateral sectorial assessments may need to ask agency-specific questions, which reduces the space for core indicators.
- **Flexible:** Core indicators and questions should be developed both at community and household level, so that data collected through assessments that use different unit of measurement is still comparable.
- **Consensual:** The process of developing the core indicators and questions should be as participatory as possible to develop a sense of ownership among the different organizations that will be keener to adopt them.

### Developing core indicators and questions

In order to develop core indicators and questions, convene a meeting with key WASH operational partners and data collection organizations. Together with the participants, define the research questions (for instance, how many people are in need of WASH assistance, what are the priority areas, what are the key WASH interventions that need to be implemented, etc.). Based on this, develop core indicators, both at household and community/site levels to ensure proper harmonization.

The GWC Field Support Team (FST) has supported different national WASH platforms in developing their core indicators, and the table below shows their most commonly used core indicators for needs assessment.

Theme	Indicator at household-level	Proxy indicator at community-level
Water	Proportion of households accessing an Improved Water Source	Proportion of communities accessing an Improved Water Source
Water	Proportion of households accessing an adequate/sufficient quantity of water (or calculation or litres/person/day)	Proportion of communities accessing an adequate/sufficient quantity of water
Hygiene	Proportion of household having (received) and using soap-by reason if answer no	Proportion of communities where members have (received) and use soap
Sanitation	Proportion of households accessing/using functioning latrines-by type of latrine (improved or not)	Proportion of communities where members are accessing functioning latrines-by type of latrine (improved or not)

Other commonly used indicators, at the household- level, include: Proportion of households for whom fetching water constitutes a problem (and calculation of time, if possible); Proportion of households not accessing handwashing facilities; Proportion of households facing severe environmental hygiene problems (solid waste and wastewater); Proportion of HH washing their hands at minimum 3 of the 5 critical times; Proportion of HH having jerry can, or other NFI.

Once the first draft of your core indicators is finalised, circulate it among the WASH partners to collect their feedback before proceeding with formal approval at a coordination platform's meeting. If you have a strategic advisory group (SAG), have them review and approve the final version that should then be circulated to all partners. The key to a successful core indicators harmonization is buy-in from partners, and so their inclusion in the design process is crucial to ensure they will actively seek to collect and share those indicators.

While the indicators are being approved, you can proceed in developing the associated questions, both at household and community levels. Find below an example for one core indicator:

Indicator	Questions at household-level	Proxy questions at community-level
Proportion of households/ communities accessing an improved water source	What is the main source of (drinking) water for members of your household? 2. Are there other sources of water used by your household, whether for drinking or for other purposes, such as cooking and hand washing? Select all secondary sources for the water used.	1. What are the main sources of (drinking) water in your community? 2. Are there other sources of water used for other purposes, such as cooking and hand washing? Select all secondary sources for the water used.

## Mainstreaming core indicators

As explained previously, core indicators and questions need to be mainstreamed across as many data collection initiatives as possible. For this, map down the assessment eco-system (who collects what, when and how), including WASH partners and other assessment actors (such as other clusters, DTM, REACH, etc.) collecting WASH data on a regular basis.

Get in touch with each of them, and request to embed core questions in their data collection tools. In addition, ask them to share their data on a regular basis, for you to maintain a common dataset with all data collected through core indicators and questions by the different organisations.

## 1.2. Conducting a Secondary Data Review (SDR)

Whether in the aftermath of a sudden-onset or during a protracted crisis, a large amount of data is usually available to WASH Coordination Platforms. This data, collected by actors such as national governments, NGOs, UN agencies, development organizations, plays a crucial role in humanitarian needs assessments but is often challenging to analyze and process because the amount is overwhelming, the quality is uneven and the coverage partial. To make sense of existing data, a helpful tool is a Secondary Data Review (SDR), or an assessment registry, that will allow you to collect, collate and analyze all the available data. This exercise will also permit to identify critical information gaps and determine if field assessments are necessary to collect primary data. A good detailed and generic guideline to doing SDR in sudden-onset emergencies can be found [here](#).

The SDR should ideally be ongoing throughout the year, making it a continuous and iterative activity. The HNO period provides a great opportunity to conduct a more in-depth SDR that can help inform WASH strategic planning, priority areas or groups, indicative or minimum activities, and appropriate metrics to track the impact of the response. Such a SDR process can also help determine what is and isn't known (information gaps), the scope and scale of the crisis, the response gaps and WASH priorities, etc

In terms of outputs, the SDR provides a matrix or a registry (generally in excel), as well as an organised folder structure containing the reviewed documents. You can find WASH-specific templates and examples [here](#). If time and capacity allows, the data should be analysed, along any primary data that would have been collected, to produce a report that can assist in developing the HNO; more details on data analysis can be found in a separate chapter below.

Some of the priority WASH-related information you should seek to include in your SDR, at any time of the HPC, can be found in the table below as well as in the WASH section of this [UNICEF Guidance Note](#):

Information	Source	Purpose
Statistics from the health surveillance system Info should be as specific as possible (For example, endemic diseases in area, recent outbreaks) and follow admin boundaries if possible	Ministry of Health or Health Cluster	Helps to identify the scope and scale of the crisis, notably by flagging underlying that factors that may exacerbate the crisis
Estimates of general access and coverage for water and sanitation at community level as well as at key institutions (hospitals, health centres, etc.	Municipalities/ Service Provider MICS (UNICEF), WHO JMP	Should be used as a baseline to understand the results of the assessments
WASH setup/ structure in the government, about service delivery at all levels	UNICEF, UNDP or WHO, Ministry of Water; Structure running water services	Should help facilitate the organisation of assessments and logistics. Use to identify key informants
Mapping of private sector and market, specifically relating to water and access/storage/availability of hygiene NFIs	UNDP; Municipalities in more developed countries; Service providers (ex: (water trucking)	Estimate alternative ways to supply safe water/ depending on the situation possibly an indication on coping mechanisms. Map the market for availability of hygiene items

Functioning of solid waste management and disposal as well as desludging	Municipalities UNICEF/UNDP programs	Should help facilitate the organisation of assessments and logistics; baseline
Mapping of existing water and wastewater infrastructure (water sources, treatment plants, distribution networks, etc.)	Municipalities, water authorities	Get an overview of existing solution to understand type of intervention needed
Shelter connections to water and sewage system	Shelter Cluster (for building damage)	Should help facilitate the organisation of assessments and logistics; baseline
Quantity, frequency, quality, and other information about water provision	Water providers/municipalities. SDR (REACH, ACAPS, etc.)	Baseline
Functioning of water treatment units (for piped water system)	Municipalities	Should help facilitate the organisation of ongoing assessments and logistics; baseline
Info related to hygiene: type and numbers of community health workers, availability of IEC materials, radio stations or other broadcasting methods	Municipalities, communities, radio	Prepare response
Maps (administrative, land use, hydro/ geological, social, etc.)	Logistics Cluster, IM NGOs (REACH, ACAPS, MapAction), OCHA	Visualisation, baseline, facilitate the organisation of assessments and logistics

## Recommendations for the SDR matrix document

- **Use scroll-down menus as much as possible (excel):** They will ensure that all entries are written in the same way, and will greatly facilitate the analysis of the data. Use the “options dropdown” tab to enter your choices of answer
- **Include a reliability score for the data:** You can follow the scale proposed in the SDR template, or adapt to your context. Regardless of your choice of scale, it is crucial that you rank the different pieces of information. If, for example, you have 2 sources stating different findings for a same location, you will be able to identify which source is more reliable.
- **Make sure you keep all your documents in one, easily accessible folder:** Dropbox is generally the preferred option, but in locations with limited internet access, a common server or external drive are also valid options.
- **Summarize datasets to integrate into your SDR:** When compiling your secondary data, you will often come across very useful information that may be difficult to enter into the SDR tool because the information is part of a larger dataset. Rather than trying to bring all data directly into your SDR tool, it may be easiest to do a small analysis or summary of the relevant information first and then record the summarized information into your SDR tool.
- **Use the SDR to improve Cluster buy-in and harmonization of assessments:** Share your SDR data and findings regularly with Cluster members. If done correctly and kept up-to-date, the SDR information will prove to be an invaluable source of information for Cluster members who can also be good sources of secondary information themselves. Should partners wish to collect their own primary data, the SDR findings should inform their questions and methodology and lead ideally, through leadership and coordination from the Cluster team, to an increase of harmonization of assessments.

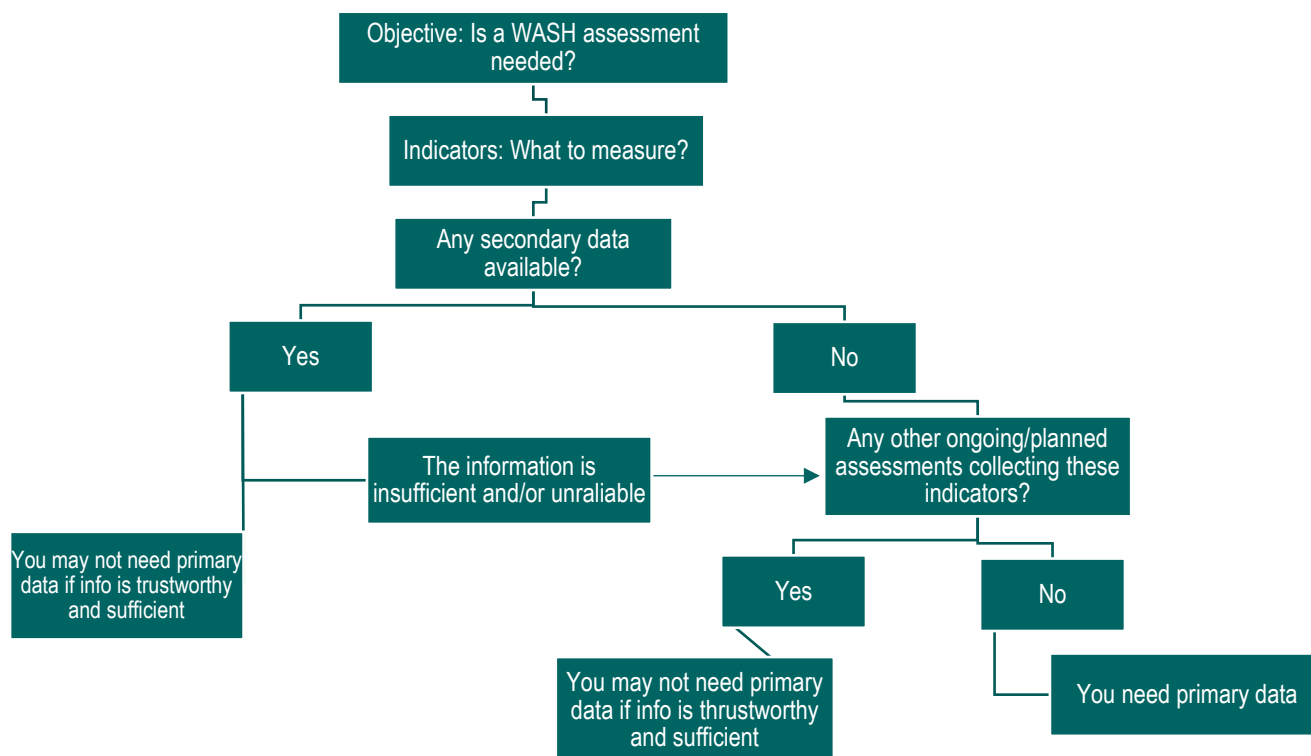
### 1.3. Collecting Primary Data

Once the SDR has been done, it may be necessary to collect primary data to fill the information gaps. Before you start primary data collection, common objectives need to be identified together with the WASH Cluster partners. Besides ensuring your assessment stays focused on what you are trying to obtain, this will avoid duplicating assessment efforts in the early phase of an emergency and prevent assessment fatigue within affected populations. Ensuring a good coverage of WASH primary data collection will allow the WASH Cluster Teams to

- Verify emergency WASH coverage assumptions and conduct gap analysis;
- Define a response plan;
- Establish a baseline and method for monitoring & evaluation.

It is important to keep in mind that data for HNO can be collected all year long, and so monitoring activities, emergency response initiatives, such as the Rapid Response Mechanisms (RRM) or assessments from other sectors (ex: SMART surveys) can represent great sources of data and often contain indicators that will be of use to the WASH platforms. When resources are not available, the WASH Cluster may have to rely on assessment data collected by partners for their program during the year, and provide them in advance a harmonized assessment framework.

The decision tree below can help you assess whether there is a need for primary data collection:



If primary information is needed, you can select the most appropriate area for your assessment to be conducted by answering the following questions:

- What are the key humanitarian priorities? What are the other key clusters WASH will need to support in terms of both needs evaluation and response?
- Where are the greatest needs? (Most affected and most vulnerable)
- Where can the cluster have the greatest impact? (Think response planning)
- Where is the response gap/ a lack of assistance? (coordinate with other actors to see who is responding where)

When it comes to primary data collection specifically aimed at informing the HNO, there are two main types of assessments that commonly feed the HNO process: multi-sector needs assessments (MSNAs) and sector-specific assessments, including the WASH ones.

### **Multi-sector needs assessments (MSNAs)**

MSNAs are usually coordinated and led by OCHA and supported by agencies specialised in assessments (such as IOM DTM or REACH). The methodology, tools and timelines are often the fruit of consultations with the different coordination platforms in the framework of an Assessment or IM technical working group (TWiG). The WASH Coordination Platform should be actively involved in these discussions to make sure that the WASH data that is collected meet the platform’s information needs. Another key thing to consider during the TWiG discussions is the inclusion of the WASH core indicators and questions to ensure the data collected is harmonised with data coming from other sources.

### **Sector-specific WASH assessments**

Given the limited space for WASH indicators in MSNAs, the WASH Coordination Platform may want to complement this with an in-depth sectoral assessment. Sectoral assessments are carried out when a more elaborate understanding of needs and vulnerabilities is required to inform strategic planning and operations design, but most importantly when resources and capacity are available. Given their scale and scope, those assessments require resource mobilization, and are often carried out in partnership with multiple WASH

agencies and the coordination platform should play an active role to ensure a high degree of coordination. To facilitate this, a time-bound sectoral assessment TWiG can be established.

Depending on the degree of the coordination, the sectoral assessment will be harmonised or joint. In harmonised assessments, data collection and analysis are undertaken separately, however the data is sufficiently comparable to be compiled into a single database, and to serve as the subject of a shared analysis. To ensure a harmonised approach, it is important that the cluster push for the use of common operational datasets and key indicators, as well as facilitate the geographical and temporal synchronization of data collection. More coordination will result in a joint assessment, i.e. an assessment in which every component, from data collection to analysis, form one single process among WASH partners, leading to a single report. In a joint assessment scenario, the WASH Coordination Platform is much more involved as it needs to lead the entire process, from methodology design to the final analysis. Given the resources that this requires, coordination platforms often request support from agencies specialised in assessments.

## 2. The HNO Process Itself and the Data Analysis

Once all the available data has been compiled, the WASH platforms, along all the other sectors, will produce an analysis to estimate the number of people in need of WASH assistance and work on a WASH severity mapping, which will be used by the HNO team to calculate the multi-sectoral, response level-PIN and needs prioritization. In protracted crisis, OCHA gives the clusters the total number of affected people or people in need and then clusters need to figure out their own PIN. This is intended to harmonize the PINs from the clusters and to make sure that the clusters stay within the bounds of the total affected population. This figure usually comes from large data sets such as displacement data or IPC data.

One important thing to note is that the sectoral and intersectoral analysis processes should be undertaken simultaneously as they will rely on one another. For example, to determine the WASH PIN, the sectors will first need to reach an inter-cluster consensus on the targeted geographic resolution (i.e. the administrative level at which the PIN should be calculated.)

### 2.1. Sectoral Analysis

It is important that the WASH sectoral analysis process be closely aligned with multi-sectoral guidance, often provided by OCHA. For example, the targeted geographic resolution that should be used by the WASH sector (i.e. the admin level at which PIN should be calculated) is a key decision that should be made at an inter-cluster level to ensure proper integration.

#### Estimate WASH People in need (PIN) figures

The IASC IM Working Group, in their [Humanitarian Profile Support Guidance](#), define people in need (PIN) as “all the people affected by a crisis and in need of a humanitarian intervention to cover their basic needs”. It is important for WASH Clusters to clearly define which people should be considered in need of WASH assistance, and to understand that not all people affected will be in need, while not all people in need will be targeted. The guidance cited above does a great job of explaining these complex concepts and should be referred to as needed throughout the PIN estimation process.

As part of the HNO analysis, WASH Clusters will be required to estimate the number of people in need at the (lowest possible) established administrative level, generally distinguishing between people in “acute need” and “moderate need”. Clusters have multiple options from which to calculate the PIN, and often OCHA provides the Clusters with viable approaches for estimating the number of people in need in their cluster. WASH data will generally be used to complement other pre-existing vulnerabilities and multi-sectoral datasets will constitute the core of the PIN. For example, in many countries, refugees will be considered de facto WASH PIN.

It is very likely that your situation will fit within two broad scenarios: one in which you have a good amount of WASH data, generally with a substantial amount of generalizable household-level data, and one where you don't. This will heavily influence how you will proceed to calculate your PIN. The [2018 Yemen HNO Guidance](#) is a great example of the available options and ways proposed by OCHA to proceed to calculate the PIN. but the main steps for each situation are:

#### 1) Rich-data countries (generally with household-level data, at least in some areas)

- Identify key indicators (up to five/six)



- Identify thresholds for moderate PIN and acute PIN (for example less than 15 l/p/d=PIN, less than 10 l/p/d or less than 15 plus key vulnerability = acute)
- Calculate PIN based on proportion of households that are above the agreed threshold(s) in a given area

## 2) Data poor (no household-level data)

- Identify key indicator s(up to five/six)
- Build a severity scale for each indicator
- Calculate average severity for a given area
- Apply arbitrary percentages for each severity scale (for example, provinces rating 1 or 2 = no PIN, provinces rating 3, 15% of PIN out of the total pop, provinces rating 4, 25% of total pop, etc.)

It is critical that the Cluster Team leads on having a clear and well documented methodology for calculating the PIN. As outlined in this document, there are numerous methodologies and strategies for undertaking this process and experience shows that what is important is a transparent and well-defined PIN methodology that will allow for stakeholders to understand how the needs are being framed. The [WASH PIN Methodology Note](#) from the Northeast Nigeria WASH Sector from 2017 is a good example of documenting a WASH PIN methodology. This methodology should have strong input from WASH partners and be endorsed by the SAG.

It is also important to keep in mind that there are only few emergencies (mostly outbreaks) where WASH is a key sector, as compared to health or food security. This means that ultimately, it can be relevant to first consider PIN from other cluster such as Health or Food Security, and then draw a WASH PIN from there, by identifying which of these people in need for health or food security are also in need/risk for WASH need/at risk. Further details on this topic can be found in the following chapter.

### Establish WASH severity scale and mapping

When facing a disaster, people have different levels of needs based on their location and profile. Some communities are more affected than others, some are more resilient than others, and they also face variable risks for human life (for example, acutely malnourished children are more at risk of dying from diarrhoea than adults displaced by flood). As a response cannot reach all affected population, WASH coordination platforms must prioritize the WASH needs, to know which areas should be targeted in priority for response analysis. Of course, prioritising intervention is never an easy or simple process, and although there are many ways to do it, one should always be cautious on ensuring each step of their process is documented and justified; an in-depth look into approaches, practices and pitfalls can be found in the technical note [Severity Measures in Humanitarian Needs Assessments](#).

To keep the present document simple, two tools often used in HNO to prioritize severity of needs will be presented briefly: a severity scale and a severity mapping. A severity scale is a tool used to weight the intensity of needs and often follows a 1 to 6 ranking, as shown on the example below.

Severity Scale							
	No need of external assistance		Need of humanitarian assistance		Acute and immediate need of humanitarian assistance		
	0	1	2	3	4	5	6
Indicator	No problem	Minor Problem	Moderate problem	Major Problem	Severe Problem	Critical Problem	Catastrophic Problem
<b>Access to improved water source</b>	90%-100% have access	75%-89% have access	60%-74% have access	45%-59% have access	30%-44% have access	15%-29% have access	0%-14% have access

All available datasets are analysed, and each administrative area is classified per the scale, for each indicator. All indicators are then aggregated, and often weighted (for example, access to water could be classified as more important than access to hygiene NFI). It is important to understand that the indicators included in the severity scale will rarely be only WASH-specific. Often, general vulnerabilities (ex: refugee or IDP status) or conditions related to other sectors (ex: famine, cholera) will play an important role in determining the WASH PIN. As health and food/nutrition often occupy a key role in crisis, they will have a heavy influence, either directly by providing other sectors with their PIN, from which WASH would select a sub-section, or by having one or multiple indicators

within the WASH PIN calculation. It is therefore important to be aware that while sectoral analysis must take place, it should not be done in a vacuum and must be strongly aligned with multi-sectoral guidance.

A severity map can then be designed, and used to show concentration of needs based on geographic locations. There are no consolidated ways of implementing a WASH severity mapping. It depends on the level of information and time available. Once you have established WASH PIN in each of the regions of a country affected by a crisis, you can either classify regions from the lowest to highest PIN number, or by the % of PIN as compared to the whole population. The second approach is the one recommended by the Global WASH Cluster, as proportions are always preferred to absolute numbers. An example of what a WASH severity map looks like can be found [here](#).

In addition, if you also have access to information on what type of needs and associated risks that are predominant in each region. (ex: some regions may be at risk of disease outbreak, and others more at risk of food insecurity), then you can classify the regions by crossing PIN numbers with estimated risks for human life (people at risk of outbreak are prioritized, as they may quickly die without intervention). Similarly, if you have access to information on local capacities (ex: in region A, there is a well-equipped hospital where people affected by cholera can be treated), then you can also use that information to do your mapping.

When there are a lot of geographical areas to be mapped, it is impossible to cross several indicators with a qualitative approach. In that case, analytical tools to integrate several indicators must be used. Two available software are INFORM, as well as 1000minds which has been used in multiple settings. 1000Minds software is a simple and transparent method to identify vulnerable populations, without the need to shape available data to fit pre-defined weights, is to use multi-criteria analysis on the data that is available at the time of the emergency. It also allows a participatory approach on how the sector defines weighting of datasets which can be done by as many stakeholders/partners as needed. In the [WASH Prioritization Tool folder](#), you will find a WASH-specific step-by-step manual to use 1000Minds to calculate the needs/priorities of the affected population, as well as example datasets, results and lessons learnt from the Horn of Africa.

Regardless of the approach taken, the process and results of the exercise should be documented and available to other Clusters and WASH partners. The best available datasets at the time should be used; the model can be re-run when better data becomes available and should be repeated periodically in an ongoing response.

## 2.2. Inter-sectoral Analysis

Joint analysis is an integral part of the HNO process. In many contexts, this analysis will lead to the creation of a composite index, allowing for needs comparison across sectors and ultimately severity ranking. To support the prioritization of needs, Humanitarian Coordination Teams have the option to use a [standardized tool based on a severity ranking approach](#) developed by OCHA. The tool provides a method and structure to prioritize needs by categorising and weighing indicators along geographical areas, sectors, inter-sectoral aspects and demographics. It can be adapted to either data poor or data rich contexts. Findings derived from applying this tool should be included in the humanitarian needs overview.

Another common component of joint inter-sector analysis will regroup specific sectors and focus on cross-sectoral priority thematic issues such as famine (including often Nutrition, WASH and Health); Cholera (Health, WASH); and population groups IDPs/returnees/host community (most clusters). For example, in an acute malnutrition context, WASH priorities should be placed on affected population with high malnutrition rate, and not necessarily the ones with low water or sanitation access.

Ultimately, as mentioned in the introduction, the HNO is multi-sectoral by nature, and the analysis process and outputs should reflect that. OCHA will work with the Clusters to integrate the sectoral severity scales and mappings to produce an inter-sectoral, crisis-wide PIN that will constitute the core of the HNO report.



## Annex 1: HNO Checklist for WASH Coordination Practitioners

### Core Indicators and Questions Design

Develop core indicators, preferably around 5, and corresponding questions
Convene a SAG/partners/TWiG meeting to finalize the core indicators
Design questionnaire based on core indicators
Have the Cluster partners review and approve tool
Train partners on WASH assessment methodologies
Establish standard assessment tools and guidelines
Define and translate key assessment terms and general definitions, to ensure these are used similarly across the board (ex: what is considered an improved water source in your context)
Mainstream and disseminate core indicators/questions to partners, other clusters as well as multi-sectoral data collection initiatives (harmonization)

### Secondary Data Collection

Create a list of decisions/questions/information needs, i.e. your analysis framework. Use the <a href="#">Guidance Note</a> to assist you
Contextualize your <a href="#">SDR template</a> (or relevant compilation tool). When contextualizing, be sure to create various tags you will use based on how you wish to be able to sort, filter and analyze your information once compiled (for example: geographic locations, thematic issues, etc.)
Compile all relevant sources of information (documents, websites, datasets, etc.) into a shared location, such as shared Dropbox or Box folders. This will be an ongoing process as more information sources are found. If several people contribute to the SDR, make sure there is one person taking the lead and ensuring there is a common understanding of how to use the matrix and how to tag information.
Divide the information to be entered amongst the team and record who will be responsible for reading and entering data for each source.
Read the sources, enter relevant information into your SDR tool and tag the information accordingly.
Note: As you enter data into the SDR tool, you will most likely see the need for additional tags (and perhaps removal of others that are not needed). You should update the SDR tool accordingly, communicating all changes with other team members
Compile entered data into a single database. If your team chooses to use online tools such as Excel Online, no compilation is needed. If working individually offline, select one person to be responsible for merging the different SDRs into a single database.
Clean the compiled secondary data to ensure data has been entered and tagged correctly.
Analyze the secondary data. This should be done per your pre-defined tags and analysis questions and should aim to identify your information gaps.
If you need more than a matrix, draft a SDR report (you can use the <a href="#">WASH Cluster SDR Report template for this</a> ); this can be either a formal report that is shared with partners or a simple, informal running list of key findings and information gaps that is used internally.
Plan for how to ensure the SDR remains up-to-date with regular analysis updates once the initial round of SDR entry and analysis is completed. Assign one SDR focal point to manage this process.
Disseminate your Secondary Data Review findings

### Sectoral Primary Data Collection

Convene a time-bound assessment TWiG
Define collectively the scope and scale of the assessment
Draft common TOR, including methodology, coverage, timeline
Prepare Kobo/ODK questionnaire based on common indicators and questions
Train partners' enumerators on data collection
Coordinate data collection among partners
Perform centralized data follow-up/cleaning
Consolidate into a single dataset data collated from partners
Provide a registry of completed and planned assessments, as well as information gaps, to OCHA.

### Analysis

Analyze data at a joint analysis workshop
Define WASH PIN Methodology
Estimate WASH PIN figures
Implement WASH severity mapping
Provide narrative analysis and key figures and caseloads
Approving jointly-defined cluster or inter-cluster priority humanitarian needs
Convene meetings with partners and other stakeholders to validate and get agreement on findings and priority needs
Determine initial response planning and whether further assessment will be required
Produce joint information products