

Joint Need Assessment – JNA

Terms of Reference – ToR

Cox's Bazar, Bangladesh

The rapid Joint Needs Assessment (JNA) methodology for the Rohingya population in Cox's Bazar is based on the JNA Bangladesh guidance. This Terms of Reference (ToR) pertains to potential sudden-onset escalations, such as cyclones, monsoon, fire affecting Rohingya camps in Cox's Bazar. The guideline aims to establish a predictable, joint needs assessment using a commonly agreed methodology.

JNA Background: Since August 25, approximately 687,000 Rohingya refugees have fled Myanmar to Bangladesh. While this is not the first influx of Rohingya refugees into Bangladesh, it is by far the largest. The new arrivals joined an existing Rohingya population of over 200,000 in Cox's Bazar district, creating an unprecedented humanitarian emergency due to the speed and scale of the influx.

In the event of a sudden escalation in the humanitarian situation, it is essential for humanitarian partners to obtain a comprehensive understanding of needs, optimize resource allocation, and enhance response coordination. Standardized methodology questionnaires are available to conduct a rapid assessment within 24 or 72 hours of an emergency.

JNA Goal and Objective: The main goal and objective of joint needs assessment is to:

- ✓ Develop a comprehensive understanding of the disaster's scope, scale, and impact on Rohingya population sites across various locations.
- ✓ Provide a rapid and detailed assessment of structural damage and disruptions to essential services in affected Rohingya communities.
- ✓ Estimate the approximate number of Rohingya individuals impacted by the event.
- ✓ Identify the most urgent humanitarian needs, including access to and availability of basic services.
- ✓ Highlight key geographic areas, population groups, and sectors requiring further in-depth or coordinated assessments, while identifying critical hotspots in need of immediate assistance.

1. Pre-Crisis Profile & Disaster Impact

- a. Provide a comprehensive overview of the disaster, including its nature, severity, and geographical extent, as well as its direct and indirect impact on the Rohingya population.

- b. Describe the pre-crisis conditions of the affected area, including existing vulnerabilities, socio-economic conditions, and key risk factors that may have contributed to the population's susceptibility to the disaster.
- c. Offer quantitative data on the number of Rohingya individuals affected, including demographic breakdowns where possible, to understand the scale of displacement, damage, and humanitarian needs.

2. Profile of the Rohingya Population

- a. Assess and document the current living conditions of the Rohingya population following the disaster, including access to essential services, shelter conditions, and availability of resources.
- b. Provide a preliminary sectoral analysis of the community's most urgent needs, covering key areas such as Water, Sanitation, and Hygiene (WASH), Food Security and Livelihoods, Shelter, Education, Health, and Protection. If possible, highlight disparities in access to services and specific needs of vulnerable groups such as children, women, elderly individuals, and persons with disabilities.

3. Findings & Recommendations

- a. Summarize key findings from the assessment, highlighting the most pressing challenges and gaps in humanitarian response efforts.
- b. Provide actionable recommendations to guide immediate response efforts, ensuring that assistance is prioritized based on urgency, severity of impact, and accessibility of affected communities.

4. Scenarios & Next Steps

- a. Identify potential challenges that may hinder humanitarian operations, including security risks, logistical constraints, and accessibility issues due to damaged infrastructure or movement restrictions.
- b. Outline recommendations for further in-depth assessments, where needed, to gather additional data for an effective and well-coordinated response. This may include targeted sectoral evaluations or specialized assessments to better address long-term recovery needs.

Triggering Mechanism: For JNA, the emergency will be classified into two separate levels based on their scale and impact:

A Category 2 disaster is an event that significantly disrupts all or most of the refugee settlements. These incidents can escalate rapidly and have serious consequences for the refugee community. While the emergency is complex and far-reaching, it does not extend beyond the refugee camps to surrounding communities.

- Requires the mobilization of additional resources to support response efforts.

- Demands immediate strategic and operational decision-making to mitigate the impact.
- The Joint Needs Assessment (JNA) mechanism will be activated by the ISCG's EPR WG in close coordination with the RRRC (Refugee Relief and Repatriation Commissioner).

A Category 3 disaster is a large-scale event that severely affects not only the refugee settlements but also the surrounding host communities. The complexity and extent of the emergency necessitates broad cooperation and well-coordinated response efforts to ensure a timely and effective resolution.

- Requires the mobilization of extensive resources and heightened coordination among stakeholders.
- Calls for immediate strategic and operational decisions to address widespread humanitarian needs.
- The **JNA mechanism** will be activated by the he ISCG's EPR WG in close coordination with the RRRC (Refugee Relief and Repatriation Commissioner). Deputy Commissioner (DC), Ministry of Disaster Management and Relief (MoDMR), or the Humanitarian Coordination Task Team (HCTT).

Geographic Coverage and Target Population: The Joint Needs Assessment (JNA) will focus on gathering information from the entire Rohingya refugee population residing in camps and surrounding host community within Cox's Bazar district.

1. Rohingya refugees living in the camps
2. Rohingya refugees with host communities living within the camps
3. Surrounded host communities.

JNA Coordination and Implementation:

1. **Coordination:** The ISCG's EPR WG will lead the activation of the rapid Joint Needs Assessment (JNA), ensuring seamless communication, coordination, and execution. Key responsibilities include:
 - a. Informing the sector coordinators and Heads of Sub-Offices (HoSO) on the JNA activation and keeping them informed on assessment progress.
 - b. Collaborating and supporting the NPM team to initiate the JNA in the event of an emergency.
 - c. Coordinating with the National Level Needs Assessment Working Group (NAWG) for a Level 3 JNA, ensuring completion within 72 hours.
2. **Secondary Data Review:** The ISCG's EPR in close collaboration with NPM team will conduct a secondary data review to provide a contextual understanding of the crisis. This includes:
 - a. Collecting and analyzing pre-crisis secondary data to compare the pre-disaster and current situation of the affected areas.

- b. Gathering and reviewing in-crisis secondary data to complement primary data collection and enhance assessment accuracy.
3. **Primary Data Collection:** The NPM team will be responsible for field-level data collection, providing operational capacity for the assessment. The ISCG's EPR will activate the 4-hour and 72-hour Rapid JNA, and the NPM team will deploy its rapid response enumerator team immediately. The process includes:
 - a. Training and briefing enumerators on the assessment tool, methodology, and expected deliverables under ISCG's EPR overall coordination.
 - b. Compiling and maintaining an updated list of all SMS focal points and backups for efficient data collection.
 - c. Contact selected SMS focal points to gather essential information on the affected sites.
 - d. Ensuring data accuracy and verification through direct observations, site visits, and triangulation with key informants when necessary.
 - e. Uploading all collected data to the designated server for consolidation and analysis.
4. **Data Processing and Analysis:** The NPM team will manage data processing and analysis to produce actionable insights. This includes:
 - a. Receiving raw data through the KoBo tool for structured storage and management.
 - b. Cleaning and processing the data to ensure accuracy and consistency.
 - c. Conducting a detailed data analysis and delivering a final dataset with key findings to the ISCG Secretariat.
 - d. Producing consolidated narrative reports that incorporate both quantitative findings and qualitative insights from key informant interviews and field observations.
5. **Consultation:** NPM will facilitate a validation process to ensure the accuracy and reliability of the assessment findings. This includes:
 - a. Conducting light consultation via email/phone calls with relevant stakeholders to validate preliminary findings (24-hour report) through a multi-sector, multi-stakeholder review process.
 - b. Engaging sectoral partners to provide additional qualitative input and recommendations for the final 72-hour report.
6. **Findings and Recommendations Dissemination:** The ISCG's EPR with support from NPM team will oversee the dissemination of assessment results to inform decision-making and response planning. Key actions include:

- a. Presenting findings and recommendations to ISCG for endorsement and decision-making, incorporating any final comments or revisions before finalization.
- b. Sharing the final report with all relevant stakeholders and making it publicly available on Humanitarian Response (hr.info).
- c. Uploading the datasets to ISCG website and NPM portal for broader accessibility and analysis by humanitarian partners.

Assessment Approach and Methodology:

Data will be collected through key informant (KI) interviews using a concise, multi-sectoral KoBo tool at the site level. The primary respondents will be Site Management Sector (SMS) focal points, who will provide insights on the impact of the disaster and the needs of the affected population. When necessary, direct observations will be conducted by enumerators during field visits to validate information, enhance accuracy, and triangulate findings with key informants.

The Joint Needs Assessment (JNA) will utilize a KoBo tool to rapidly assess multi-sectoral conditions, including:

- Affected population and needs
- Population movements and displacement patterns.
- Access to basic services and any disruptions in service delivery.
- Infrastructure damage and its impact on living conditions.
- Security concerns affecting the affected communities.
- Levels of support required for an effective response.

The assessment tool is designed to facilitate a quick and comprehensive appraisal of the situation through yes/no questions and estimated proportions, allowing for an efficient evaluation of the disaster's severity. Each submitted questionnaire will provide an indicative snapshot of conditions within the respective camp or site.

The questionnaire will also be translated in Bengali. It is assumed that most interviews will be carried out in English and final questionnaires will be submitted in English. However, the translation will allow for a more rigorous training of enumerators, helping to align definitions, and is a preparatory action in case of ad hoc interviews with stronger Bengali speaking KIs, E.g. data triangulation, or if the primary KIs delegate the questionnaire response to Bengali speaking deputies.

The minimum level of data collection will involve conducting Key Informant (KI) interviews per questionnaire. The preferred KIs will be the Mahjis, affected population representatives, and site management sector (SMS) focal point for the camp, who can be also the camp manager.

Expected Outputs and Deliverables:

Within 24 hours:

1. Short statistical report detailing preliminary findings on the overall impact of the disaster;
2. One-page situational overview by camp (key statistics)
3. Thematic maps

Within 72 hours:

1. Short narrative report (including map, tables, graphs, 5 to 10 pages maximum) detailing findings and recommendations (Please attached Annex 2 Rapid JNA report template)
2. One-page situational overview by camp (key statistics)
3. Dataset (database) with primary data collected and quantitative data compiled (available to all humanitarian stakeholders via ISCG website and NPM portal).

Roles and Responsibilities: ISCG's EPR in close collaboration with NPM team is in charge of the overall coordination of the assessment and is responsible to activate the JNA following the category 2 or 3 incident. The NPM team is responsible for the operational aspects, including data collection, data processing and analyzing, providing the final report, and presenting the findings and recommendations to ISCG and sectors. The ISCG's EPR will be the one to signs off the final products.

Timeframe: 4-hour and 72-hour JNA main activities with the timeframe are outlined below.

Activities	Timeline
ISCG's EPR to decide to launch the 4-hour JNA	Within the first hours after an incident
SMS agencies in collaboration with NPM to initiate the 4-hour JNA	Within 12 hours after an incident
NPM team provide the 4-hour final findings/data to HCC and EPR.	Within 24 hours after an incident
HCC at CXB level to make a decision on the immediate response and inform SMS agencies through NPM team.	Within 24 hours after an incident
ISCG's EPR to review the pre-crisis and in-crisis secondary data, including the 4-hour JNA.	Within 24 hours after an incident
EPR to make a decision on conducting the 72-hour JNA following the review of the 4-hour JNA result and the secondary data.	Within 24 hours after an incident
EPR to request NPM to initiate the 72-hour JNA in the affected areas.	Within 24 hours after an incident
NPM team to make the necessary preparation and initiate the 72-hour JNA.	Within 48 hours after an incident

NPM to process and analyze the data and share the key statistical findings with EPR and sectors	Within 48 hours after an incident
NPM to write the narrative report and share with EPR for endorsement	Within 72 hours after an incident
EPR to share initial statistical findings with sectors and partners.	Within 72 hours after an incident
NPM to provide a presentation at the ad-hoc EPR meeting	Within 72 hours after an incident
Sectors provide recommendations based on the 72-hour JNA findings.	Within 72 hours after an incident
EPR to disseminate the final findings and report.	Within 72 hours after an incident