PICTURE

**XXX.** © Tdh

**COUNTRY**

Situation Analysis

## Terms of reference

Date



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| **NOTE:**  These ToRs should be developed as recommended in the Project Cycle Management in Emergencies and Humanitarian Crises Handbook (cf. process, tools, tips) and subjected to the validation of the person in charge. |

## Terre des hommes

*Introduce Tdh in general and in the country of intervention (if a delegation is already in place). Outline of the Tdh foundation’s work.*

*Describe its history, strategy, activities by sector, project localization; give a description of the relevant project, the beneficiaries, etc.*

## Justification of the Situation Analysis

*Share information about the global and humanitarian context based on secondary data collection and information analysis.On this basis, justify the need for a situation analysis outlining what the information gap is (what do we still need to know?).*

## Objective of the situation analysis

*The objective will seek to answer to your information needs. The situation analysis shall enable to inform the 3 following key elements:*

* *Where: locations where the impact has been greatest and/or likely to be greatest.*
* *Who: groups most in need of humanitarian assistance and/or most vulnerable.*
* *What: sectors that require immediate action and/or on-going attention.*
* *What: systems, networks, organizations that are still functioning.*

## Methodology

*Specify how the situation analysis will be conducted including:*

* *The methodology to be used (survey, FGD, interviews, observation…)*
* *Whether you’d like to resort to the “Assist - Assess” approach or not. If yes, describe the modalities of implementation*
* *List the areas to be assessed – insert maps if available;*
* *List thematic areas to look into;*
* *Specify whether potential partners (operational and donors) have already been identified (INGO, LNGO, others) or not and which ones you intend to meet once in the field;*

*List the questions to be answered*

## Organization andTentative Workplan

*Specify:*

* *The expected starting date and the estimated length of the situation analysis in terms of working days (recommended), using, if possible, a timetable or a Gantt diagram. The latter should detail each steps of the situation analysis: planning and designing the situation analysis, preliminary review of secondary information, primary data collection, data treatment and analysis, drawing the first operational conclusions, report drafting. They should also explain what they comprise, when they are to be implemented and for how long.*
* *Security: in the country, in the targeted area, security and safety risks analysis; access*
* *Logistics: travel, accommodation, equipement needed for the situation analysis including security and communication ones…*
* *If there are any other constraints to take into account: language, gender-based challenges (eg. Gender gap in the team hampering access to women)*

## Roles and Responsibilities

*Who is the team leader in charge of the situation analysis? Who are the other members of the team (number and position)? Specify the role and the responsibilities of each team member.*

## Intended users

*Who are the main audience of this situation analysis and whom it shall be disseminated to?*

*Specify whether it is internal or external audience.*

*In case there is a need for any other communication products, specify it: Whom is it for? What does it entail in terms of product and planning (eg. Collaboration with the Communication Department?) and dissemination?*

*How will the situation analysis results be used and by whom?*

## Budget

*Specify the budget needed for the situation analysis, as detailed as possible (eg. International and local transportation including drivers, fuel, car rental; accommodation; food/perdiem; translators, printing; cash for work – surveyors; communication; security…). As well, mention which budget the situation analysis should be allocated to and if there are already some donors indentified to cover the costs of the situation analysis (specify the %).*

*Don’t forget to include budget when resorting to the “Assist, Assess” approach (must be validated by HQ).*

## Collaboration with Tdh delegation in the country of intervention

*In case there is no other Tdh delegation in the country of intervention, this paragraph can be removed.*

## Deliverables

A situation analysis report of maximum 25 pages, without annexes shall be submitted to the Chief of Operations, Humanitarian Aid Division.

This report shall include at minimum and not exclusively:

* An executive summary (max. 2 pages)
* An automatic table of contents
* A list of annexes, abbreviations, tables, figures, pictures…
* An introduction
* The presentation of the methodology used for the situation analysis
* The presentation of the objective of the situation analysis (questions to be answered)
* The problems analysis
* The stakeholders analysis
* The resources analysis
* The risks analysis (based on the problems, stakeholders, resources and risks analysis)
* The recommendations
* The operational conclusions
* Annexes shall be included as sees fit

*Don’t forget to quote your sources.*

The report shall be provided in Word format and the report pages numbered. The report shall be written and submitted in English.

Deadline of submission is the XXXX