

## **Checklist 1 Situation analysis in emergencies and humanitarian crises**

Yes No

If "No", have a look at:

### General

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|---|---|---|
| <p><b>01.</b> Does your situation analysis align with Tdh's <b><i>Emergency and Humanitarian Crisis Programme and Thematic Policies in Emergencies and Humanitarian crises</i></b>?<br/>It must be comprehensive and multi-sector.</p>  | <input type="checkbox"/> <input type="checkbox"/> | <p>➤ 1.2 Terre des hommes' commitments in emergencies and humanitarian crises<br/>➤ 1.2.1 Tdh's Emergency and Humanitarian Crisis Programme</p>                                   |
| <p><b>02.</b> Is the situation analysis <b><i>adapted to the context and stage of the crisis</i></b> (e.g. sudden disaster, chronic or protracted crisis, etc.)?<br/>It can be rapid, detailed or continuous.</p>   | <input type="checkbox"/> <input type="checkbox"/> | <p>➤ 2.2 Definition and objective</p>   |
| <p><b>03.</b> Have you considered the <b><i>"Assist-Assess" approach</i></b>?</p>   | <input type="checkbox"/> <input type="checkbox"/> | <p>➤ Box 10 How can Tdh make difference? The "Assist-Assess" approach</p>   |
| <p><b>04.</b> Is the situation analysis <b><i>inclusive and participative</i></b>?</p>  | <input type="checkbox"/> <input type="checkbox"/> | <p>➤ Box 4 <i>Zooming in</i>: participation and information sharing</p>   |
| <p><b>05.</b> Is <b><i>protection of data and target groups (including children) and ethics and crosscutting considerations</i></b> (do no harm, gender, humanitarian principles, conflict sensitivity, etc.) guaranteed throughout the whole situation analysis process?</p> | <input type="checkbox"/> <input type="checkbox"/> | <p>➤ 2.5 Step 2: Collecting data<br/>➤ Box 12 <i>Zooming in</i>: Do no harm, protection of target groups and child safeguarding policy in humanitarian and emergency contexts</p> |

### Step 1: Planning and designing the situation analysis

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|---|---|---|
| <p><b>06.</b> Did you conduct a <b><i>preliminary review of secondary information</i></b>?</p>  | <input type="checkbox"/> <input type="checkbox"/> | <p>➤ 2.4 Step 1: Planning and designing the situation analysis/ Conduct a preliminary review of secondary information</p>   |
| <p><b>07.</b> Does the <b><i>composition of the situation analysis team</i></b> align with Tdh recommendations?<br/>It must be tailored to the context, skills and experience-balanced, trained on the objective of the situation analysis and the data collection methods, and briefed on do no harm and ethics.</p> | <input type="checkbox"/> <input type="checkbox"/> | <p>➤ 2.4 Step 1: Planning and designing the situation analysis/ Establish your situation analysis team</p>  |
| <p><b>08.</b> Are <b><i>information gaps and key questions</i></b> that the situation analysis must cover (through primary data collection) defined?<br/>It must answer where, who and what.</p>  | <input type="checkbox"/> <input type="checkbox"/> | <p>➤ 2.4 Step 1: Planning and designing the situation analysis/ Define information gaps, objective and key questions</p>  |
| <p><b>09.</b> Have you chosen <b><i>various appropriate and relevant methods for data collection</i></b>?<br/>They must allow collecting both qualitative and quantitative data.</p>  | <input type="checkbox"/> <input type="checkbox"/> | <p>➤ 2.4 Step 1: Planning and designing the situation analysis/ Choose the right methods for primary data collection<br/>➤ 4.5 Step 2: Defining the indicators measurement modalities/ Stage 2: Selecting data methods and designing tools</p>  |
| <p><b>10.</b> Have you developed <b><i>appropriate and relevant tools for data collection and tested them</i></b>?<br/>Think mobile data collection.</p>  | <input type="checkbox"/> <input type="checkbox"/> | <p>➤ 2.4 Step 1: Planning and designing the situation analysis/ Develop your data collection tools<br/>➤ Box 11 <i>Tips</i>: Practical tips for successful data collection<br/>➤ 4.5 Step 2: Defining the indicators measurement modalities/ Stage 2: Selecting data methods and designing tools<br/>➤ Box 39 <i>Zooming in</i>: Mobile data collection</p> |
| <p><b>11.</b> Is your <b><i>sample</i></b> adapted to the context and to the emergency phase?</p>   | <input type="checkbox"/> <input type="checkbox"/> | <p>➤ 2.4 Step 1: Planning and designing the situation analysis/ Choose the right methods for primary data collection<br/>➤ Box 8 Which sampling method best suits emergency phase?</p>  |

Yes No

If "No", have a look at:

12. Have you developed **Terms of Reference for the situation analysis** presenting the justification and objective of the situation analysis, the methodology, the tentative workplan, the roles and responsibilities, the budget, the collaboration with Tdh's delegation in the country of situation analysis (if applicable) and the deliverables?  
It is compulsory. Use Tdh's template.
- ☐ ☐
- 2.4 Step 1: Planning and designing the situation analysis / Develop the Terms of Reference (ToRs) for the situation analysis  
➤ Tool 3 Template for Terms of Reference for Situation Analysis

13. Is data protection ensured throughout the whole situation analysis process?
- ☐ ☐
- 2.5 Step 2: Collecting data  
➤ Box 9 *Zooming in*: Data protection

## Step 2: Collecting data

14. Have you gone through the **practical tips for successful data collection**: think about ethics, internal and external coordination, child protection and how to handle data collection?
- ☐ ☐
- Box 11 *Tips*: Practical tips for successful data collection

## Step 3: Processing and analysing data

15. Does **data treatment** revolve around validation of findings and triangulation? Have you put in place sufficient safeguards to **prevent from bias** during the analysis stage?
- ☐ ☐
- 2.6 Step 3: Processing and analysing data/Tips for information processing/Tips to avoid bias  
➤ Tool 4 Note on bias and error in questionnaire development
16. Is a **context analysis** included in the situation analysis?
- ☐ ☐
17. Is a **stakeholder analysis** identifying the main target group, beneficiaries and partners of the project listed according to their interest, importance and influence included in the situation analysis?
- ☐ ☐
- 2.4 Step 1: Planning and designing the situation analysis/ Define information gaps, objective and key questions  
➤ Box 5 *Zooming in*: Context, stakeholder, problem and resource analyses
18. Is a **resource analysis** (community and stakeholder resources, potential donors and partnerships, coordination mechanisms) included in the situation analysis?
- ☐ ☐
- 2.6 Step 3: Processing and analyzing data/Drawing the first operational conclusions – decision making
19. Is a **problem analysis** identifying the central issue/problem of the intended project included in the situation analysis?
- ☐ ☐

## Step 4: Report drafting

20. Have you written a **situation analysis report**?  
It must:
- answer the questions asked in the ToRs;
  - present the context, the objective of the situation analysis, the methodology (including limitations and how data and sources were triangulated), problems, stakeholders, resources, risks and needs analyses, recommendations and operational conclusions.
- ☐ ☐
- 2.6 Step 3: Processing and analysing data/Drawing the first operational conclusions – decision making  
➤ 2.7 Step 4: Report drafting/Tips for a compelling situation analysis report  
➤ Tool 6 Template for situation analysis report

It is compulsory. Use Tdh's template.