

2021 Humanitarian Needs Overview Quality Criteria - Scorecard Worksheet - Scoring to be done in Kobo

Country:

Name of Scorer:

Name of Scorer:

Date of scoring:

Email of Scorer:

Email of Scorer:

DIMENSION	CRITERION/INDICATOR	OBJECTIVE	SCALE	Score	Comments/ Explanation for Score					
1	Analytical Standards	Key findings and humanitarian consequences reflect intersectoral analysis.	Assess whether the HNO is effective at presenting the needs from an intersectoral perspective, inclusive of the relationships between needs, causes and consequences. This has been one of the key areas of focus of the enhanced HPC and had been identified over the past several years as a weakness.	Select one answer						
				0 = Information is not present						
				1 = Clear description of population groups and/or areas on a sectoral basis but fails to outline intersectoral relationships 2 = Clear description of population groups and/or areas on a sectoral basis inclusive of intersectoral relationships						
2	Comprehensiveness: Affected and Vulnerable Groups	Document clearly describes which sub-groups of the population present the most severe humanitarian consequences and needs (please select all answers that apply)	Assess whether document presents the who/what/where/why of the most severe humanitarian consequences and needs.	Select/ check (x) all that apply	Score	Comments/ Explanation for Score				
				Document describes who the most severely affected population groups and their needs						
				Document describes what are the most severe consequences and associated needs						
				Document describes where the most severe consequences have been experienced						
3	Participation/Community Engagement	Document presents which humanitarian needs affected people and/or their representatives consider a priority (please select all answers that apply)	Identify whether communities were engaged, and their voices reflected in the analysis.	Select/ check (x) all that apply	Score	Comments/ Explanation for Score				
				Includes information collected directly from affected communities rather than only via their representatives or sectoral experts in each key sector.						
				Explains how information from communities was analyzed and references how complaint and feedback mechanisms (CFMs) were used						
				Makes explicit whether there are differences between priorities expressed by different segments/parts of community.						
4	Comprehensiveness: Inclusion and Intersectionality	Document presents data, information and analysis required to understand the complexity of needs through an inclusive and intersectional lens.	Clear and comprehensive analysis by population groups and gender that reflects different dimensions of the crisis faced by various age groups, IDPs, Returnees, Refugees, Persons with Disabilities, their coping mechanisms, and underlying factors which affect vulnerability.	Population groups - Select/check (x) all that apply		Comments/Explanation. Please cite examples of good practice or areas of weakness.				
				Gender						
				Age						
				IDPs						
				Returnees						
				Refugees						
				Persons with Disabilities						
				Gender						
				Age						
				IDPs						
				Returnees						
				Refugees						
Persons with Disabilities										
Gender										
Age										
IDPs										
Returnees										
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Persons with Disabilities										
Gender										
Age										
IDPs										
Returnees										
Refugees										
Persons with Disabilities										
5	Protection	Document reflects centrality of protection (please select all answers that apply)	Clear and comprehensive protection analysis that explains what is provoking the protection situation (i.e. drivers and reasons for violations and threats); what are the main protection threats and risks; who is vulnerable; how and why; and the capacities and coping mechanisms of affected persons.	Select/ check (x) all that apply	Score	Comments/Explanation				
				Identifies main protection risks or vulnerabilities						
				Information required to understand the prevalence, causes and effects of Gender Based Violence						
				Explains what is provoking the protection situation (ie. drivers and reasons for violations and threats)						
6	Monitoring	Document presents approach to situation and needs monitoring (please select all answers that apply)	Document identifies which indicators, data and other information must be monitored in order to: (i) assess the evolution of the humanitarian consequences and needs for population groups identified while defining the scope of the analysis (HNO Part I); (ii) check on the assumptions made on the evolution of the situation (HNO Part II); and (iii) inform possible adjustments of the response.	Select/ check (x) all that apply	Score	Comments/Explanation				
				Includes indicators or identifies information/data required to monitor the situation and needs over time, with emphasis on population groups identified as part of the scope of analysis (HNO Part I)						
				Includes indicators or identifies information/data required to monitor risks and projections (HNO Part II)						
				Explains how and when monitoring will be undertaken						
				7	Projections	Document describes how needs (related to physical and mental wellbeing, living standards and resilience) are likely to	Estimates the likelihood of shocks and expected severity of people's wellbeing and living standards Cites assumptions made and uncertainties attached with the projections	Select/ check (x) all that apply	Score	Comments/Explanation

		evolve during the projection period (please select all answers that apply)		Identifies risks For the chosen projection period, identify capacities to prevent or mitigate the impact of shocks at household, community, sub-national or national levels		
8	Analytical Standards	Analysis was guided by a jointly agreed scope of analysis, analytical framework and plan (please select all answers that apply)	A scope of analysis, analytical framework and plan were agreed upon to inform the joint intersectoral analysis.	Select/ check (x) all that apply Document explains agreed scope of analysis Document explains how joint inter-sectoral analysis framework was applied Documents how indicators are selected Document uses indicators from JIAF indicator reference table Document applies either Scenario A or Scenario B for aggregation methodology		Comments/Explanation
9	Data and Information	Analysis and conclusions are based on evidence from various sources and assessments (please select all answers that apply)	The analysis on which the HNO is based is intended to draw upon a mix of data sources and information as no single source can provide the depth and breadth of information required.	Select/ check (x) all that apply Use of qualitative data Use of quantitative data Use of primary sources Use of secondary sources Sector or cluster assessments Joint assessments Agency or organization assessments		Comments/Explanation
10	Transparency	Document clearly presents the methods used for calculating people in need (PIN) figures for both the humanitarian consequences and total PIN (please select one answer)	Includes a clear description of the calculation method used to determine intersectoral PIN figures for the humanitarian consequences and total PIN	Select/ check (x) all that apply 0 = No clear explanation of how PIN figures were calculated is present within the document. 1 = Document contains clear explanation of methods used for calculating EITHER total PIN or humanitarian consequences PIN, but not both 2 = Document clearly presents methods used for calculating BOTH total PIN and humanitarian consequences PIN		Comments/Explanation
11	Transparency	Document presents the visualization and methods used to calculate severity of needs (please select all answers that apply)	Includes visualization and a clear description of the methodology used to determine intersectoral severity of needs for the various humanitarian consequences (Section 1.4) referring to the populations and geographic areas identified (Section 1.3) and intersectoral severity of needs. The analysis should allow the PIN figures associated with intersectoral needs to be distributed according to the severity of needs. By doing so, it will also illustrate patterns of severity, and how they differ across population groups/sub-groups and geographic areas.	Select/ check (x) all that apply Clear explanation of how severity of needs was calculated List of indicators used to calculate severity of needs (in Annex) Visualization of the severity of needs by humanitarian consequences Visualization of intersectoral severity of needs		Comments/Explanation
12	Transparency	Document outlines limitations and information gaps (please select one answer)	Acknowledging the document's limitations affords credibility, helps to guide subsequent needs assessments	Select one answer Yes No		Comments/Explanation
13	Transparency	Document includes proper citations (please select one answer)	Credibility through proper referencing and sourcing.	Select one answer 0 = No sources/references present in the document. 1 = Sources and references are present but would not allow for cross-referencing (i.e. reference is incomplete, lack of link, etc.) 2 = Sources and references are present and properly presented.		Comments/Explanation