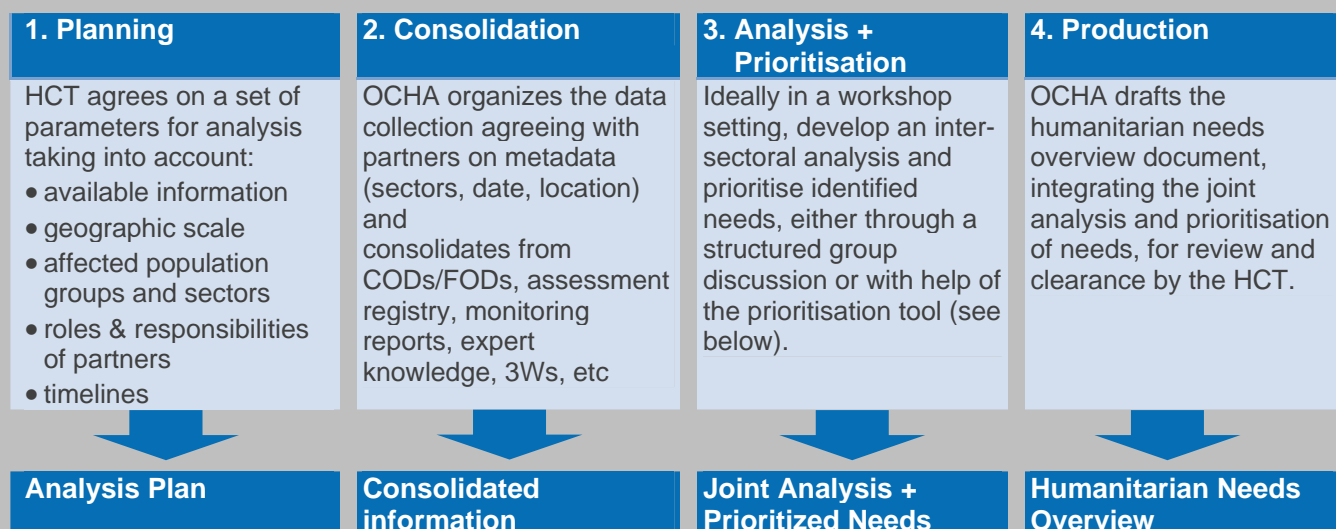# AT A GLANCE:
DEVELOPING A HUMANITARIAN NEEDS OVERVIEW

1. **Purpose**: To support the HCT in developing a shared understanding of the impact and evolution of a crisis and to inform strategic response planning. The humanitarian needs overview builds and expands upon the needs analysis chapter of the former CAP document. Its development is a discret step in the implementation of the programme cycle and should be done ahead of strategic response planning.

2. **Structure**: The humanitarian needs overview document is structured along the analytical framework developed for the MIRA approach. The framework includes a set of questions focusing on six thematic areas as illustrated below (see also the annotated template).

   1. Priority Needs
   2. Impact of the crisis
   3. Response Capacity

   4. Humanitarian access
   5. Assessment Planning

3. **Process**: At a minimum, a first draft of the needs analysis document using the above proposed structure should be compiled, soliciting inputs from partners, and ensuring cluster leads are consulted for the finalisation of the document ahead of the strategic response planning phase. Four steps are recommended i) a planning step in which partners tailor the analysis requirements to the country context; ii) a data consolidation phase; iii) an analysis step in which partners agree on a common understanding of the situation and prioritisation of needs; and lastly vi) the drafting of a humanitarian needs overview.

1. Planning	2. Consolidation	3. Analysis + Prioritisation	4. Production
HCT agrees on a set of parameters for analysis taking into account: • available information • geographic scale • affected population groups and sectors • roles & responsibilities of partners • timelines	OCHA organizes the data collection agreeing with partners on metadata (sectors, date, location) and consolidates from CODs/FODs, assessment registry, monitoring reports, expert knowledge, 3Ws, etc	Ideally in a workshop setting, develop an inter-sectoral analysis and prioritise identified needs, either through a structured group discussion or with help of the prioritisation tool (see below).	OCHA drafts the humanitarian needs overview document, integrating the joint analysis and prioritisation of needs, for review and clearance by the HCT.
Analysis Plan	**Consolidated information**	**Joint Analysis + Prioritized Needs**	**Humanitarian Needs Overview**

4. **Prioritisation Tool**: To support country teams with the prioritisation of needs a standardised tool has been designed based on a vulnerability ranking approach. The tool provides a method and structure to prioritize needs by weighing and categorising 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 under Chapter 2 'Impact of the crisis', sub-header 'Status of the population living in affected areas'.

5. **Assessment planning**: The above process should be used to systematically identify information gaps. Based on these information gaps an assessment plan should be develop in consultation with partners to help strengthen the evidence base for future updates of the humanitarian needs overview.