



Ref No: 01/2018

BANGLADESH NEED ASSESSMENT WORKING GROUP MEETING

Chair : Md. Iftekharul Islam, Director (Relief), DDM and Kaiser Rejve, Director, Humanitarian and Resilience, CARE Bangladesh

Date : 26 February 2018

Time : 3.00 Pm

Venue : Conference Room, DDM (1st Floor)

Attendances : Annexure A

AGENDA

1. Approval of NAWG Secretariat
2. Preparedness Plan for year 2018
3. Secondary data review
4. Mobile based data collection for upcoming JNA/ CNA
5. Contextualization and finalization of JNA/ 72 hrs tools
6. Vulnerable priority Upazilla list and partner mapping
7. Upcoming ToT and training activities by SUBARNA.
8. Assessment preparation in Cox's Bazar
9. Update from START Fund Bangladesh
10. Agenda on inclusion and revision of the GBV part in JNA/72 hrs tools
11. AoB -

SUMMARY AND ACTION POINTS

1. Member list of NAWG Secretariat will be reviewed-List attached ,pls share updated information highlighted yellow and submit to jafar.iqbal@care.org by **07 March 2018**.
2. A workshop will be arranged for reviewing the Need Assessment tools (1st& 2nd phase JNA & 72 Hours tools),see attached latest JNA tools for your review and in case you want to share any revisions (from cluster/lead co-lead) with us before workshop would be appreciated. Tentative date for workshop on **22 March 2018**.
3. Final JNA tools will be uploaded to online data collection plat form (Kobo tool) by **31 March 2018**.
4. A ToT will be arranged on JointNeed Assessment (JNA) for NAWG members tentatively during **10-12 April**.
5. District Focal agency for Need Assessment will be finalized before **31 March 2018**. NAHAB, NIRAPAD and ELNHA will facilitated this work.

6. START fund Bangladesh will form an analyst group with 7 members with sectoral expertise. Deadline for nominating member for START analyst group is **06 March 2018**.

DISCUSSION

1. Approval of NAWG Secretariat

Outline of the ToRand nominated secretariat member has been shared with the meeting attendees for review and approval.

Key discussion points:

- GBV needs to include the Samarwit as alternative members.
- INGO wanted to include one more member.

Action point: NAWG will circulate the secretariat member's names again with request to fill information gaps (yellow marked) by 07 March 2018.

2. Assessment preparedness for cyclone/monsoon season

Mr. Kaiser Rejve presented the challenges and lessons learned from 2017.

Key discussion points:

- Using Mobile based data collection for next need assessment data collection.
- Improve the reporting template for JNA. The current template is too narrative. NAWG can develop a new template. A prescribed format should be developed.
- Kazibhai mentioned that there is lack of proper analysis of the event. In Haor flood, the report doesn't reflect the consequence of the flood in different times.

Action point:

- Roster for JNA training recipient. List of the participant who have received the training (see attached master list) need to check they still with respective organization and send updated contact details (in case change or new staff) by 10 March 2018 to jafar.iqbal@care.org
- NAWG will ask for the information management focal points from the clusters for need assessment.

3. Secondary data review:

Key Discussion-

- START fund has released a working paper on cyclone pre-crisis vulnerable data.
- This is a very initial stage of collecting data. START fund asked for data whatever available to different organizations.

Action point:

- NAWG will collaborate with relevant stakeholder (START fund, WFP and others) for pre-crisis data collection.

4. Mobile based data collection for upcoming JNA/ CNA

Action point:

- It will be developed when revision of the tools will be done. NAWG is planning to complete this task by end of March 2018 .

5. Contextualization and finalization of JNA/ 72 hrs tools

- 72 hrs tools and modified/ resilience indicators should be update according to the context of Bangladesh.
- Combination of phase 1 and 2 is happening because of the time constraints.
- Last years' experience, should add some qualitative questionnaire
- First of all a desk review will be done and then arrange the workshop for questionnaire review.
- Assessment framework of Bangladesh needs to be finalized.

Action point: A workshop will be arranged for revising the Need Assessment tools on 22nd March 2018.

6. Vulnerable priority Upazilla list and partner mapping

- Vulnerable district and one focal point in each district to coordinate the assessment process.
- SUBARNA can support with the training and orientation of district focal.
- Preliminary the cyclone prone areas will be considered for district focal nomination and field base training.
- ELNAHA, NAHAB and NIRAPAD will provide the list of available partners.
- SUBARNA will send to the vulnerable district name to all members for review.
- This vulnerable districts and upazilla will be selected from last year's flood and cyclone.

7. Upcoming ToT and training activities by SUBARNA.

- Once we will get the nominations and tools finalized we will go for ToT. Tentative date 10-12 April, it will be finalized soon.

8. Assessment preparation in Cox's bazar District

- NAWG acknowledge that there is good capacity exist at ISCG level at Cox's to lead assessment process quickly in case any emergency happen in camp area

particularly and in Cox's District in general. So NAWG will not duplicate the work.

- Where possible NAWG will collaboratively work with ISCG to provide technical support (if required) to adapt JNA process in camp context and ensure all stakeholders follow coordinated assessment approach
- Expectation is ISCG should coordinate with NAWG and HCTT for triggering and decision making in case of emergency in camp sites as well as in Cox's Bazar district.
- But in case of big disasters, when MoDMR will take the lead and NAWG will lead the need assessment process and work as bridge between HCTT and ISCG.

Action: NAWG secretariat will closely work with ISCG/IM working group to adapt JNA in camp context and preposition capacity to follow JNA/CNA process in case of emergency in camp site particularly and in Cox's Bazar District in general.

9. Update from START Fund Bangladesh

- **Analysis group:** START fund Bangladesh will facilitate an analyst group with 7 members with sectoral expertise. Deadline for nominating member for START analyst group is 06 March 2018.

Action: See attached START analysis group TOR, members are requested to submit nomination directly to analyst-start@bd.missions-acf.org <analyst-start@bd.missions-acf.org>; **by 06 March 2018.**

10. Agenda on inclusion and revision of the GBV part in JNA/72 hrs tools

- GBV is arranging a training on GBV assessment tools. Will send

AoB:

A. Include the minority

- HCTT requested to include People with Disability (PWD) data in need assessment.
- While compiling pre-crisis data we should try to include PWD data.
- PWD issues will be reviewed into the Needs Assessment tools.
- In the small group for tools revision, PWD will be taken into consideration.

B. URBAN Need Assessment tools –

SUBARNA is working on developing a tools for urban disaster need assessment and all relevant stakeholder will be engaged in this process.