**SHELTER/WASH/EARLY RECOVERY CLUSTERS  
Emergency Terms of Reference**

EXECUTIVE SUMMARY

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| **Emergency** | Natural Disaster 🗹 | Conflict 🞎 | Complex Emergency 🞎 |
| **Sector** | Shelter, WASH, Early Recovery | **Cluster Lead** | IFRC, UNICEF, UNDP |
| **Donor** | N/A | | |
| Country | Bangladesh | | |
| **Regional Focus** | Barguna, Bhola, Patuakhali districts | | |
| Mission Timeframe | Planning and preparation: 23-26 May  Assessment team Meeting Sat 25 May  Finalize/translate assessment. tools: Sat 25-26May  TOT (Orientation Assessment tools, Dhaka) Mon 27 May am  Facilitators/teams travel to the field Mon 27 May pm  Orientation assessment tools (District): Tue 28 May  Field level assessment: Wed 29 May-Sat 1 June  Secondary data collection: Thur 29 May-Sat 1 June  Updated D-Form collection: Thur 29 May-Sat 1 June  Data entry (assessment teams): Fri 30 May- Sun 2 June  Data analysis, collation, reporting: Mon 3-Wed 5 June  Validation meeting (3 Clusters): Thur 6 June am  PPT with key findings/recommendations Thur 6 June pm  Factsheet/presentation to HCTT: Sat 8 June  Draft report: Mon 10 June  Final report: Wed 12 June | | |
| **Description of Context** | Cyclone Mahasen made landfall in Bangladesh on the morning of 16 May, bringing strong winds and heavy rains to Chittagong and surrounding districts. A tidal surge has caused floods in the districts of Barguna, Bhola, Patuakhali, Nohakhali and Laxmipur. | | |
| Overall objective | To assess the shelter, WASH and early recovery situation and needs in the three target districts of Barguna, Bhola and Patuakhali. | | |
| Specific objectives | 1. The completion of an assessment that will inform the appeal process and the allocation of resources by the HCTT. 2. Sharing of results at the field and international level to support a planned and coordinated humanitarian aid response in targeted locations. | | |
| Data Sources | 1. Collection of **secondary data from government and agency sources** which has been integrated into the analysis for the final report. 2. **Household surveys** conducted by the assessment teams in rural and urban/semi-urban locations. 3. **Key informant interviews** conducted in each of the communities visited aiming to provide contextual information regarding the impact of the typhoon at a community level, land and resettlement issues, economic impact of livelihoods, and location of highly affected populations. 4. Finally, there is a **GIS and mapping component** which includes the production of static maps of all collected, collated and analyzed data. | | |
| Targeting | The three most affected districts – Barguna, Bhola and Putuakhali – as per the JNA Phase 1. Within these, 21 Upazilas were identified by the JNA as being the most affected. | | |
| Period of field assessment | 23.5.2013-8.6.2013 [16 days] | | |
| REACH Resources | 1 Assessment Technical Specialist (IMPACT)  1 GIS/Database Specialist (REACH/ACTED) | | |
| Expected Results | 1. Collection and collation of secondary data on Cyclone Mahasen (including government, UN, aid agencies and other assessments or data that has been collected) 2. Key informant interviews at the community level regarding the current situation and needs 3. A sample of household interviews in areas designated as being the most affected by the JNA 4. Detailed information reviewing needs are reported | | |
| Expected Deliverables | 1. A tri-cluster assessment report shared with cluster members and other relevant aid stakeholders 2. Sharing of information with UNOCHA for dissemination 3. Static maps created using secondary and primary data | | |

# Objectives of the ASSESSMENT

## Overall Objective

## To assess the shelter, WASH and early recovery situation and needs in the three target districts of Barguna, Bhola and Patuakhali.

## Specific Objectives

The specific objectives of the assessment mission will be:

# The completion of an assessment that will inform the appeal process and the allocation of resources by the HCTT.

# Sharing of results at the field and international level to support a planned and coordinated humanitarian aid response in targeted locations.

# METHODOLOGY

Two sources of data will be used: Field Data Collection and Secondary Data. The figure below outlines the tools to be used and the data expected from each technique.

**Field Data Collection**: focused on collecting thematic data from the field through household surveys and key informant interviews.

Four teams of four enumerators per district will visit each of the three target districts following the sampling strategy outlined in Section C.1 below. The teams will be made up of cluster member staff and will be supervised by district level team leaders. The REACH Assessment Technical Advisor will provide technical support at the field level throughout the data collection process.

The key informant interviews be conducted by teams leaders in the field.

**Target Areas:** Barguna, Bhola, Patuakhali districts

**Means of Verification:** Household questionnaire, key informant interviews

**Secondary Data:** collected from external sources will provide a backdrop of reported needs and context

Secondary data will be collected through the JNA Phase I data, Government of Bangladesh, Shelter Cluster, WASH Cluster, Early Recovery Cluster, OCHA, other UN Agencies, INGOs and LNGOs.

**Target Areas of Secondary Data:** Barguna, Bhola, Patuakhali districts

## Sampling Strategy

This assessment will purposively sample geographic areas based on the Upazilas and Unions identified as being the most affected by the Phase I JNA. Each target Upazila will then have a randomized representative sample of 375 households (125/Union, 14/Ward). The guidance below has been provided to field teams.

**Sampling Contingency Prioritization**

* **Upazila Level**
  + First priority: The total number of surveyed households for each Upazila must be 375
* **Union Level**
  + First priority: 125 households for each of the three Unions within each Upazila = 375 households
  + Second priority: 375 households distributed among Unions possible to survey
    - For example, if you are only able to survey two Unions due to inaccessibility, you may survey 183 households per Union = 375 households
* **Ward/Village Level**
  + First priority: 14 households surveyed for each of the nine wards within each union = 125 households
  + Second priority: 125 households distributed among Wards possible to survey
    - For example, if you are only able to survey 5 Wards due to inaccessibility, you may survey 25 households per Ward = 125 households

**Sampling Methodology**

* All households must be sampled **RANDOMLY**
  + When you arrive in a Union
    - Get the total number of households per Ward (both affected and non-affected) from the Union Chairman
    - Divide the total number of households by the number of households you are sampling per Ward (usually 14)
    - This will give you the interval at which you need to sample (i.e. the number of houses you need to skip)
    - Go to the central point in the Ward (e.g. school, central water point, mosque, meeting area)
    - Drop a pencil on the ground to define the direction in which you will walk
    - Use the interval derived above, skipping the number of houses defined by the interval until you reach your target number of households (usually 14)

## Location

The household survey and key informant interviews will take place in the three target districts of Barguna, Bhola and Patuakhali.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **District** | **Upazila** | **Union** | **No. of HHs** | **Sample/Union** | **No. of Wards** | **Sample/Ward** |
| Barguna | Barguna S. | Naltona | 4,822 | 125 | 9 | 14 |
|  | M.Baliatali | 7,076 | 125 | 9 | 14 |
|  | Dhalua | 6,061 | 125 | 9 | 14 |
| Betagi | Betagi | 3,785 | 125 | 9 | 14 |
|  | Bibichini | 3,982 | 125 | 9 | 14 |
|  | Sarishamuri | 3,580 | 125 | 9 | 14 |
| Patharghata | Patharghata | 4,319 | 125 | 9 | 14 |
|  | Kanthaltali | 5,120 | 125 | 9 | 14 |
|  | Kalmegha | 6,924 | 125 | 9 | 14 |
| Amtali | Nishanbaria | 3,223 | 125 | 9 | 14 |
|  | Sonakata | 2,921 | 125 | 9 | 14 |
|  | Barabagi | 4,295 | 125 | 9 | 14 |
| Bhola | Bhola Sadar | Rajapur | 8,894 | 125 | 9 | 14 |
|  | Kachia | 3,118 | 125 | 9 | 14 |
|  | Dhania | 6,435 | 125 | 9 | 14 |
| Char Fasson | Char Kukri Mukri | 1,726 | 125 | 9 | 14 |
|  | Mujib Nagar | 1,991 | 125 | 9 | 14 |
|  | Char Madras | 7,005 | 125 | 9 | 14 |
| Lalmohan | Lord Hardinze | 5,576 | 125 | 9 | 14 |
|  | Dhali Gaurnagar | 8,679 | 125 | 9 | 14 |
|  | Paschim Char Umed | 7,702 | 125 | 9 | 14 |
| Manpura | Hazirhat | 5,508 | 125 | 9 | 14 |
|  | Manpura | 4,478 | 125 | 9 | 14 |
|  | Uttar Sakuchia | 3,765 | 125 | 9 | 14 |
| Patuakhali | Dashima | Rangopaldi | 5,103 | 125 | 9 | 14 |
|  | Dashmina | 5,984 | 125 | 9 | 14 |
|  | Banshbaria | 4,166 | 125 | 9 | 14 |
| Galchipa | Char Kajal | 5,357 | 125 | 9 | 14 |
|  | Char Biswas | 4,183 | 125 | 9 | 14 |
|  | Amkhola | 6,025 | 125 | 9 | 14 |
| Kala Para | Nilganj | 7,267 | 125 | 9 | 14 |
|  | Latachapli | 5,835 | 125 | 9 | 14 |
|  | Chakamaiya | 4,968 | 125 | 9 | 14 |
| Rangabali | Boro Bisdia | 5,669 | 125 | 9 | 14 |
|  | Choto Bisdia | 4,521 | 125 | 9 | 14 |
|  | Chalitabunia | 7,400 | 125 | 9 | 14 |

## Preliminary Workplan

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activities** | **May** | | | | | **June** | | | | | | | | | | |
| **27** | **28** | **29** | **30** | **31** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** |
| A.1 Arrival and Preparation |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A.2 Data Collection |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A.3 Data Entry |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A.4 Data Analysis |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A.5 Factsheet/Map Production |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A.6 HCTT Presentation Preparation |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A.7 Draft Report Coordination |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A.8 Final Report Review/Delivery |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

## Data Collection

Fieldwork will be conducted using staff from cluster member organizations. Four teams of four persons per district will collect data in the three target districts for a total of 12 teams and 48 enumerators.

The REACH Assessment Technical Advisor will travel to as many of the locations being surveyed as possible to supervise the work and to advise when needed. He will also be available by phone for each of the district team leads in case any questions should arise during the assessment.

## Data Entry & Analysis

All checked forms will be entered by local data entry staff identified by cluster member organizations. Under the purview of the REACH GIS/Database Specialist, the data entry assistants will enter data on a daily basis when delivered by the field. Questionnaires will be delivered to Dhaka daily via nightly boats. 15 data entry staff will work five days, lagging one day behind the data collection. Data will be cleaned by the GIS/Database Specialist and validated by the three participating clusters.

Data will be analyzed and a factsheet outlining initial findings including maps will be developed by the REACH team by noon on 6 June. This product will inform the presentation to the HCTT on 8 June. The full report will be developed by each cluster technical teams with support from the REACH team with a draft report by 10 June and a final report by 12 June.