

Draft Vanuatu Assessment Process & Guidelines



National Disaster Management Office
December 2016

Purpose

The purpose of this document is to provide a brief overview of the post-disaster needs assessment process in Vanuatu. It is intended to provide clarity to the process through a common understanding between the National Disaster Management Office, Government departments, partner agencies and communities. It is a high level document that outlines the process and guiding principles. The details of each assessment questionnaire can be sourced separately from the NDMO or Clusters.

Introduction

Post-disaster needs assessments are an important part of disaster response coordination and can improve the effectiveness of the overall response effort. Experience from Vanuatu and internationally shows that needs assessments have to be carefully planned, be well resourced and have strong leadership to be effective. The National Disaster Management Office, Government departments, NGOs and the United Nations are key collaborators in the assessment space.

Guiding principles

- Post-disaster needs assessments are led by the Government of Vanuatu and coordinated by or in consultation with the National Disaster Management Office.
- Assessments are undertaken to fulfil a genuine information gap and that a detailed secondary data review is undertaken prior to any assessment and that this review includes any other current or complete assessments
- Clear objectives are established for the assessment
- In large responses the NDMO will maintain a master list of all assessments being undertaken and report back to partners regularly with this information
- The NDMO will use the assessment report recommendations to formulate appropriate COM Papers that needs NDC endorsement
- No assessment will be undertaken without:
 - Discussion with the NDMO and or the inter-cluster mechanism and partner agencies
 - Assessment questionnaires must be approved questionnaires of the NDMO or Cluster
 - Assessment teams include individuals that are from or know the area being assessed
 - Assessment teams have gender balance and have discussed questionnaire and survey methods with the national Gender and Protection Cluster or the provincial working group.
 - A clear method for managing the data collection process
 - A team of people who will analyse the information
 - Dedicated, named individuals who will write the final report
 - Partner agencies who can act on the findings of the assessment

Vanuatu Post-Disaster Assessment Process

Aerial Surveillance

Aerial Surveillance is conducted as soon as practical after a major disaster event to get an overview of the extent and severity of the situation. The aerial assessment is coordinated by the NDMO and utilises private sector providers or FRANZ partners for aircraft. For cyclones, in the event of an expected category 2 or higher cyclone aerial surveillance is to be put on standby before the event.

Initial Community Assessment

The Initial Community Assessment should be conducted by members of CDCC at the Area Council Level, and PDCCC at the Provincial Level, led by the Secretary General. Where PDCCC are not yet fully operational, assessments are to be carried out collaboratively with representatives from Community Disaster and Climate Change Committees in each Area Council. Assessments need to be finalised as soon as practicable following the 'All Clear' from the NDMO. Assessments should be carried out by trained personnel using agreed standard tools and reporting processes that should be identified before cyclone by each clusters.

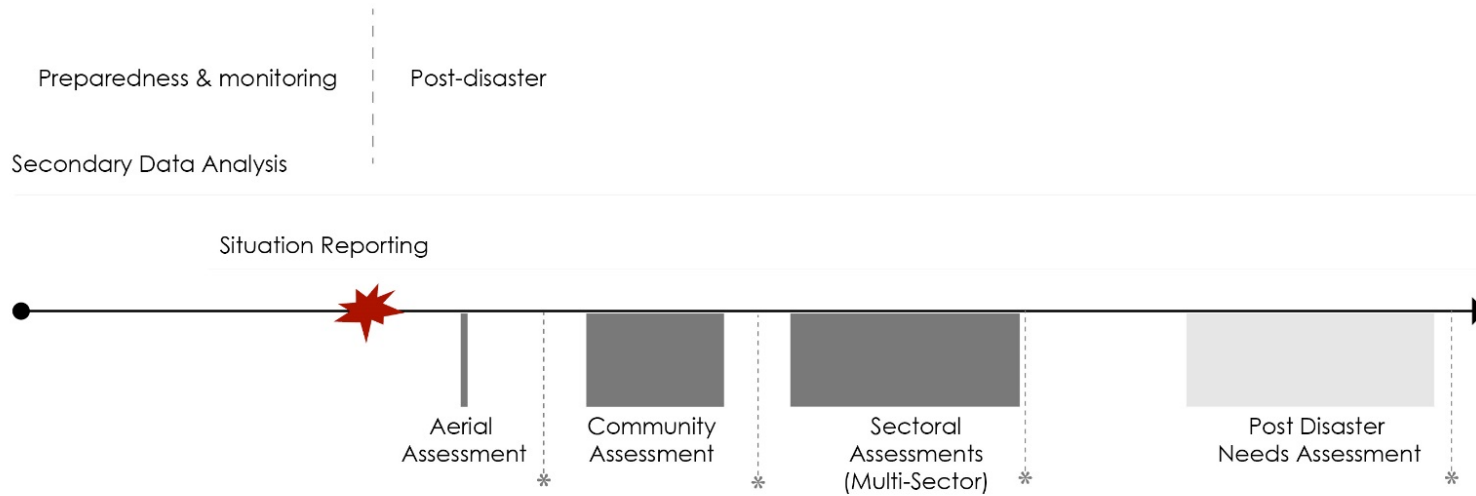
Sector / Specialised Assessment

The detail sectoral assessment is coordinated by the NDMO and implemented by clusters/sectors within two to three weeks of the cyclone impact. It is done for a category 3, 4 or 5 cyclone right after the Initial Community Assessment or at other times as deemed necessary by the NDMO. This assessment is done to determine: the nature, scale and extent of a cyclone and the needs of the affected population. It is designed to provide the Government with a more detailed damage assessment in respect to different sectors such as infrastructure, agriculture, health, water, sanitation, communication, shelter and other long-term issues that may have an adverse impact on social and economic environments and development. Responsible technical departments from National line government agencies and members of the cluster groupings will undertake this assessment. PDCCC and CDCCC representatives will standby to support the cluster representative on ground to carry out the assessment. Assessments will most likely being undertaken by several sectors simultaneously. In this case clusters work cooperatively on planning, logistics and analysis. In large scale emergencies multi-cluster assessments can supported by international partners including OCHA.

Post Disaster Needs Assessment (PDNA)

PDNA is a government-led exercise, with integrated support from the United Nations, the European Commission, the World Bank and other national and international actors. A PDNA pulls together information into a single, consolidated report, information on the physical impacts of a disaster, the economic value of the damages and losses, the human impacts as experienced by the affected population, and the resulting early and long-term recovery needs and priorities.

Annex 1: Assessment Process Diagram



* After each assessment: report, act, review & recommend next steps.
Refer to the NDMO Assessment Guidelines for further information.

