

Assessment and Monitoring Resource Centre

**TOR - Assessment Working Group - Name crisis**

**XX Month 20XX**

Context

*Concise overview of the crisis, context. Explain the crisis coordination structure and rationale behind establishing an Assessment Working Group.*

Objective

The overall objective of the Assessment Working Group (AWG) is to create an environment in which quality, efficient and timely inter-agency analysis and assessments is generated and shared to enable informed decision making.

Participants

*List of participating organisations*

Purpose

The group will assume responsibility for outlining strategies and developing tools in relation to strategic and operational level coordinated assessment activities. This includes multi-sector, single sector assessments, inter-agency and single agency initiatives.

The AWG will work in close collaboration with the existing coordination structures. It will either function as part of a combined Information Assessment Management Working Group, a sub-working group under the Information Management Working Group (IMWG) or in close cooperation with the IMWG.

More specifically, the AWG will:

**Support coordinated assessment activities and harmonise data collection**

* Develop an assessment strategy, which outlines planned assessment and analysis activities within the operation and describes the link to decision making.
* Prepare for initial rapid assessments in a joint, multi-sectoral manner in case of a sudden escalation in the humanitarian situation
* Serve as a forum for planning, undertaking and carrying out multi-sector and interagency assessments and monitoring.
* Promote the use of standards and common denominators in all assessments (including individual agencies and sectors/clusters) in close collaboration with the wider information management network
* Liaise with, and task, the Assessment Technical Team (if applicable) to work on technical elements required to enable effective coordinated assessments;
* Promote the inclusion of crosscutting issues as gender, age diversity, HIV/AIDS and human rights and environment.
* Promote innovative technologies to improve effectiveness and efficiency in information management;
* Serve as an assessment helpdesk by bridging the gap between technical assessment expertise and teams undertaken assessments. Recommend and recruit additional experts to ensure assessment capacity needs are met.
* Identify priority information gaps and initiate strategies to address gaps

**Undertake and support inclusive joint analysis**

* Collate and share available data. Establish and maintain a validated bank of base line data and other secondary data.
* Serve as a forum for exchanging information and data (analyzed as well as unprocessed data).
* Facilitate and support joint analysis exercises, including anticipatory analysis. Ensure inclusion of key humanitarian and non-humanitarian actors within the analysis, including national/local authorities, state institutions, local civil society and other relevant actors

Expected results and outputs

The AWG will contribute to ensure that consistent and reliable humanitarian information and analysis is made available to all concerned policy makers, managers and planners through a more coordinated approach. Expected outputs include:

* Strategy for a coordinated assessment and monitoring approach, including common analytical framework.
* A common set of standards and guidelines (SOPs) for use in any assessments;
* Core questions adapted to the context, including lessons learned on their implementation.
* An assessment registry maintained and disseminated regularly;
* Established assessment data sharing mechanisms;
* Regular information product with synthesis of available assessment and secondary data
* Regularly updated overview of data limitations and priority information gaps
* Proposals for and facilitation of interagency/multi-cluster assessments/monitoring exercises when needed;
* Timely production of assessment and analysis report(s), in line with key decision-making milestones.
* Regular joint analysis sessions
* Regular coordination meetings and dissemination of the summary records of those meetings;