

## **9. ANNEX**

### **Rapid Situation and Response Assessment - Sample Checklist**

#### **i Forming assessment team and planning (check with proposed time frame & person)**

- ◆ Has the draft design for conducting the assessment been developed
- ◆ Have the members for advisory / steering committee been selected and a committee formed
- ◆ Have all the assessment team members been recruited
- ◆ Have the objectives been established in the planning meeting
- ◆ Has the logic for preliminary selection of sites been documented and have sites been chosen
- ◆ Has the proposed timeline for the next steps of assessment been drawn
- ◆ Has the budgetary specification for different expenditure heads for different activities been formulated

#### **ii Training of team members (check with proposed time frame & person)**

- ◆ Have the decisions (resource persons, dates, training venue, materials to be handed over to the trainees, information to the trainees and other logistics) been made
- ◆ Has the training of the assessment team members taken place
- ◆ Have the objectives of assessment been modified based on inputs obtained during training

#### **iii Finalisation of the design (check with proposed time frame & person)**

- ◆ Have the decisions (resource persons, dates, training venue, materials to be handed over to the trainees, information to the trainees and other logistics) been made
- ◆ Has the training of assessment team members taken place
- ◆ Have the objectives of assessment been modified based on inputs obtained during training
- ◆ Has the draft design been finalised with the help of inputs from the assessment team members who participated as trainees with a focus on the timeline for completion of assessment, geographical area to be covered and budgetary requirements

#### **iv Fieldwork (check with proposed time frame & person)**

- ◆ Is the fieldwork taking place as scheduled
- ◆ Is the central office being kept informed about daily progress made in the field

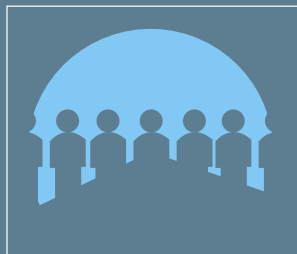
- ♦ Is the field supervision of the overall coordinator happening as scheduled
- ♦ Are the problems faced in the field being addressed quickly and appropriately

**v Analysis of the assessment findings (check with proposed time frame & person)**

- ♦ Are the field notes being written regularly and shared in the staff meeting
- ♦ Are the FGDs being transcribed within a day of conducting them
- ♦ Is the interim qualitative data analysis taking place
- ♦ Is the quantitative data being cleaned daily and handed over to the data manager-cum-analyst

**vi Report writing (check with proposed time frame & person)**

- ♦ Was the community consultation held and other stakeholders feedback obtained on the draft report
- ♦ Has the report been finalised based on feedback from stakeholders
- ♦ Was the report dissemination workshop held and reports distributed
- ♦ Have the copies of the report been given to the potential funding agencies with a request letter to fund intervention
- ♦ Has the audited expenditure statement been submitted to the appropriate authority with a copy of the report



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