

A quick guide to

Organising Logistics for The Needs Assessment

Important factors you should
consider when organising logistics
for the needs assessment:

1. Potential security risks and mitigation measures.



2. Distance and transportation: Important to determine timings and transport costs.



3. Language barriers and/or potential telecommunication issues: e.g. to manage phone credit etc.



4. Ways to ensure the accessibility and inclusivity of the various groups within the target population (Apply a gender, age and inclusion lens to everything you do).



5. Snacks and drinks for participants: especially important if you are doing a long consultation.



**6. Location of the assessment –
can you plan it ahead of time
and make sure it is appropriate
and safe for all groups.**



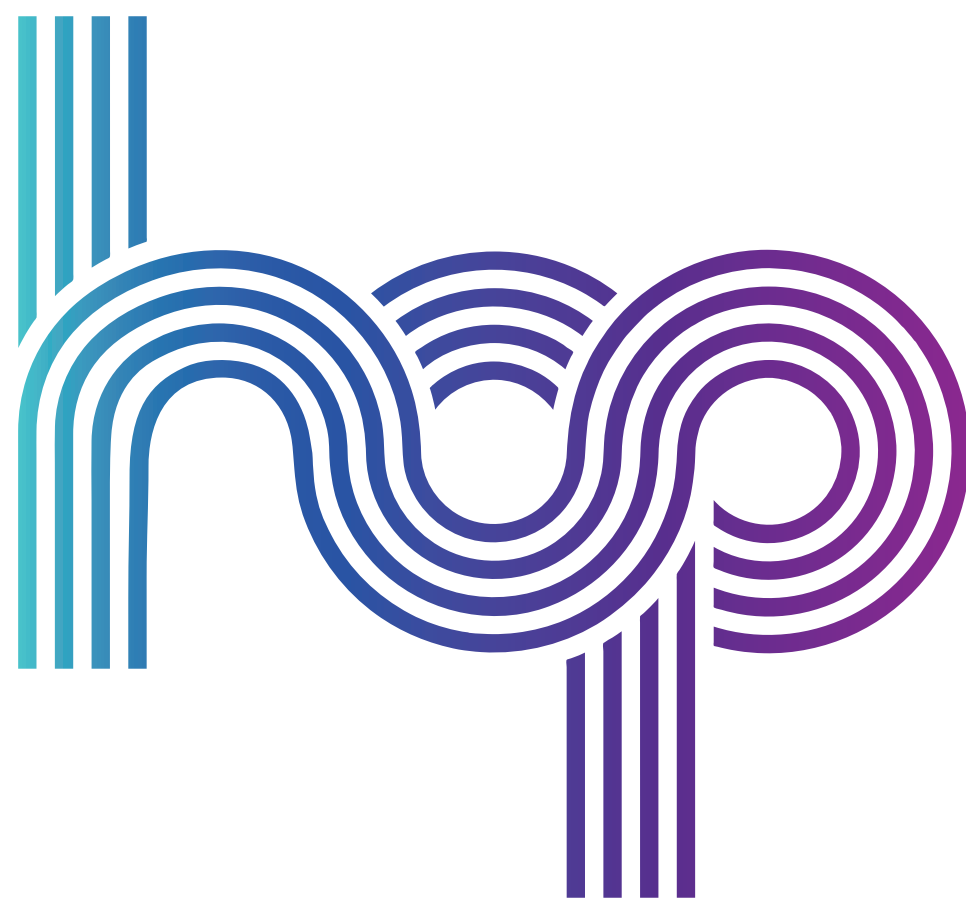


7. Have you considered the timing of the assessment and how it might impact communities' daily schedules? For example, school hours, working hours, mealtimes etc.



8. Plan how to responsibly manage your data throughout the assessment, with a strong focus on keeping it safe and secure. Make sure that the data collection complies with the internal policy of the organization and applicable laws and regulations.





This resource has been taken from the Introduction to Needs Assessments in Emergencies course, part of **HOP Fundamentals**. Learn more by visiting **kayaconnect.org**.