

Part V **Reporting EFSA results**



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Introduction

The report is the end-product of the EFSA. It provides a synthesis of the results for sharing with those who did not take part in the assessment. Users of the report may include decision-makers within WFP or partner organizations, and other key stakeholders such as government counterparts and potential donors. It is essential that the assessment analysis and recommendations are conveyed clearly and concisely so that stakeholders can understand the situation and take appropriate action.

This final **Part V** of the EFSA Handbook:

- outlines the report structure;
- explains the EFSA quality monitoring system, which is based on a review of the report;
- provides guidelines for communicating EFSA conclusions and recommendations.

Report structure

The EFSA report structure is given in Table 5.1. When preparing reports, the following points should be kept in mind:

- Not all the items in Table 5.1 will be needed in every assessment report: only the relevant issues should be included.
- It is very important that the methodology and constraints are clearly explained in Section II of the report. This ensures transparency and provides readers with a means of gauging the reliability of the information contained in the report.
- The report should be thorough but concise. Ideally, it should not exceed 30 to 40 pages, with additional details presented as annexes.
- The executive summary should be no longer than four pages.
- The sections of the report should be interlinked, and the analytical process must be evident. It must be clear to the reader how the assessment team reached its conclusions.
- Findings and conclusions should be illustrated by clear graphs and maps, when relevant.

Note: The outline of contents given in Table 5.1 is indicative. Actual contents depend on the objectives of the EFSA and the terms of reference.

Table 5.1: EFSA report format

	Outline of contents
Executive summary	<ul style="list-style-type: none"> • Reasons for doing the EFSA – main objectives of the EFSA • Brief description of areas covered • Extent and severity of malnutrition • Extent and severity of household food insecurity, including numbers • Extent of current risks to lives and livelihoods, including any distress coping mechanisms being employed • Locations of food-insecure households, possibly including a map • Characteristics – livelihoods, gender, etc. – of food-insecure individuals and households • Factors contributing to food insecurity, risks to lives and livelihoods • Likely evolution of the situation • Total needs for assistance and what is already planned by other organizations • Recommended responses, for whom and for how long • Requirements for monitoring, periodic reassessment and contingency planning

	Outline of contents
I. Background	<ul style="list-style-type: none"> • Type of crisis, date/period of the event, evolution of the situation; assistance provided since the last assessment, when there is an ongoing operation • Population groups and areas affected • General context: economic, agricultural, political, security, etc. • Rationale for the EFSA: Why was it carried out – as a first assessment following a sudden-onset crisis or warning of a slow-onset crisis, in preparation for a new EMOP or PRRO? • Type of EFSA: When did it take place? Was it a first-time assessment (initial, rapid or in-depth) or a reassessment (rapid or in-depth)?
II. Objectives and methods of the EFSA	<p>2.1 Objectives</p> <ul style="list-style-type: none"> • Main objective and specific objectives of this EFSA <p>2.2 Methods</p> <ul style="list-style-type: none"> • Partnerships and consultation process before, during and after fieldwork: government counterparts, agencies involved • Local adaptation of the Food and Nutrition Security Conceptual Framework: Who was involved among the partners? What hypotheses were used to design the EFSA and select the data to collect? • Sources of data – secondary reviews, households, key informants, focus groups – and type of data collected from each source; describe the data collection instruments used in an annex • Sampling approach: population groups and areas covered, random/purposive sampling, modalities of sampling; describe the sampling procedures used in an annex, if required • Type of analysis: statistical and/or qualitative data; describe the analysis in an annex, if required • Team composition and training • Limitations of the methods employed, such as sampling, coverage and biases
III. Mortality and nutrition situation	<p>Note: mortality data are presented only when relevant and available.</p> <p>3.1 Current mortality rates and severity at the population level:</p> <ul style="list-style-type: none"> • Current CMR and U5MR: dates of collection; primary or secondary data • Severity indicated by CMR and U5MR compared with standard thresholds • Trends in CMR and U5MR in recent months, when appropriate <p>3.2 Nutrition status</p> <ul style="list-style-type: none"> • Prevalence of malnutrition – acute, chronic – from direct anthropometric measurements or secondary data • Severity indicated by population-level malnutrition rates compared with standard thresholds and local seasonal norms • Trends in malnutrition rates, when appropriate <p>3.3 Health services and health status</p> <ul style="list-style-type: none"> • Effect of the crisis on access to health services • Access to health services and constraints: physical, economic, staffing, supplies, equipment • Prevalence and causes of main diseases • Coverage of immunization against main infectious diseases • Association/correlation between disease and nutrition status <p>3.4 Water, sanitation and housing conditions</p> <ul style="list-style-type: none"> • Effect of the crisis on access to and quality of water • Effect of the crisis on sanitation and hygiene • Effect of the crisis on housing • Sources of water – quality of water • Constraints to access to water • Association/correlation between water access/quality and nutrition status • Sanitation systems • Association/correlation between sanitation systems and nutrition status • Housing conditions • Association/correlation between housing and nutrition status

(cont...)

	Outline of contents
	3.5 Care practices <ul style="list-style-type: none"> • Current infant and young child feeding practices: prevalence of breastfeeding, age of introduction of complementary foods, etc. • Main infant and young child caregiver(s): age, education, etc. • Association/correlation between care factors and nutrition status
	3.6 Household food security <ul style="list-style-type: none"> • Association/correlation between household food security and nutrition status (details on household food security are given in Section V)
IV. Markets	4.1 Market structures and supplies <ul style="list-style-type: none"> • Effect of the crisis on market structure, access to markets, level of market activity, and supplies to markets • Location of markets in the area(s) • Trade activity level: number of traders, types of commodity, etc. • Level of supplies of the main staples: volumes available in markets and traders' stocks; comparison with the past: previous months and the same season in previous years
	4.2 Levels and trends of market food prices <ul style="list-style-type: none"> • Current market prices for food, changes from seasonal norm, trends
	4.3 Main constraints to trade <ul style="list-style-type: none"> • Movement of commodities from surplus to deficit areas: occurs/does not occur • Constraints to trade from traders' viewpoint
V. Household food security situation	5.1 Analysis of food security <ul style="list-style-type: none"> • Food consumption • Food access • Food security groups
	5.2 Livelihood characteristics of food-insecure households <ul style="list-style-type: none"> • Human assets: gender, size, education (attendance, level), health • Natural assets: crop and livestock/fisheries production – levels, damage, uses for consumption and income • Physical assets: domestic and productive assets – ownership, sales • Economic assets and strategies: income sources, migration/remittances, savings, expenditures (food and non-food), sources of food, debts • Social assets: support structures, solidarity mechanisms, ongoing assistance programmes
	5.3 Coping mechanisms <ul style="list-style-type: none"> • Coping strategies used to obtain access to food and income • Risks to lives and livelihoods caused by these strategies, if any • Associations between food security status and coping strategies
VI. Main problems and priorities of households and key informants	6.1 Main problems
	6.2 Priorities for assistance identified by the population
VII. Conclusions on the nutrition and food security situation	7.1 Summary of the food security and nutrition situation analysis <ul style="list-style-type: none"> • Severity of food insecurity based on food consumption, access and coping strategies • Severity of malnutrition at the population level
	7.2 Groups most affected by food insecurity and risks to lives and livelihoods <ul style="list-style-type: none"> • Summary characteristics of the food-insecure and/or malnourished • Distinction between chronic and transitory food insecurity • Main factors associated with food insecurity and risks to lives and livelihoods • Tentative targeting criteria • Estimated numbers of food-insecure people
	7.3 Location of the food-insecure

	Outline of contents
VIII. Scenarios and response options	8.1 Forecasts and scenarios <ul style="list-style-type: none"> • Shocks expected in the next 3, 6, 12 or more months • Opportunities expected in the next 3, 6, 12 or more months • Groups likely to be affected by predicted shocks and opportunities • Most likely scenario, including shocks, opportunities, affected groups • Worst-case scenario for preparedness and contingency planning, including shocks, opportunities, affected groups
	8.2 Response options in the short and medium terms <ul style="list-style-type: none"> • Options for short-term, early interventions • Options for medium-term interventions
	8.3 Analysis of response options: strengths, weaknesses, opportunities and threats <ul style="list-style-type: none"> • SWOT analysis of the different options
IX. Recommendations	9.1 Recommendations for interventions <ul style="list-style-type: none"> • Interventions recommended to save lives and livelihoods, based on the results of the SWOT analysis • Target beneficiaries, including targeting criteria and mechanisms • Type(s) of assistance, quantities, start/finish dates
	9.2 Recommendations for monitoring, reassessment and contingency planning <ul style="list-style-type: none"> • Indicators to be monitored over the coming months to evaluate the evolution of the food security and nutrition situation • Timing and type of reassessment, if appropriate • Need for contingency planning
Annexes	<ul style="list-style-type: none"> • Terms of reference
	<ul style="list-style-type: none"> • List of team members
	<ul style="list-style-type: none"> • Data collection tools: questionnaires, checklists
	<ul style="list-style-type: none"> • Details of sampling procedures, if needed
	<ul style="list-style-type: none"> • Maps showing distribution of the affected population and severity of food insecurity
	<ul style="list-style-type: none"> • List of reference documents (secondary data)
	<ul style="list-style-type: none"> • Summary of stakeholder consultations
	Optional annexes <ul style="list-style-type: none"> • Description of households' food availability, access and consumption situation: overall, by livelihood group, by geographical area • Description of linkages among food security, health and care factors • Description of livelihood assets, strategies and context of households: overall, by livelihood group, by geographical area

Report quality monitoring

The report must be submitted to a quality check to ensure that:

- it contains all the required information;
- the analytical process is clear, and the reader can understand how the conclusions were reached.

At WFP, the quality check is carried out by experienced assessment officers posted in the region or at Headquarters, or by a qualified senior staff member of the country office who was not directly involved with the assessment. The quality check involves completing a quality monitoring checklist (QMC) in electronic format.

The results of the QMC are fed back to the team who carried out the EFSA, so that they can contribute to the learning process and the improvement of future EFSA. WFP uses the QMC to decide whether a report is already suitable for posting on the public website (see **Section 4.6**) or will require further adjustment.

Communicating the results of the EFSA

4.1 Users of the EFSA report and communication channels

The EFSA report should enable decision-makers for WFP and its partners to understand the nature of the crisis and the types of intervention that may be helpful. It may also help donors to decide on the allocation of resources. It is therefore crucial that the assessment conclusions and recommendations are communicated clearly.

EFSA reports may be used by a wide range of stakeholders, as shown in Box 5.1.

Box 5.1: Potential users of an EFSA report

WFP

- Country directors require reliable and timely information to make decisions about crisis response.
- Managers at the country, regional and Headquarters levels need information that can be shared with governments and humanitarian partners. This is crucial for operational coordination and transparency.
- Programme officers need information that will help them to design or reorient interventions.
- Fundraisers need carefully researched and well-argued information to present to donors.

Other agencies and partners

- Host governments use the information for their own programmes and policy-making.
- United Nations and NGO partners use EFSA information when designing programmes.
- WFP implementing partners need to know the rationale behind the programmes that they are undertaking.
- Donors need accurate information when allocating resources.
- The media need reliable information to ensure accurate and balanced reporting.

Information can be communicated through a variety of channels:

- an EFSA executive brief;
- in-country workshops and presentations to stakeholders;

- dissemination of the EFSA report and executive brief by mail and e-mail;
- news media – television, radio and newspapers;
- the websites of WFP and partners who participated in the EFSA;
- advocacy, when recommended interventions are outside the scope of WFP and its partners.

Box 5.2: WFP procedures for communicating EFSA results

For an EFSA led by WFP, the country director is responsible for disseminating the results. This enhances transparency and strengthens the links between assessment recommendations and decisions about programming and funding.

For an EFSA in which WFP participated but did not lead, the country director should work with the EFSA leader to ensure that the report is finalized and of acceptable quality, and that it is disseminated rapidly.

4.2 EFSA executive brief

The executive brief is directed to an audience of decision-makers in humanitarian and other food security interventions. These people are non-specialists and do not need to know the details of the analysis, but they must have a clear and accurate overview.

The executive brief is a stand-alone document. It differs from the executive summary presented at the beginning of the report. The executive brief must provide its audience with the information needed to make decisions on programming, funding allocation, targeting, etc. The information must be tailored to fit these needs. It must be both concise and complete.

The executive brief is prepared by the EFSA team leader and cleared by the country director. It is prepared as soon as the assessment analysis and recommendations are complete. *It can be prepared before the final report is complete*, and used before publication of the full assessment report, perhaps as a pre-alert for donors and partners.

The executive brief should not be more than three pages long. It should be written in clear, non-technical language, and should include visual instruments such as maps, tables, charts and graphics. It should also include the names and contact details of the people responsible for the assessment. An outline of its main contents is shown in Table 5.2.

Table 5.2: Contents of the executive brief

	Summary of contents
Nature of crisis	<ul style="list-style-type: none"> • Rapid-onset or chronic • Type: earthquake, conflict, etc.
Impact on food and nutrition security	<ul style="list-style-type: none"> • Summary of impact on nutrition, food availability, food access and food consumption
Affected population	<ul style="list-style-type: none"> • Estimated numbers of food-insecure people and households • Description of food-insecure groups, the malnourished and their location
Reasons why people are at risk	<ul style="list-style-type: none"> • Main factors associated with food insecurity and risks to lives and livelihoods
Most likely future scenario(s)	<ul style="list-style-type: none"> • Explanation of the most likely evolution of the situation and the groups that will be affected • Projected future numbers – in 3, 6 and 12 months – of food-insecure people
Recommended responses	<ul style="list-style-type: none"> • Type(s) of response, including summary of inputs required • Objectives • Target group(s) and numbers • Start and finish dates

The template for an executive brief is available in **Annex 6**.

4.3 Presentation workshop or meeting

For each EFSA, a final workshop or meeting should be convened at which to present the results to partners, who include representatives of:

- government ministries;
- United Nations partners;
- national and international NGOs working in relevant sectors;
- WFP implementing partners; and
- donor agencies.

The purpose of the meeting is to:

- present the key findings and recommendations from the EFSA, and answer partners' queries on these;
- receive feedback and suggestions from the meeting participants;
- encourage partners' endorsement of the recommendations, to the extent possible, adjusted as a result of the meeting if required.

The meeting is an opportunity to develop a common understanding of the problem. It takes place after the conclusions and recommendations have been defined, but before final decisions about responses have been taken. This means that feedback from the meeting can be taken into account when finalizing the recommendations.

EFSA generally include recommendations for both food and non-food responses. At this meeting, WFP can explain the need for non-food responses to other stakeholders that may be able to contribute.

The meeting should be scheduled as far in advance as possible, to ensure good participation. For EFSA in slow-onset chronic emergencies, it may be possible to organize a series of decentralized workshops and meetings at the district level in order to broaden the consultative base.

A draft of the executive brief, or of the full report if it is ready to be shared, should be distributed prior to the meeting to ensure that participants can familiarize themselves with the information before they meet. The executive brief and report will be amended after the meeting, on the basis of the feedback received.

4.4 Dissemination by e-mail and hard copy

In WFP, the country director is responsible for disseminating the EFSA report (see Box 5.2). Once finalized, the report and executive brief are e-mailed to all stakeholders and partners. This is done systematically, following compilation of a list of agencies at the national, regional and Headquarters levels. Hard copies may be delivered or mailed to the most significant stakeholders.

4.5 The news media

The media are an important channel for disseminating information. When they exist, agency public information officers at the national and regional levels should be aware that the EFSA is being undertaken, and should be updated about progress, conclusions and recommendations. They will ensure that the information is provided to the media through the right channels, when appropriate.

Information may be passed to the media through a variety of means, including:

- press releases;
- media advice notes;
- news briefings;
- press conferences;
- websites.

A press release is the most common way of informing the media about EFSA results. It constitutes a straightforward message, uses non-technical language and is tailored to journalists' needs. It is prepared by the public information officer according to specific guidelines.

The country director decides whether or not to issue a press release. This decision is based on the significance of the results, their newsworthiness, the political context, and the need for funds, among other factors. A press release may be issued in the affected country only, or also at the regional and international levels.

4.6 Websites and newsletters

Once it has been cleared by the country director, the EFSA report is usually sent to the relevant Headquarters unit. In WFP, the Food Security Analysis Service must receive all EFSA reports. After a report has gone through the QMC (see **Chapter 3**), the Service is responsible for posting it on WFP internal and public websites.

Reports may also be posted on other websites, such as:

- ReliefWeb, which is run by OCHA: reports can be submitted by e-mail to submit@reliefweb.int;
- Humanitarian Information Centres (HICs), managed by OCHA in disaster-affected countries;
- United Nations country team (UNCT) websites in the country concerned.

4.7 Advocacy for non-food recommendations

An EFSA may recommend both food and non-food responses to a crisis. This is because food and nutrition insecurity is multifaceted, and interventions may be required in such areas as education, hygiene promotion, water and sanitation, infrastructure development and agriculture.

WFP may not be able to implement some of the response recommendations, and must therefore encourage the government or other organizations to do so. The presentation meeting (see **Section 4.3**) is the starting point for discussions with possible collaborating partners. This should be followed by more specific meetings with interested agencies. The purpose of such meetings is to:

- provide a detailed explanation of the reasons why particular interventions have been recommended;
- emphasize the complementary nature of different food and non-food interventions;
- seek commitments from other organizations regarding interventions in specific sectors.

It is usually necessary to organize a series of such meetings.

