

Annexes



Annex 1 : Sample household questionnaire

Questionnaire ID | _ | _ | _ | _ | _ | _ | _ | _ | _ |

City/village name: _____ City/village code: _____ Region code: _____

n code: | - |

Neighbourhood/street name : _____ Neighbourhood/street code: _|_|_|_|_|

INCLUDED IN URBAN ASSESSMENT'S ONLY]

street code:

Cluster code: _____ HH questionnaire number: _____

Date : ____ / ____ / ____ Team number: ____

day month year

Enumerator names : _____ / _____

Consent:

Consent: We are conducting a survey of the food security situation of families in _____. We would like to ask you some questions about your family and measure the weight and height of all children under 5 years of age living in the family [OPTIONAL]. The survey usually takes 15 to 20 minutes to complete [ADJUST AS APPROPRIATE]. Any information that you provide will be kept strictly confidential and will not be shown to other people. Your participation is voluntary and you can choose not to answer any or all of the questions if you want. However, we hope that you will participate since your views are important. Do you have any questions? May we begin now?

– HOUSEHOLD COMPOSITION AND SCHOOL ATTENDANCE

1.1	Who is the head of household? Is it a man or a woman?	1 = Male / 2 = Female	_____	_____
1.2	How old is the head of household?		_____	_____ years
1.3	What is the marital status of the head of household? <i>[Omit this question if baseline exists and status/profile is not expected to have changed]</i>			
	1 = Married 2 = Widowed 3 = Separated/divorced 4 = Cohabiting 5 = Never married			_____
1.4	How many people in total are currently living in the household?		_____	_____ people
	How many children and adults are currently living in the household?			
	0–5 years	1.5	_____	1.6
	6–11 years [ADJUST AGE LIMITS AS APPROPRIATE]	1.7	_____	1.8
	12–17 years [ADJUST AGE LIMITS AS APPROPRIATE]	1.9	_____	1.10
	18–63 years [ADJUST AGE LIMITS AS APPROPRIATE]	1.11	_____	1.12

Elderly (+ 63 years)	[ADJUST AGE LIMITS AS APPROPRIATE]	1.13	1.14	
1.15	How many pregnant women are there in the household? Write "0" if there are none			
1.16	How many lactating women are there in the household? Write "0" if there are none			
1.17	Are there adult (18–59 years) members who have been sick or not fully functional for at least 3 months over the past 12 months? Write "0" if there are none			
	Did ALL primary school-aged children regularly attend school in the past 6 months ?	0 = No / 1 = Yes 99 = not applicable		→ If Yes or 99, go to 1.21 Check the skip
1.18	[ADJUST RECALL PERIOD AS APPROPRIATE, SUCH AS THE START OF SCHOOL YEAR, OR THE BEGINNING OF THE CRISIS]			
	What was the main reason for these children not attending regularly? [ADJUST POSSIBLE ANSWERS AS APPROPRIATE]	Girls	Boys	
	1 = Sickness/handicap 2 = Cannot pay school fees, uniforms, textbooks 3 = Cannot pay transportation/far away 4 = Early marriage (girl) 5 = Absent teacher/poor-quality teaching 6 = Poor school facilities (building, toilets, etc.) 7 = No schools for girls/female teachers available 8 = No boarding school available 9 = Domestic household chores unpaid (e.g. child care, washing) 10 = Child works for household unpaid (e.g. farming, family business) 11 = Child works for cash or food (e.g. casual work, petty trade, begging) 12 = Not interested 13 = Other reasons (specify) _____ 99 = Not applicable	1.19	1.20	
1.21	[Consider asking this question if secondary school attendance is an issue or if food aid/food rations are given to encourage girls' attendance at secondary schools] Did ALL secondary school-aged children regularly attend school in the past 6 months ? [ADJUST RECALL PERIOD AS APPROPRIATE, SUCH AS THE START OF SCHOOL YEAR, OR THE BEGINNING OF THE CRISIS]			→ If Yes or 99, go to Section II
	What was the main reason for these children not attending regularly? [ADJUST POSSIBLE ANSWERS AS APPROPRIATE]	Girls	Boys	
	1 = Sickness/handicap 2 = Cannot pay school fees, uniforms, textbooks 3 = Cannot pay transportation/far away 4 = Early marriage (girl) 5 = Absent teacher/poor-quality teaching 6 = Poor school facilities (building, toilets, etc.) 7 = No schools for girls/female teachers available 8 = No boarding school available 9 = Domestic household chores unpaid (e.g. child care, washing) 10 = Child works for household unpaid (e.g. farming, family business) 11 = Child works for cash or food (e.g. casual work, petty trade, begging) 12 = Not interested 13 = Other reasons (specify) _____ 99 = Not applicable	1.22	1.23	

II – HOUSING, WATER AND ENERGY ACCESS

2.1	<i>[Ask this question if it is relevant for the particular assessment and context. Adjust wording if there is displacement]</i> When did you move here (displaced or resident)? [ADJUST RECALL PERIODS AS APPROPRIATE, CONSIDERING THE TIMES OF THE FIRST DISPLACEMENT AND THE ASSESSMENT] 1 = Resident 2 = Displaced less than 3 months ago 3 = Displaced 3–6 months ago 4 = Displaced 6–12 months ago 5 = Displaced >12 months ago What was the main reason for you to come here? [ADJUST POSSIBLE ANSWERS AS APPROPRIATE] 1 = Insecurity in place of origin (conflict, threats – may include loss of house, land, animals) 2 = Loss or lack of harvest for climatic reasons (drought, floods, landslide) 3 = Death of animals for climatic reasons (drought, floods) 4 = Lack of pasture or water for animals 5 = Loss or lack of economic opportunities/lack of labour in place of origin 6 = To graze/water animals 7 = To join other family members 8 = To receive health treatment 9 = For education/study purposes 10 = For another reason (specify) _____	_____ <i>If answer is 1, go to 2.3</i>
2.2		_____
2.3	Observe and note the type of dwelling [ADJUST CATEGORIES AS APPROPRIATE] 1 = private house mostly in durable material (brick, cement) 2 = private dwelling mostly in non-durable material (planks, plastic, mud, grass) 3 = flat in multi-storey building 4 = room(s) in a shared house or shared flat 5 = room(s) in a collective centre/public building 6 = tent /plastic sheeting/shelter in camp 7 = other (specify) _____	_____ <i>If answer is 5 or 6, go to 2.9</i>
2.4	Are you the owner of your dwelling?	0 = No / 1 = Yes _____ → If Yes, go to 2.9
2.5	Do you have to pay rent for your dwelling?	0 = No / 1 = Yes _____ → If No, go to 2.9
2.6	How much rent do you pay per month?	[LOCAL CURRENCY] _____
2.7	Are you currently in debt for rent payment?	0 = No / 1 = Yes _____ → If No, go to 2.9
2.8	Has your debt for rent increased over the past 6 months? [ADJUST RECALL PERIOD AS APPROPRIATE, FOR EXAMPLE REFER TO THE BEGINNING OF THE CRISIS]	0 = No / 1 = Yes _____

	At the moment		6 months ago	
[ADJUST RECALL PERIOD AS APPROPRIATE; FOR EXAMPLE REFER TO THE BEGINNING OF THE CRISIS; CONSIDER SEASONAL ISSUES IF APPROPRIATE (eg. SOURCE OF WATER)]				
[OPTIONAL: for when the crisis is expected to have affected the following]				
Where do household members go to use a toilet? 1 = Flush latrine/toilet with water 2 = Traditional pit latrine (no water) - Open pit (no roof or no walls) 3 = Communal latrine 4 = None/bush	2.9	__	2.10	__
Where do you obtain water for drinking? 1 = Safe source (piped water, public tap, tube well/borehole, protected well, protected spring water, rainwater, bottled water) 2 = Unsafe source (river, unprotected well, unprotected spring water, canal)	2.11	__ If answer is 1, go to 2.15	2.12	__ If answer is 1, go to 2.15
Do you treat the water before drinking it? 0 = No 1 = Yes, with chlorine tablets 2 = Yes, by boiling 99 = Do not know	2.13	__	2.14	__
[OPTIONAL: for when the crisis is expected to have affected the following]				
How long does it take to reach the main source of drinking-water and come back (in minutes walking)? Write "0" if within the house or dwelling	2.15	__ mins	2.16	__ mins
What is your main source of fuel for cooking? 1 = Wood 2 = Animal dung 3 = Electricity 4 = Gas 5 = Coal/charcoal 6 = Other (specify)	2.17	__	2.18	__
What is the main constraint to access to cooking fuel? 1 = Distance 2 = Insecurity 3 = Cost 4 = Other (specify)	2.19	__	2.20	__
What is your main source of fuel for heating? 1 = Wood 2 = Animal dung 3 = Electricity 4 = Gas 5 = Coal/charcoal 6 = Other (specify)	2.21	__	2.22	__

III – CROPS

Do you usually cultivate (own + rented)?		a home garden other landfields	0 = No / 1 = Yes	3.1	3.2	ha	ha	
If the household does NOT usually cultivate a garden or other land, go to column D below, ask about food crops and continue with columns E and F								
3.3	Did you plant LAST season?	ASK ONLY ABOUT THE CROPS THAT ARE USUALLY CULTIVATED BY THE HOUSEHOLD (DO NOT WRITE ZERO)						
[ADJUST THE 6 (or fewer) MAIN CROPS AS APPROPRIATE]	Do you usually cultivate these crops? 0 = No 1 = Yes If No, do not ask the other questions for these crops	A What area of these crops have you planted this season? [DEFINE THE UNIT OF MEASURE PRIOR TO THE SURVEY]		B What proportion of the crop (harvest or area) has been damaged or lost?		C How much of these products do you USUALLY SELL? [DEFINE THE UNIT OF MEASURE PRIOR TO THE SURVEY]		
		3.4	3.5	3.6	3.7	3.8	3.9	3.10
Tomatoes	3.4	3.5	3.6	3.7	3.8	3.9	3.10	3.11
Onions	3.11	3.12	3.13	3.14	3.15	3.16	3.17	3.18
Potatoes	3.18	3.19	3.20	3.21	3.22	3.23	3.24	3.25
Wheat	3.25	3.26	3.27	3.28	3.29	3.30	3.31	3.32
Sorghum	3.32	3.33	3.34	3.35	3.36	3.37	3.38	3.39

3.46	Will you plant NEXT season?	0 = No / 1 = Yes	If Yes, go to 4.1
If you will NOT plant next season, why not? [ADJUST CATEGORIES AS APPROPRIATE, FOR EXAMPLE CONSIDER INSECURITY ISSUES, DISPLACEMENT, ETC.]			
3.47	Garden or land too far away		
3.48	Insecurity when cultivating or harvesting		
3.49	Land under water/washed away		
3.50	Lack of seeds/seedslings		
3.51	Lack of irrigation or drought conditions prevent cropping		
3.52	Lack of fertilizer/poor soil fertility		
3.53	Lack of pesticide/crop disease		
3.54	Lack of tools/farm machinery		
3.55	Lack of storage facilities/losses		
3.56	Lack of workforce		
3.57	Lack of market for produce sales		
3.58	Will be absent during planting season		
3.59	Other constraints (specify)		

IV – ANIMALS

Ask questions column by column (IF IMPORTANT IN THE CONTEXT, ADD PIGS, DRAUGHT/TRANSPORT ANIMALS (e.g. horses/donkeys, buffaloes))	Cattle		Sheep and/or goats		Poultry	
	4.1	4.2	4.3	4.4	4.5	4.6
How many of these animals do you CURRENTLY own? Did you own these animals 6 months ago? 0 = No / 1 = Yes (ADJUST RECALL PERIOD AS APPROPRIATE, FOR EXAMPLE REFER TO THE BEGINNING OF THE CRISIS)	4.1	4.2	4.3	4.4	4.5	4.6
Have you sold any animals during the past 6 months? 0 = No / 1 = Yes (ADJUST RECALL PERIOD AS APPROPRIATE, FOR EXAMPLE REFER TO THE BEGINNING OF THE CRISIS)	4.7	4.8	4.9	4.7	4.8	4.9
If yes, have you sold reproductive females? 0 = No / 1 = Yes	4.10	4.11	4.12	4.10	4.11	4.12
What was the main reason for selling animals (reproductive or not)? 1 = Need of money, 2 = Old age/sickness 3 = Infertility, 4 = Lack of water 5 = Lack of fodder/animal feed/pasture 6 = Other reason (specify)	4.13	4.14	4.15	4.13	4.14	4.15
Did you sell more animals than usual for this time of year? 0 = No / 1 = Yes	4.16	4.17	4.18	4.16	4.17	4.18
Have some animals died during the past 6 months? 0 = No / 1 = Yes (ADJUST RECALL PERIOD AS APPROPRIATE, FOR EXAMPLE REFER TO THE BEGINNING OF THE CRISIS)	4.19	4.20	4.21	4.19	4.20	4.21
What was the main cause of death? (ADJUST CATEGORIES AS APPROPRIATE) 1 = Low temperatures 2 = Old age/sickness/miscarriage 3 = Injury 4 = Lack of water 5 = Lack of fodder/animal feed 6 = Other reason (specify)	4.22	4.23	4.24	4.22	4.23	4.24
What are your main difficulties with animal raising? (ADJUST CATEGORIES AS APPROPRIATE)	0 = No 1 = Yes					
4.25 Lack of money to buy animals						
4.26 Lack of water						
4.27 Lack of pasture/animal feed expensive						

4.28	Lack of shelter for animals			
4.29	Animal diseases/lack of veterinary services			
4.30	Lack of workforce to look after animals			
4.31	Lack of market to sell animals/products			
4.32	Thefts/looting			
4.33	Other constraint (specify) _____			

V – INCOME SOURCES, KINSHIP SUPPORT AND ASSETS

[ADJUST RECALL PERIOD AS APPROPRIATE. FOR EXAMPLE REFER TO THE BEGINNING OF THE CRISIS]		Currently		6 months ago	
How many household members earn income?		5.1	5.2		
What is your most important source of income? What comes second? [ADJUST INCOME CATEGORIES AS APPROPRIATE]		Most important source			
1 = Sale of cereal production (wheat, maize, barley) 2 = Sale of vegetables or fruits 3 = Sale of cotton, tobacco, or other cash crop 4 = Sale of animals/animal products 5 = Agricultural wage labour (employed for farm work) 6 = Non-agricultural labour (employed as store guard, bar waiter, domestic worker, etc.) 7 = Self-employed (taxi, carpenter, electrician, etc.) 8 = Government employee (teacher, health agent, administration) 9 = Private company or NGO employee 10 = Irregular daily labour, casual worker 11 = Sale of handicrafts 12 = Petty trade (small scale) 13 = Business (larger scale) 14 = Pension 15 = Household allowances, unemployment benefits 16 = Remittances from migrants (inside or outside country) 17 = Other (specify): _____ 99 = 2 nd source of income		5.3	5.4		
What share of your total income do these two sources of income provide? <i>Use proportional piling if needed</i> <i>Total may not =100% if there are more than 2 sources of income, but should not be more than 100%</i>		5.5	5.6		
Are these two sources of income regular? 1 = Temporary/casual 2 = Seasonal 3 = Stable/permanent		5.7	5.8		

5.19	Are there members of your household who are not working but are currently looking for work ?	0 = No / 1 = Yes		__
5.10	Has your income changed in the past 6 months ? [ADJUST RECALL PERIOD AS APPROPRIATE. FOR EXAMPLE REFER TO THE BEGINNING OF THE CRISIS] 1 = No change / 2 = Decreased / 3 = Increased	__		If No change, go to 5.12
5.11	By how much has it changed (decreased or increased)? <i>Estimate the proportion (in %). Use proportional piling if needed</i>	__ %		
5.12	When you are in need, can you receive food from relatives, neighbours or friends ?	0 = No 1 = Yes		__
5.13	Have you received such support in the past 6 months ? [ADJUST RECALL PERIOD AS APPROPRIATE. FOR EXAMPLE REFER TO THE BEGINNING OF THE CRISIS]	0 = No 1 = Yes		__
5.14	Are you supporting relatives with food or with cash at the moment?	__		__
5.15	Do you have family members who have migrated out ?	0 = No 1 = Yes	If No, go to 5.23	
		Migrant No.1	Migrant No.2	Migrant No.3
	When did they leave? 1 = Less than 1 month ago 2 = Less than 6 months ago 3 = 6–12 months ago 4 = More than 1 year ago 99 = No 2 nd migrant, or no 3 rd migrant	5.16 __	5.17 __	5.18 __
	Why did they leave? 1 = Work 2 = Studies 3 = Health treatment 4 = Family reunion 5 = Insecurity/threats 99 = No 2 nd migrant, or no 3 rd migrant	5.19 __	5.20 __	5.21 __
5.22	Do any of the migrants send money back ?	0 = No 1 = Yes		__
	Do you currently own?	0 = No 1 = Yes		0 = No 1 = Yes
5.23	Fridge	5.24	Farm machinery (tractor, other)	
5.25	Oven (electric, gas)	5.26	Agricultural tools (machete, hoe, etc.)	
5.27	Television	5.28	Bicycle	
5.29	Satellite dish	5.30	Motorbike	
5.31	Radio	5.32	Car, taxi, truck	
5.33	Cell phone	5.34	Cash, other savings (e.g. jewellery)	
5.35	Sewing machine	5.36	Bank account	

VI – EXPENDITURES AND DEBTS

In local currency		How much did you spend LAST WEEK for FOOD?	How much did you spend LAST MONTH on:	
6.1	Bread, wheat [ADJUST STAPLE FOODS AS APPROPRIATE]	____	6.2	Fuelwood/charcoal ____
6.3	Rice	____	6.4	Gas/electricity ____
6.5	Cassava	____	6.6	Kerosene/petrol
6.7	Potatoes	____	6.8	Housing (rent, repairs) ____
6.9	Oil, butter, ghee	____	6.10	Water ____
6.11	Sugar, honey, jam	____	6.12	Health ____
6.13	Milk, cheese, yogurt	____	6.14	Education ____
6.15	Meat, fish, eggs	____	6.16	Transportation (for private purposes) ____
6.17	Vegetables, fruits	____	6.18	Clothing, shoes ____
6.19	Groundnuts, nuts	____	6.20	Soap, hygiene items ____
6.21	Other food expenditures (condiments, beverages, etc.)	____	6.22	Ceremonies, entertainment ____
6.23	Meals outside, snacks, beverages consumed outside home	____	6.24	Reimbursement debts ____
			6.25	Any other non-food expenditures ____
6.26	Have your expenditures changed compared with 6 months ago? [ADJUST RECALL PERIOD AS APPROPRIATE. FOR EXAMPLE REFER TO THE BEGINNING OF THE CRISIS] 1 = No change 2 = Decreased 3 = Increased ____			
Which expenditures have changed?		6.27 Food	____	6.28 Health ____
1 = No change 2 = Decreased 3 = Increased		6.29 Energy (cooking, heating, lighting)	____	6.30 Education ____
		6.31 Housing	____	6.32 Transportation ____

6.33	Do you have any debt or credit to repay at the moment?			→ If No, go to 7.1
6.34	Have you have contracted new debts or credit in the past 6 months ? [ADJUST RECALL PERIOD AS APPROPRIATE, FOR EXAMPLE REFER TO THE BEGINNING OF THE CRISIS]	0 = No 1 = Yes		→ If No, go to 6.36
6.35	What was the main reason for new debts or credit ? 1 = To buy food 2 = To cover health expenses 3 = To pay school, education costs 4 = To buy agricultural inputs (seed, tools...) 5 = To buy animal feed, fodder, veterinary 6 = To buy animals 7 = To buy or rent land 8 = To buy or rent a flat/house 9 = To buy clothes, shoes 9 = To pay for ceremonies 10 = To pay ticket/cover travel for migration 11 = Other reason (specify) _____			
6.36	Who is the main source of credit for all debts and loans (recent and old)? 1 = Relatives (excluding remittances from migrants abroad) 2 = Traders/shopkeepers 3 = Bank/credit institution/micro-credit project 4 = Money lender 5 = Landlord (more than 1 month behind in rent) 6 = Other (specify) _____			
6.37	In how many months do you think you will be able to repay your debts or credit?			months

VII – FOOD CONSUMPTION

Yesterday, how many meals were eaten by:			Adults		Children 1–5 years	
How does this compare with usual?			7.1	7.2		
1 = Less / 2 = Same / 3 = More			7.3	7.4		
Do NOT count small quantities (less than 1 teaspoon/person) [ADJUST THE LIST AS APPROPRIATE, BUT KEEP TO A MAXIMUM OF 13–14 ITEMS]	On how many of the PAST 7 DAYS was the food item eaten?	What was the main source of food in the PAST 7 DAYS?	Where do you USUALLY obtain most of this food? [Ask for each food listed, even if not consumed in the past 7 days]			
	0 = Not eaten 1 = 1 day 2 = 2 days 3 = 3 days 4 = 4 days 5 = 5 days 6 = 6 days 7 = 7 days	1 = Own crop/garden production 2 = central market purchase 3 = Local market/shop purchase 4 = Work for food 5 = Borrowing/debts 6 = Gifts from neighbours/relatives 7 = Food aid 8 = Barter or trade of goods/services 9 = Scavenging for food/wild food collection 99 = Not eaten in past 7 days or usually not eaten				
Bread, wheat	7.5		7.6	7.7		
Rice	7.8		7.9	7.10		
Potatoes	7.11		7.12	7.13		
Pasta, biscuits	7.14		7.15	7.16		
Beans, lentils, peas, nuts	7.17		7.18	7.19		
Vegetables	7.20		7.21	7.22		
Fruits	7.23		7.24	7.25		
Meat, offal	7.26		7.27	7.28		
Eggs	7.29		7.30	7.31		
Fish	7.32		7.33	7.34		
Milk, cheese, yogurt	7.35		7.36	7.37		
Sugar, honey, jam	7.38		7.39	7.40		
Oil, fats	7.41		7.42	7.43		
Street food 1 (specify which was the most frequent)	7.44		7.45	7.46		
Street food 2 (specify which was the 2 nd most frequent)	7.47		7.48	7.49		

VIII – SHOCKS, COPING STRATEGIES AND ASSISTANCE

What have been your main difficulties or shocks in the past 6 months? [ADJUST RECALL PERIOD AS APPROPRIATE. FOR EXAMPLE REFER TO THE BEGINNING OF THE CRISIS]		1 st difficulty		2 nd difficulty		3 rd difficulty	
Do NOT list, leave the household to answer spontaneously, then ask the household to rank the 3 most important [ADJUST THE LIST AS APPROPRIATE]		8.1		8.2		8.3	
1 = Loss employment/reduced salary 2 = Sickness/health expenditures 3 = Death of household member/funerals 4 = High food prices 5 = High fuel/transportation prices 6 = Rent payment 7 = Debt to reimburse 8 = Irregular/unsafe drinking-water 9 = Electricity/gas cuts 10 = Insecurity/thefts 11 = Poor harvest/drought 12 = Environmental problems (pollution, industries) 13 = Floods, heavy rains, landslides 14 = Other shock (specify) 99= No, 2 nd or no 3 rd difficulty mentioned							
8.4 Over the past 6 months, have there been times when you did not have enough money to buy food or cover other essential expenditures (health, cooking fuel, school, etc.)? [ADJUST RECALL PERIOD AS APPROPRIATE. FOR EXAMPLE REFER TO THE BEGINNING OF THE CRISIS]						0 = No 1 = Yes	
Over the past 6 months, did you have to do any of these things to meet food and other needs? [ADJUST RECALL PERIOD AS APPROPRIATE. FOR EXAMPLE REFER TO THE BEGINNING OF THE CRISIS]						0 = No / 1 = Yes	
8.5 Consume seed stocks held for next season							
8.6 Decrease expenditures for fertilizer, pesticide, fodder, animal feed, veterinary care, etc.							
8.7 Sell domestic assets (radio, furniture, fridge, TV, carpet, etc.)							
8.8 Sell productive assets (farm implements, sewing machine, motorbike, land, etc.)							
8.9 Sell more animals than usual							
8.10 Decrease expenditure for health care							
8.11 Take children out of school							
8.12 Seek alternative or additional jobs, work additional hours							
8.13 Increase the number of members out-migrating for work and/or food							
During the past 7 days, has anyone in your household done any of these things? [NOTE THAT THE 7-DAY RECALL IS ACCORDING TO THE LATEST GUIDANCE ON THE COPING STRATEGY INDEX FOR FOOD-RELATED STRATEGIES]				0 = Never 1 = Seldom (fewer than 15 out of 30 days) 2 = Often (more than 15 out of 30 days) 3 = Always			
8.14 Rely on less preferred and less expensive food							
8.15 Borrow food,							

8.16	Receive food gifts/rely on food help from friends or relatives				
8.17	Limit portion size at meals				
8.18	Restrict consumption by adults so that small children can eat				
8.19	Reduce number of meals eaten in a day				
8.20	Pass entire days without eating				
8.21	Purchase food on credit, incur debts				
Are you currently receiving this assistance? <i>Specifically ask about each type listed</i> [ADJUST THE LIST AS APPROPRIATE]		0 = No 1 = Yes	[ADJUST THE LIST AS APPROPRIATE]	0 = No 1 = Yes	
8.22	Food for schoolchildren (eaten at school or take-home)	__	8.23	Free seeds, fertilizer (including programmes with pay back)	__
8.24	Food for young/malnourished children or for pregnant/lactating women	__	8.25	Free agricultural tools	__
8.26	Free food ration for the household	__	8.27	Free fodder, animal feed	__
8.28	Food for work	__	8.29	Free veterinary services	__
8.30	Cash for work	__	8.31	Plastic sheeting, tent, other housing material	__
8.32	Cash transfers (grants, child subsidies, family subsidies, etc.) from NGOs, other agencies or government social assistance programmes	__	8.33	Cooking utensils, stove, kitchen set	__
8.34	Free health care/drugs	__	8.35	Clothes, blankets	__
8.36	Micro-credit	__	8.37	Mosquito nets	__
8.38	Free seeds, fertilizer (including programmes with pay back)	__	8.39	Cooking utensils	__
8.40	Free agricultural tools	__	8.41	Jerry cans	__
8.42	Free fodder, animal feed	__	8.43	Other assistance (<i>specify</i>)	__

At present, what are your priority requirements? Do NOT list, leave the household to answer spontaneously, then ask the household to rank the 3 most important ones	1 st priority		2 nd priority		3 rd priority	
1 = School feeding 2 = Food for young/malnourished children or other vulnerable groups 3 = Food for the household in general 4 = Cash transfers 5 = Credit 6 = Employment 7 = Increased wage, increased pension 8 = Seeds 9 = Fertilizer 10 = Pesticides 11 = Agricultural tools 12 = Fodder, animal feed 14 = Veterinary services 15 = Irrigation 16 = Water for domestic use 17 = Health services (infrastructure, staff), treatment (subsidies, free drugs) 18 = Clothes, shoes 19 = Roads 20 = Public transportation 21 = School infrastructure/teachers 22 = Housing/shelter (repairs, new) 23 = Fuel (subsidies, donated) 24 = Security 25 = Other assistance (specify)	8.44		8.45		8.46	

IX – UNDER-5 CHILDREN HEALTH AND NUTRITION STATUS

Ask only about children under 5 years - Complete 1st child (column), then move to next child

	Child No. 1	Child No. 2	Child No. 3
Sex of child – 1 = Male / 2 = Female	9.1.1 __	9.2.1 __	9.3.1 __
Date of birth [If supported by a document or checked – If no document or not known, estimate age in months]	9.1.2 ____/____/____ day / month / year	9.2.2 ____/____/____ day / month / year	9.3.2 ____/____/____ day / month / year
Age in months [Estimate if date of birth is uncertain or unknown]	9.1.3 __ months	9.2.3 __ months	9.3.3 __ months
Has the child been sick in the 2 weeks before the survey? 0 = No / 1 = Yes	9.1.4 __ If No, go to 9.1.9	9.2.4 __ If No, go to 9.2.9	9.3.4 __ If No, go to 9.3.9
What was the child's main sickness? 1 = Fever 2 = Repeated coughs/breathing difficulties 3 = Diarrhoea 4 = Measles 5 = Other	9.1.5 __	9.2.5 __	9.3.5 __
Was the child taken to a health service? 0 = No / 1 = Yes	9.1.6 __ If Yes, go to 9.1.8	9.2.6 __ If Yes, go to 9.2.8	9.3.6 __ If Yes, go to 9.3.8
If the child was not taken, why? 1 = Not serious 2 = Far away/lack transport 3 = Lack money 4 = Does not like/distrusts 5 = Other source of treatment was used 6 = Other (specify)	9.1.7 __	9.2.7 __	9.3.7 __
[Optional (see with UNICEF)] If the child had diarrhoea, did you give him/her oral rehydration solution (ORS)? 0 = No / 1 = Yes 99 = Did not have diarrhoea	9.1.8 __	9.2.8 __	9.3.8 __
Did the child receive a vitamin A capsule during the past 6 months? [Show capsule!] 0 = No / 1 = Yes	9.1.9 __	9.2.9 __	9.3.9 __
Did the child receive breast milk yesterday? 0 = No / 1 = Yes	9.1.10 __	9.2.10 __	9.3.10 __
[Questions from 9.1.11 to 9.1.27 are optional and useful mostly if there is capacity to analyse the standard infant feeding indicators] Did the child receive animal milk yesterday? 0 = No / 1 = Yes	9.1.11 __	9.2.11 __	9.3.11 __
How many times did the child receive breast milk or animal milk yesterday?	9.1.12 __	9.2.12 __	9.3.12 __
Did the child receive solid, semi-solid or soft foods yesterday? 0 = No / 1 = Yes	9.1.13 __ If No, go to 9.1.28	9.2.13 __ If No, go to 9.2.28	9.3.13 __ If No, go to 9.3.28
How many times did the child receive food yesterday?	9.1.14 __	9.2.14 __	9.3.14 __

What food items did the child eat yesterday? 0 = No / 1 = Yes						
Wheat, bread, rice, pasta, biscuits	9.1.15	_	9.2.15	_	9.3.15	_
Potatoes	9.1.16	_	9.2.16	_	9.3.16	_
Beans, peas, lentils, nuts	9.1.17	_	9.2.17	_	9.3.17	_
Milk, cheese, yogurt	9.1.18	_	9.2.18	_	9.3.18	_
Meat, liver, kidney, chicken, fish	9.1.19	_	9.2.19	_	9.3.19	_
Eggs	9.1.20	_	9.2.20	_	9.3.20	_
Yellow/orange vegetables (pumpkin, carrots) and/or fruits (apricots, plums)	9.1.21	_	9.2.21	_	9.3.21	_
Other vegetables and fruits, including fruit juices	9.1.22	_	9.2.22	_	9.3.22	_
Tea	9.1.23	_	9.2.23	_	9.3.23	_
Plain or sugary water	9.1.24	_	9.2.24	_	9.3.24	_
Infant formula	9.1.25	_	9.2.25	_	9.3.25	_
Porridge	9.1.26	_	9.2.26	_	9.3.26	_
Vitamins, mineral supplements and/or medicine	9.1.27	_	9.2.27	_	9.3.27	_
<i>[Anthropometric measurements are optional and must be done only if quality (training, supervision, equipment) and analytical capacity are ensured. MUAC is the simplest.]</i> Has the child got bilateral oedema ? 0 = No / 1 = Yes						
	9.1.28	_	9.2.28	_	9.3.28	_
What is the child's weight	9.1.29	_ _ kg	9.2.29	_ _ kg	9.3.29	_ _ kg
What is the child's height	9.1.30	_ _ cm	9.2.30	_ _ cm	9.3.30	_ _ cm
What is the child's MUAC	9.1.31	_ _ cm	9.2.31	_ _ cm	9.3.31	_ _ cm

III – SOURCES OF FOOD AND INCOME AND MARKETS

What are the 3 main sources of income for households? [ADJUST RECALL PERIOD AS APPROPRIATE, FOR EXAMPLE REFER TO BEFORE THE DISASTER] [ADJUST CATEGORIES AS APPROPRIATE – MAKE SURE THEY ARE ALIGNED WITH THOSE USED IN THE HOUSEHOLD QUESTIONNAIRE] 1 = Sale of wheat or potato production 2 = Sale of vegetables or fruits 3 = Agricultural wage labour 4 = Self-employed (taxi, carpenter, etc.) 5 = Non-agricultural wage labour (store work, restaurant waiting, bank, services, etc.) 6 = Government employee salary 7 = NGO, private company salary 8 = Sale of handicrafts 9 = Sale of animals/animal products 10 = Petty trade 11 = Pension, allowances 12 = Daily or casual worker 13 = Sale of homemade food products 14 = Remittances 15 = Other (specify): _____ 99 = No 2 nd or no 3 rd source of income		Currently 3.1 1 st income: __		6 months ago 3.2 1 st income: __	
		3.3 2 nd income: __		3.4 2 nd income: __	
		3.5 3 rd income: __		3.6 3 rd income: __	
What portion of people are engaged in the various sources of income?		Currently		6 months ago	
1st source of income (see answer to previous question)		3.7	__ % 1 st income	3.8	__ % 1 st income
2nd source of income (see answer to previous question)		3.9	__ % 2 nd income	3.10	__ % 2 nd income
3rd source of income (see answer to previous question)		3.11	__ % 3 rd income	3.12	__ % 3 rd income
How do households obtain most of their food? [ADJUST RECALL PERIOD AS APPROPRIATE, FOR EXAMPLE REFER TO BEFORE THE DISASTER] [ADJUST CATEGORIES AS APPROPRIATE – MAKE SURE THEY ARE ALIGNED WITH THOSE USED IN THE HOUSEHOLD QUESTIONNAIRE] 1 = Own crops/garden production 2 = Purchase 3 = Work for food 4 = Borrowing food/debts 5 = Gifts from neighbours/relatives 6 = Food aid 7 = Barter or trade of goods		Currently		6 months ago	
		3.13	1 st source: __	3.14	1 st source: __
		3.15	2 nd source: __	3.16	2 nd source: __
What proportion of households use these two sources of food?		Currently		6 months ago	
1st source of food (see answer to previous question)		3.17	__ % 1 st source	3.18	__ % 1 st source
2nd source of food (see answer to previous question)		3.19	__ % 2 nd source	3.20	__ % 2 nd source
Where do most households go to purchase food? 1 = Local market within the village (or city neighbourhood) 2 = Local market in neighbouring village (or neighbourhood) 3 = Local shop within the village (or city neighbourhood) 4 = Travelling vendors		Currently		6 months ago	
		3.21	Purchase at: __	3.22	Purchase at: __
What foods are available at the local (nearest) market? [SELECT UP TO 8 MAIN FOODS AS APPROPRIATE]		Currently compared with 6 months ago			
Potatoes		3.23	__		
Wheat		3.24	__		
Sorghum		3.25	__		
Lentils		3.26	__		
Vegetables		3.27	__		
Milk, dairy products		3.28	__		
Meat		3.29	__		
What are the trends for food prices at the local (nearest) market? [SELECT UP TO 8 MAIN FOODS AS APPROPRIATE]		Currently compared with 6 months ago			
Potatoes		3.30	__		
Wheat		3.31	__		
Sorghum		3.32	__		
Lentils		3.33	__		
Vegetables		3.34	__		
Milk, dairy products		3.35	__		
Meat		3.36	__		

What are the trends for livestock (live animals) prices at the local (nearest) market? [SELECT UP TO 4 ANIMAL SPECIES AS APPROPRIATE]		Currently compared with 6 months ago	
Cattle (specify sex, age, race if appropriate)	1 = Doubled or more compared with 6 months ago	3.37	_
Sheep (specify sex, age, race if appropriate)	2 = Increased but less than doubled 3 = No change/almost no change	3.38	_
Goats (specify sex, age, race if appropriate)	4 = Decreased compared with 6 months ago	3.39	_
What are the wage levels for unskilled casual labour? [SELECT UP TO 4 TYPES OF LABOUR AS APPROPRIATE]		Currently	
Agricultural casual labour (e.g. weeding)	[LOCAL CURRENCY] per day	3.40	_ _ _
Non-agricultural casual labour (e.g. construction)		3.42	_ _ _
		3.41	_ _ _
		3.43	_ _ _

IV – CROPS AND LIVESTOCK

[SELECT UP TO 6 MAIN CROPS AS APPROPRIATE – MAKE SURE THEY ARE ALIGNED WITH THOSE USED IN THE HOUSEHOLD QUESTIONNAIRE]									
	Tomatoes	Onions	Potatoes	Wheat	Sorghum	Lentils			
What proportion of households usually cultivate? <i>Use categories if easier (1 = None, 2 = Less than half the HHs, 3 = About half, 4 = more than half, 5 = practically all HHs)</i>	4.1	4.2	4.3	4.4	4.5	4.6	_	_	_
	(or _)	(or _)	(or _)	(or _)	(or _)	(or _)	(or _)	(or _)	(or _)
What is the estimated damage to these crops? <i>Instead of % of damage, use categories if easier (1 = No damage, 2 = Less than half crop damaged, 3 = About half, 4 = More than half, 5 = Practically all crop damaged)</i>	4.7	4.8	4.9	4.10	4.11	4.12	_	_	_
	(or _)	(or _)	(or _)	(or _)	(or _)	(or _)	(or _)	(or _)	(or _)
What will be the main constraints to cultivation for households next season? [ADJUST CATEGORIES AS APPROPRIATE – MAKE SURE THEY ARE ALIGNED WITH THOSE USED IN THE HOUSEHOLD QUESTIONNAIRE]						0 = No / 1 = Yes			
Loss of land (floods, landslides, occupied by others)						4.19	_		
Lack of fertilizer						4.20	_		
Lack of pesticides						4.21	_		
Lack of agricultural tools						4.22	_		
Lack of irrigation						4.23	_		
Lack of workforce						4.24	_		
Insecurity when reaching fields						4.25	_		
[SELECT UP TO 4 MAIN ANIMAL SPECIES AS APPROPRIATE – MAKE SURE THEY ARE ALIGNED WITH THOSE USED IN THE HOUSEHOLD QUESTIONNAIRE]				Cattle	Sheep and/or goats	Poultry			
What proportion of households usually own these animals? <i>Use categories if easier (1 = None, 2 = Less than half of HHs, 3 = About half, 4 = More than half, 5 = practically all HHs)</i>	4.26	_	%	4.27	_	%	4.28	_	%
	(or _)			(or _)	(or _)		(or _)	(or _)	
What are the estimated losses (deaths) of these animals? <i>Instead of % of damage, use categories if easier (1 = No losses, 2 = Less than half animals lost, 3 = About half, 4 = More than half, 5 = Practically all animals lost)</i>	4.29	_	%	4.30	_	%	4.31	_	%
	(or _)			(or _)	(or _)		(or _)	(or _)	
What will be the main constraints to continuing or resuming animal raising for households next season? [ADJUST CATEGORIES AS APPROPRIATE – MAKE SURE THEY ARE ALIGNED WITH THOSE USED IN THE HOUSEHOLD QUESTIONNAIRE]						0 = No / 1 = Yes			
Lack of pasture/animal feed too expensive						4.32	_		

Lack of water	4.33	__
Lack of veterinary services/animal diseases	4.34	__
Lack of animal shelter	4.35	__
Lack of workforce	4.36	__
Lack of market for selling animals or animal products	4.37	__
Insecurity when moving to pastures or migrating with animals	4.38	__

V – HEALTH AND EDUCATION

[ADJUST RECALL PERIOD AS APPROPRIATE, FOR EXAMPLE REFER TO BEFORE THE DISASTER]	Currently	6 months ago
Where do most households go for health treatment ? 1 = Health centre within the village (<i>or city neighbourhood</i>) 2 = Health centre in neighbouring village (<i>or neighbourhood</i>) 3 = Health centre/hospital in nearest district (<i>or city</i>) 4 = Mobile/outreach clinic 5 = Private clinic 6 = Traditional healer 7 = Home made treatment	5.1 __	5.2 __
How long does it take to walk to the nearest health centre?	5.3 __ min	5.4 __ min
What are the main diseases affecting the population? 1 = Acute respiratory infections 2 = Malaria 3 = Diarrhoea 4 = Skin problems 5 = Other (<i>specify</i>)	5.5 __	5.6 __
What are currently the main constraints for households to receive health treatment? [ADJUST CATEGORIES AS APPROPRIATE] Do NOT read the categories, leave the respondent to answer spontaneously	0 = No / 1 = Yes	
Distance	5.7 __	
Lack of money to pay for drugs and/or treatment	5.8 __	
Lack of drugs within the health centre	5.9 __	
Lack of doctors and other health agents	5.10 __	
Insecurity when reaching the centre	5.11 __	
[ADJUST RECALL PERIOD AS APPROPRIATE, FOR EXAMPLE REFER TO BEFORE THE DISASTER]	Currently	6 months ago
Where do most children go to primary school ? 1 = Primary school in the village (<i>or city neighbourhood</i>) 2 = Primary school in neighbouring village (<i>or neighbourhood</i>)	5.12 __	5.13 __
How long does it take to walk to the nearest primary school?	5.14 __ min	5.15 __ min
Currently, what are the main constraints for households sending their girls and their boys to primary school? [ADJUST CATEGORIES AS APPROPRIATE] Do NOT read the categories, leave the respondent to answer spontaneously	0 = No / 1 = Yes	
	Boys	Girls
Distance	5.16 __	5.17 __
Lack of money for clothing, uniform, textbooks etc.	5.18 __	5.19 __
Lack of teachers	5.20 __	5.21 __
Poor school facilities	5.22 __	5.23 __
Insecurity when reaching the school	5.24 __	5.25 __
Children sick or hungry	5.26 __	5.27 __
Children have to work/help with household chores	5.28 __	5.29 __

VI – MAIN PROBLEMS, PRIORITIES AND INTERVENTIONS

What have been the 3 main difficulties or shocks that have affected people in the village/city neighbourhood in the past 2 years? [ADJUST RECALL PERIOD AS APPROPRIATE] [ADJUST CATEGORIES AS APPROPRIATE] 1 = Drought 2 = Hurricane 3 = Floods, landslides 4 = Cold temperatures 5 = High food prices 6 = High fuel prices 7 = Human epidemics 8 = Lack of health care 9 = Electricity cuts 10 = Animal disease 11 = Locust infestation 12 = Violence, insecurity 13 = Arrival of displaced people, or refugees 14 = Increased difficulties with migrating and receiving remittances 15 = Loss of employment		6.1		6.2		6.3	
Do you think that the problems of people in the village/neighbourhood are different from last year at the same period? 1 = Fewer problems 2 = Same as last year 3 = More problems than last year		6.4	If 1 or 2, go to 6.6				
What would you say is the main reason for the worsening of the situation? 1 = Price rises 2 = Drought/irregular rains 3 = Floods 4 = Other climatic event (snow, hail, winds, frosts) 5 = Landslides/erosion 6 = Crop pests and diseases 7 = Livestock diseases 8 = Human disease/epidemics 9 = Insecurity/violence 10 = Restricted access to markets 11 = Unemployment 12 = Other reason (specify)		6.5					
When was the last time that a crisis comparable to this one occurred? <i>Write 9999 if cannot answer</i>		6.6	year				
Which population groups face the most problems with access to food and income? Do NOT read the categories, leave the respondents to answer spontaneously [ADJUST CATEGORIES AS APPROPRIATE]		0 = No / 1 = Yes					
Large families		6.7					
The elderly, pensioner		6.8					
Households with disabled members		6.9					
Households headed by a woman		6.10					
Households with orphans		6.11					
Households with no land		6.12					
Households with no animals		6.13					
Households with no migrants sending remittances, or no migrants at all		6.14					
At present, what are the priority requirements for the majority of households? Do NOT read the categories, leave the key informants to answer spontaneously Once done, ask the key informants to rank the 3 most important ones [ADJUST CATEGORIES AS APPROPRIATE – MAKE SURE THEY ARE ALIGNED WITH THOSE USED IN THE HOUSEHOLD SURVEY (triangulation)]							
1 = School feeding 2 = Food for young/malnourished children or other vulnerable groups 3 = Food for households in general 4 = Cash transfers 5 = Credit 6 = Employment 7 = Increased wages, increased pensions 8 = Seeds 9 = Fertilizers 10 = Pesticides 11 = Agricultural tools 12 = Fodder, animal feed 14 = Veterinary services 15 = Irrigation 16 = Water for domestic use 17 = Health services (infrastructure, staff), treatment (subsidies, free drugs) 18 = Clothes, shoes 19 = Roads 20 = Public transportation 21 = School infrastructure/teachers 22 = Housing/shelter (repairs, new) 23 = Fuel (subsidies, donations) 24 = Security 25 = Other assistance (specify)		6.15		6.16		6.17	
			1 st priority		2 nd priority		3 rd priority
Is this assistance currently provided in the village/neighbourhood? Specifically ask about each assistance listed [ADJUST THE LIST AS APPROPRIATE – MAKE SURE IT IS SIMILAR TO THE ONE USED IN THE HOUSEHOLD SURVEY (triangulation)]		0 = No 1 = Yes		[ADJUST THE LIST AS APPROPRIATE – MAKE SURE IT IS SIMILAR TO THE ONE USED IN THE HOUSEHOLD SURVEY (triangulation)]			0 = No 1 = Yes
6.18	Food for schoolchildren (eaten at school or take-home)		6.19	Free seeds, fertilizers (including programmes with pay back)			

6.20	Food for young/malnourished children or for pregnant/lactating women	__	6.21	Free agricultural tools	__
6.22	Free food ration for the household	__	6.23	Free fodder, animal feed	__
6.24	Food for work	__	6.25	Free veterinary services	__
6.26	Cash for work	__	6.27	Plastic sheeting, tent, other housing material	__
6.28	Cash transfers (grants, child subsidies, family subsidies etc.) from NGOs, other agencies or government social assistance programmes	__	6.29	Cooking utensils, stove, kitchen set	__
6.30	Free health care/drugs	__	6.31	Clothes, blankets	__
6.32	Micro-credit	__	6.33	Mosquito nets	__
6.34	Free seeds, fertilizer	__	6.35	Cooking utensils	__
6.36	Free agricultural tools	__	6.37	Jerry cans	__
6.38	Free fodder, animal feed	__	6.39	Other assistance (<i>specify</i>) _____	__

Annex 3: Sample checklist for focus group discussions

Annex 3: Sample checklist for focus group discussions

Questionnaire number: |_| |_| |_|

City/village name: _____ City/village code: |_| Region code: |_|

Neighbourhood/street name : _____ Neighbourhood/street code: |_| |_| |_|
[INCLUDED IN URBAN ASSESSMENTS ONLY]

Cluster code: |_| |_| HH questionnaire number: |_| |_| |_|

Date : |_| |_| / |_| |_| / |_| |_| |_| |_| Team number: |_| |_|
day month year

Enumerator names : _____ / _____

Instructions to facilitators:

- Ask the village/neighbourhood leader to help you gather from 5 to no more than 12 people in a relatively private area.
- In each village, hold one discussion with only men, OR with only women OR with a mixed group of men and women if acceptable. *[DECIDE THE APPROPRIATE COMPOSITION OF THE GROUPS BEFORE THE SURVEY STARTS, TAKING INTO ACCOUNT LOCAL CONTEXT AND CUSTOMS]*
- Each discussion should not last for more than 2 hours, preferably 1 to 1.5 hours.
- Selection of the participants should be guided by the village/neighbourhood. As far as possible, the people in the group should represent the average households living in the village/neighbourhood (i.e., neither the poorest of the poor, nor the most educated, well-off and influential people). *[DECIDE THE PROFILE OF PARTICIPANTS BEFORE THE SURVEY STARTS, TAKING INTO ACCOUNT THE SURVEY OBJECTIVES].*
- Local authorities and leaders should be asked not to be present at these discussions, as separate interviews will be conducted with them (use the key informants' questionnaire).
- Inform participants that the aim of the discussion is to find out more about how people are making a living in the area and how they handle the various difficulties they may be facing. The outputs will be important for understanding what the main constraints are, what is already being done to overcome these, and what remains problematic.
- Be clear that participation in the meeting does not mean that assistance will automatically be delivered to this particular village/neighbourhood, nor that participants will be targeted for support. However, the results will be communicated to higher-level people, who will use them to make decisions accordingly.
- As soon as discussion of the topic has finished, facilitators should take time to summarize it into the standard templates (included).
- If appropriate (check with village/neighbourhood leader) ask participants to introduce themselves. However, emphasize that during the discussion they should not speak only on their own behalf, but should reflect the situation of the majority of households in the village/neighbourhood as they know it.
- Start with two or three general questions to put people at ease, for example:

I will introduce myself and then I would like each of you to tell us your name, where you live in the village /neighbourhood and whether you have participated in a similar discussion before.

I- LIVELIHOODS AND INCOME

	What do most people in the village/neighbourhood do to obtain most of their incomes? <i>[As much as possible, align the answers with categories used in the household and/or key informant questionnaires]</i>	Groups whose income decreased	Main reasons
1.1	Answers may include: • Sale of own food production (staples) • Sale of cash crops (cotton, tobacco, coffee, horticulture, etc.) • Sale of animals • Sale of animal products (milk, cheese, meat, eggs, etc.) • Casual labour (irregular) • Regular employment (salaried worker) in agriculture • Regular employment (salaried employee) in a private company • Government work (teacher, health agent, etc.) • Remittances from family members elsewhere in the country or abroad • Pensions, etc. Are there population groups which have lost their income sources or are earning less than they did 6 months ago? [ADJUST THE RECALL PERIOD AS APPROPRIATE, FOR EXAMPLE REFER TO THE BEGINNING OF THE CRISIS]		
1.2	If yes, which groups, and why? Population groups may be: • Farmers • Cattle owners • Pensioners • Agricultural labourers • Teachers • Health staff, etc. Reasons may be: • Loss of land, increased cost of inputs, insecurity, etc. • Loss of animals, animal diseases, lack of water, etc. • Pensions paid irregularly, too low, etc. • No jobs, decreased wages, etc. • Low salaries, school closed etc. • Low salaries, health centre destroyed, etc.		

II- FOOD CONSUMPTION

2.1	How do most people in the village/neighbourhood currently obtain their food? <i>[As much as possible, align the answers with categories used in the household and/or key informant questionnaires]</i> Answers may include: • Consumption of their own stocks (staples, fruits) and animal products • Purchase at market (payment) • Purchase at market or shops on credit • Work for food • From relatives, friends or neighbours • From humanitarian assistance • From government social programme • Scavenging, collecting wild food, hunting, fishing • Begging, etc.	
2.2	Are there population groups that currently face difficulties procuring their food? If yes, which groups, and why? Population groups may be: • Farmers • Cattle owners • Agricultural labourers • Casual workers • Pensioners • Teachers • Displaced people	Groups with difficulties procuring food Main reasons

III – COPING STRATEGIES AND RESPONSES

	1) How do affected population groups cope with (respond to) their income and food difficulties? <i>As much as possible, align answers with categories used in the household and/or key informant questionnaires</i>	Behaviours for coping with income and food difficulties	• More severe • Same as before • Less severe
	2) Which of these behaviours are considered different from previous periods of difficulty? <i>Answers may include:</i> • Increase migration, more than usual • Enter into debts • Sell animals • Sell personal belongings (furniture, household items, jewellery) • Use savings • Decrease food consumption • Decrease expenditures for agricultural inputs • Decrease expenditures for clothing • Take children out of school • Ask help from relatives • Beg • Ask support from humanitarian institutions • Move away (if this is mentioned, identify where to), etc.		
3.1-3.2			
	When do you think that the population groups who have income or food difficulties will recuperate their pre-shock income or food consumption level? <i>Answers should be specific to each population group identified in 1.2 and 2.2, and may include:</i> • In the next 3 months • In the next 6 months • When the harvest comes, in XXX months • At least a year • May not recover, etc.	Groups with income and food consumption difficulties (see 1.2 and 2.2)	Time to recover
3.3			

Population groups may be:	Reasons may include:	
Displaced people	Arrived too late to be registered	
Women-headed households	Do not know where to go, have no time to queue at distribution points, etc.	
Landless labourers	Have no land, so do not benefit from agricultural inputs, and no other programme exists	
Disabled, elderly living alone	No one to assist them with obtaining assistance	

IV – MAIN DIFFICULTIES AND PRIORITIES

4.1	What have been the main shocks and difficulties faced by the village/neighbourhood inhabitants in the past year? [ADJUST RECALL PERIOD AS APPROPRIATE] <i>As much as possible, align answers with categories used in the household and/or key informant questionnaires</i> Answers may include, for example: • Drought • Hurricane • Floods, landslides • Cold temperatures • High food prices • High fuel prices • Epidemics • Loss of health care • Electricity cuts • Animal disease • Locust infestation • Violence, insecurity • Arrival of displaced people, refugees • Increased difficulties with migrating and receiving remittances • Loss of employment • Etc.	Current difficulties	• More severe • Same as before • Less severe
4.2	Are the current shock and difficulties different from in previous crises? <i>Specify for each current difficulty if there are several simultaneously drought + displacement, high food prices + hurricane, etc.)</i>		
4.3	If more severe than previous crises, when was the last time a crisis was as severe as this one?	<i>Write the years mentioned</i>	
4.4	What are the priorities for the village/neighbourhood	1st priority	2nd priority
			3rd priority

	inhabitants to prevent future crises? Write answers in the blank spaces in the table and ask participants to prioritize 3 of them As much as possible, align answers with categories used in the household and/or key informant questionnaires Answers may include: • Repair of roads, bridges • Village food stores • Credit • School to improve education • Creation of jobs • Provision of veterinary services • Repair of water sources • Ensured security • Etc.		
--	---	--	--

Annex 4: Main advantages and disadvantages of selected response options

Annex 4 – Main advantages and disadvantages of selected response options

Type of response	Advantages	Disadvantages
Addressing problems of inadequate food access for some or all households		
Food transfers: free food distribution, food for work (FFW)	- Food addresses consumption and nutrition deficiencies directly. It is likely to be consumed because it is less easily converted than cash. - At the household level, women usually manage food. - Food transfers are effective and necessary where markets are unable to meet all the needs of the population.	- Food distribution is often costly because of high overhead costs for transport, storage and administration.¹ - Food is bulky and difficult for beneficiaries to transport; when distribution points are not close to their homes, beneficiaries may incur significant transport costs. - A lengthy supply chain before the food arrives at a distribution point may lead to delays in distributing the food. - If food distribution is large scale or continues for a long time, and local farmers are trying to sell their own production, it can distort the local market and economy, reduce local producers' income and be a disincentive to future local food production. - Available food aid commodities may not meet all the nutrient requirements of populations or satisfy local preferences and tastes. - Food may be used as a weapon in conflict situations, and warring factions may impose administrative obstacles.
Cash transfers: cash distribution, cash for work (CFW)	- Cash allows households to define their own spending priorities. - Where some foods are available at the market, cash can complement food distribution by enabling beneficiaries to make up for a lack of variety in food rations. - Cash transfers can help people recover livelihoods and support survival, as part of a mixed recovery package. - Cash injections can stimulate the economy and encourage productivity. - Cash is more cost-efficient than other response options, as distribution costs are minimal.	- Cash cannot be used in a barter economy, only in a cash economy. - Targeting may be difficult, as cash is attractive to everyone. - Cash injections can lead to inflation, unless market traders are ready and able to increase supplies immediately. - Women are normally responsible for feeding the family, but may not have control of the money and how it is spent. - Donors may be less willing to provide cash than food for distribution, especially when large quantities are required.
Public works projects: FFW, CFW	- Works projects provide employment to the unemployed, so have important psychological as well as economic benefits. - They can help improve food	Large-scale works projects are difficult to organize quickly under acute crisis conditions – administrative demands are often unmanageable in an emergency context. They are best suited to slow-onset crises, the

¹ The costs involved in transporting, storing and handling food commodities from the point of origin to the distribution site are often several times the purchase cost of the commodities, especially when long distances and difficult logistics are involved.

Annex 4 – Main advantages and disadvantages of selected response options

	access and availability for the whole community by creating a communal asset via FFW or CFW, or the conditions for recovery via food for recovery (FFR). Some works projects are self-targeting – only those in real need participate.	recovery phase after sudden natural disasters, and protracted complex emergencies, if security conditions permit. - Works projects do not help households where there are no able-bodied people, which are often the poorest, or where all able-bodied people are fully occupied, for example, preparing land and planting for the next harvest. - They may increase the burden on women, if they have to undertake the work.
Supporting livelihoods		
Livelihood support projects	- Livelihood support projects protect long-term food security and promote recovery and self-reliance. - They build on existing resources at the household and community levels. - They address some of the root causes of food insecurity and poverty, thereby acting as preventive measures against future food insecurity.	- Livelihood support projects may not address the needs of destitute households that have no capital assets and/or are not economically active. - They may not be appropriate in situations where people are cut off from their livelihood base, although training to develop skills for future livelihoods may be appropriate in such cases. - They can be difficult to implement in situations of conflict or political crises, but this is not impossible. - They require careful planning, good management and often a small-scale pilot phase to start with. They may be difficult to implement on a large scale.
Addressing nutrition problems or problems of inadequate food access for certain individuals		
School feeding	- If children/youths are not getting enough food at home, the food they receive at school increases the quality and quantity of their food intake, provided it is not matched by an equal decline in home food intake. - If the food is fortified, it provides children with micronutrient boosts. - School meals can reduce hunger and help children to concentrate at school. - School feeding can maintain and increase school attendance, and reduce and prevent drop-out, especially during crisis periods. This improves schools' educational impact and effectiveness as a channel for health-related measures such as de-worming.	- Exclusion errors may occur: school feeding benefits only those children who attend school. Some – sometimes many – of the children from the poorest and most food-insecure households do not attend school, so cannot benefit from a school feeding programme. - Inclusion errors may occur: school feeding targets all the children attending a school. Some children from food-secure households may therefore receive support.

** *A Critical Review of Approaches to Assessing and Monitoring Livelihoods in Situations of Chronic Conflict and Political Instability (SCCPI)*, by S. Jaspars and J. Shoham, Overseas Development Institute (ODI) Working Paper No. 191, 2002. London, ODI.

Annex 4 – Main advantages and disadvantages of selected response options

	• School feeding and its impact on school attendance and learning can foster a sense of normality within the community. • In displaced communities, school feeding can target school-age children whose basic nutrition needs are not met by the general ration.	
On-site supplementary feeding	• Staff observe food being consumed and have more regular contact with mothers/carers so can support recovery more effectively.	• On-site feeding incurs an opportunity cost, in terms of time for carers. • It is more costly for the implementing agency. • There is the risk of spreading infections in crowded feeding centres. • Beneficiaries may receive less food at home as a result of receiving the supplement.
Take-home supplementary feeding	• There is less opportunity cost in terms of time for mothers/carers than in on-site feeding. • It is less costly for the implementing agency, and more rapid to implement.	• The food is likely to be shared within the household; extra food has to be provided to allow for this. • There is a possible security risk.

Annex 5: Main response options and information required to judge their appropriateness

Annex 5: Main response options and information required to judge their appropriateness

Response option	When it may be appropriate	Information required to establish appropriateness
Free general or targeted food distribution: provides households with free rations of food (see following sections on ration types)	In a situation of acute/transitory food insecurity where:	- Previous and current nutrition status of population; previous and current morbidity patterns; previous and current mortality rates, both crude and for children under 5. - Presence or absence of structural food aid.
	all, or a significant proportion, of households lack access to food; <i>and</i>	- Current levels of household access to food: - quantity/type of food obtained through normal mechanisms; - current consumption levels; - sustainability of households' coping strategies.
	there is a lack of food availability; <i>and</i>	- Current and potential availability of food: - whether there is a food deficit at the local, sub-national and/or national level(s); - reasons for deficit(s); trends and elasticity of food supply over the year, and factors affecting food supply trends; - presence of alternative sources of food supply; extent to which a deficit could be filled by local actors such as government and/or commercial traders; and the possible role of humanitarian actors in supporting the government or the private sector.
	- alternative ways of assisting people's access to food would be unpractical or unreliable and/or take too long, because the situation is urgent; <i>and/or</i> - the characteristics of the affected population mean that many target households would not be able to participate in an employment-based project, i.e., they are mainly women, children, the elderly, and/or the sick; <i>and</i> - the population has no time to	- Practicality of implementing alternatives to a general distribution: - whether infrastructure and conditions are in place to implement a non-food aid project rapidly; - whether partners, equipment and technical inputs are available, and the security situation permits it.
	engage in other activities; people are not underemployed, in that they are engaged in their usual livelihood activities such as preparing fields and planting for the next harvest, and their is no surplus labour.	- Demographics of affected population. - Health status of affected population.
	In addition, food distributions may be appropriate for short periods, of one to two weeks for example, when there is reason to fear possible hunger without knowing whether the above conditions have been met.	Daily, seasonal calendars of activities engaged in by men, women and children in the affected population.

Additional information required for designing a free general or targeted food distribution programme:

- Number of beneficiaries, and their location.
- Duration of the intervention.
- Gender roles and patterns of intra-household distribution.
- Ability to move outside household.
- Security situation.
- Seasonal, daily, weekly calendars of men, women and children – to prevent distributions from disrupting economic and other activities.
- The target population's food habits, commodity preferences and acceptable substitutes, and familiarity with/acceptance of the commodities available for distribution.
- Households' access to fuel for preparing the proposed foods, and their ability to store food.
- Micronutrient requirements, to decide on the need for food fortification.
- Potential distribution points and an appropriate distribution system.
- Media and community networks available to publicize ration entitlements and distribution arrangements.
- Partners' capacity – staff, equipment and administrative – for distribution and monitoring systems.
- Infrastructure – roads, storage capacity and milling facilities, if required.
- Needs of host population, when distributions are planned for displaced people.

Response option	When it may be appropriate	Information required to establish appropriateness
Food for work (FFW) and food for recovery (FFR): provision of food rations in payment for work	In situations where: households lack access to food; <i>and</i>	• Current levels of household access to food: - quantity/type of food obtained through normal mechanisms; - current consumption levels; - sustainability of households' coping strategies.
	• food availability in the area is limited in quantity and/or variety, <i>and</i> there is no indication that this will change; <i>and</i>	• Current availability of food: - whether there is a food deficit at the local, sub-national and/or national level(s); reasons for deficit, trends and elasticity of food supply over the year, and factors affecting food supply trends; - potential alternative sources of food supply; extent to which a deficit could be filled by local actors such as government and/or commercial traders, and the possible role of humanitarian actors in supporting the government or the private sector.
	• food-insecure households include able-bodied people who are unemployed or underemployed; i.e., there is surplus labour in target households; <i>and</i>	• Composition of food-insecure households: average number of able-bodied people per household; percentage of households with no able-bodied member available to work. • Seasonal labour patterns, periods when no work is available.
	• public works projects are required; <i>and</i> • the necessary non-food inputs, such as materials, equipment and technical supervision, can be assured; <i>and</i>	• Current conditions – and requirements for rehabilitation/reconstruction – of infrastructure, physical assets or the environment. • Labour-intensive projects that would contribute to long-term food security and services for food-insecure households. • Availability of managing partners, non-food inputs, equipment and technical staff.

- Appropriate public works projects could include repairing damaged infrastructure and creating physical assets such as roads, schools and irrigation systems.

Response option	When it may be appropriate	Information required to establish appropriateness
	- the assets created will be properly managed and maintained after completion of the project; or - there is need for debris removal and general clean-up operations, labour-intensive repair of rural roads, small embankments or other public infrastructure, and the population has the capacity to undertake the required work without outside technical supervision.	- Presence of community and/or government arrangements to ensure ongoing management and maintenance. - Nature and extent of physical damage, and need for initial, labour-intensive clean-up and repair action. - Availability of able-bodied people in food-insecure households to participate in short-term community rehabilitation activities.

Additional information required for designing a FFW project:

- Number of target beneficiaries/workers.
- Availability of public works benefiting the community and long-term food security.
- When works can/should be undertaken, seasonal considerations.
- Locations of possible public works sites.
- Capacities of partners – staff, equipment, administrative and monitoring systems – to plan and implement the activities.
- Security situation.
- Gender roles and their implications for participation in public works at particular times.
- Local daily wage rates and the transfer value of commodities, to determine the FFW wage rate in food.
- Attractiveness of the available food commodities.
- Media and community networks available to publicize the project.
- Infrastructure – roads, storage capacity, milling facilities – to handle the delivery of food commodities and materials for public works activities.
- Ownership of the asset(s) created.
- Possible environmental impact of the public works projects.

Where there are large numbers of displaced people, employment opportunities should be made available to both displaced people and food-insecure groups within the host population; activities should not be at the expense of the local population.

Additional information required to design a FFR project:

- Number of target beneficiaries/workers.
- Locations of possible public works sites.
- Capacities of partners to plan and manage distributions.
- Local daily wage rates and transfer value of commodities, to determine the FFR wage rate in food.

Response option	When it may be appropriate	Information required to establish appropriateness
Cash for work (CFW)	In situations where: households lack access to food; <i>and</i>	Current levels of household access to food: current type of food obtained through normal mechanisms; current consumption levels; sustainability of households coping strategies.
	food is available in the area; <i>and</i>	- Current availability of food: - whether there is a food deficit at the local, sub-national and/or national level(s); reasons for deficit, trends and elasticity of food supply over the year, and factors affecting food supply trends; - potential alternative sources of food supply; extent to which a deficit could be filled by local actors such as government and/or commercial traders, and the possible role of humanitarian actors in supporting the government or the private sector.
	food-insecure households include able-bodied people who are unemployed or underemployed, i.e. there is surplus labour in target households; <i>and</i>	- Composition of food-insecure households: number and gender of able-bodied people per household; percentage of households with no able-bodied member available to work. - Nature and seasonality of the income-generating activities of able-bodied household members.
	the risk of inflationary pressure is low – a depressed economy needs a cash injection; <i>and</i>	State of the economy, risk of inflation if cash is injected; market prices and integration of local markets within a wider system.
	public works projects are required; <i>and</i>	- Current conditions and requirements for rehabilitation/reconstruction of infrastructure, physical assets or the environment. - Availability of labour-intensive projects that would contribute to long-term food security and services for food-insecure households.
	the necessary non-food inputs, such as equipment and technical supervision can be assured.	Capacities of partners to plan and manage projects – availability of necessary material inputs, equipment and technical staff.

Additional information required for designing a CFW project:

- Number of target beneficiaries/workers.
- Location of public works to be undertaken.
- Security situation.
- Gender roles.
- Local daily wage rates and cost of living, including medical and funeral costs where the impact of HIV/AIDS is high, to set CFW wage rate.
- Timing and duration of activities.
- Timing of payment.
- Likely duration of project.
- Media and community networks available to publicize the project.

- Partners' capacity – staff, equipment, administrative and monitoring systems.
- Availability of banks.
- Benefits of public works for long-term food security.
- Ownership of assets created via public works.
- Environmental implications of public works.

Where there are large numbers of displaced people, employment opportunities should be made available to both displaced people and food-insecure groups within the host population; activities should not be at the expense of the local population.

Response option	When it may be appropriate	Information required to establish appropriateness
Cash transfer programmes: cash distributed to target beneficiaries	In situations where: • food is available in local markets but households lack means of purchasing it without depleting essential assets; or • the costs of procuring and transporting food to the affected area are high, but traders would respond to market demand; or • mobilizing food aid would take a long time; or • the aim is to support economic recovery as well as survival; and • there is little risk of inflation due to an injection of cash; and • capacity is available for managing the programme; and • donors are willing to support a cash distribution programme.	• Market prices of the usual staple and other, less preferred staples. • Price trends. • Income and purchasing power of food-insecure households. Presence of vulnerable groups who do not participate in economic activities. • Costs of delivering and distributing food aid. • Competitiveness and integration of markets. • Ability of traders to respond to increased demand.
		Lead times for the delivery of food aid.
		Prospects for economic recovery without intervention.
		Risk of inflation.
		• Administrative capacity to implement programme, such as the banking system. • Capacity for monitoring and accounting.
Food vouchers: vouchers distributed to target beneficiaries		The policies of potential donors.
	In situations similar to those for cash transfer programmes but where: • donors are not willing to make cash available for distribution but are willing to support a voucher system; and • local retailers are willing to cooperate in the scheme and to receive vouchers for subsequent reimbursement in cash or kind (food).	The policies of potential donors. The availability of retailers willing to cooperate.

Response option	When it may be appropriate	Information required to establish appropriateness
Exchange against produce: food given to affected rural households in exchange for their own produce for which there is no local market	In situations where: - drought has led to deaths among cattle, a dramatic fall in the prices paid for livestock and consequent acute hardship among pastoralists,^a or - farmers face an acute food shortage and would eat their seed stocks^b or - marketing systems have collapsed, so rural producers of cash crops are unable to sell their produce and buy food.^c	- Prices of livestock, and price trends. - Terms of trade of livestock against grain and other essential items. - Livestock trade rates. - Poor farmers' on-farm seed stocks. - Poor farmers' access to food. - Problems of market integration affecting specific areas and produce.
Market assistance programme: ^d lower-status food is made available to retailers to sell at affordable prices	In situations where: - the price of the usual staple is no longer affordable to many, owing to shortage and resulting inflation, and - targeted general rations are not feasible, especially in urban areas; and - retailers are interested in participating in the scheme, or - there is need to revitalize the milling sector.	- Market prices of the usual staple and other, less preferred staples. - Price trends – rate of inflation. - Price differential between main staple and low-cost staple. - Options for assistance directly targeting food-insecure households. - Numbers of retailers willing to participate in the scheme. - Existence of milling and storage capacity. - Capacity for fortifying low-cost staple.
Market system support: logistics bottlenecks are reduced or credit made available to traders	In situations where: - damaged roads, bridges or other infrastructure prevent traders from bringing sufficient food into the area, or - traders who would otherwise bring food into the area are unable to do so owing to lack of finance (credit) or lack of access to fuel and spare parts.	- Location and nature of logistics bottlenecks that inhibit the movement of food from other parts of the country into the affected area. - The feasibility of repairing/improving infrastructure to enable greater quantities of food to be moved into the area. - The constraints, other than logistics, that prevent traders who normally bring food into the area from doing so, or from increasing the quantities that they bring in. - The credit-worthiness of the traders and the existence of a mechanism – or the possibility for establishing one – that makes credit available to traders and assures repayment.

Issues related to cash transfer programmes

Experience of cash transfer programmes is relatively limited, so there are a number of unknowns regarding this type of programme, including:

- the necessary level of purchasing power, and the distance from the supply that ensures an inflow of food or other items;
- how prices behave following an injection of cash;

- ^a In this kind of situation, grain may be given in exchange for animals – destocking – and the meat used in other programme activities.
- ^b In this kind of situation, grain may be given in exchange for seed, which is stored and distributed in time for the next planting.
- ^c For example, in Mozambique in the 1980s, grain was given in exchange for cashew nuts.
- ^d See MAPP-Malawi case study on the CD-ROM for a brief description of such a programme, implemented by CARE, and supported by USAID.

- the level of cash inflow at which inflation becomes inevitable;
- how beneficiaries of different gender, economic status, etc. spend cash in different circumstances – emergency/non-emergency;
- security risks in situations of conflict and political instability.

Issues related to exchange against produce programmes

- Rates of exchange should normally be fixed, taking into account the relative prices on local markets both before the emergency and at present.
- The produce received can be used in local relief programmes or be transported to urban markets where it can be sold. It may be back-loaded on the trucks that bring relief food into the area.

Non-food support to livelihood activities

Response option	When it may be appropriate	Information required to establish appropriateness
Non-food support to livelihood activities: provision of productive inputs and/or services ⁴ for rebuilding/restoring the capital assets of food-insecure but economically active individuals and households	In situations where:	
	• targeted households have access to the natural resource base; and	• Household access to the natural resource base, ownership patterns.
	• targeted households lack productive inputs, and	• Households' stocks of productive inputs, in normal times and now.
	• productive inputs of the right quality are not available; and	• Households' ability to buy productive inputs – expenditure patterns, assets, access to credit.
		• Availability of productive inputs of satisfactory quality in local markets.
	• this lack limits, or will limit, production.	• Production levels, normal and at present. • Factors affecting production levels: access to the natural resource base, labour availability, security situation and/or access to and availability of productive inputs.

Additional information required for designing a livelihood support project:

- Number and geographical spread of beneficiaries.
- Likely duration of project.
- Security situation.
- Gender roles.
- Seasonal calendar of livelihood activities.
- Timing of distribution of project inputs.
- Media and community networks available to publicize project.
- Partners' capacity – staff, equipment, administrative and monitoring systems.
- Environmental implications of the project.
- Access to functioning markets and banks, particularly for micro-finance projects.

⁴ Productive inputs may include seeds, tools, irrigation, fodder or other livestock inputs. Services may include veterinary care, extension, improved access to pasture, and financial services, such as emergency loans for rebuilding/restoring the capital assets of food-insecure but economically active individuals and households.

Response option	When it may be appropriate	Information required to establish appropriateness
School feeding: provision of a nutritionally balanced meal or snack to children/youths at school; provision of take-home rations to children/youths at school	In situations where: - school attendance is low and a school meal would encourage attendance, among girls as well as boys; <i>or</i> - educational performance is low because children attending school are hungry, do not get enough food at home and/or have a diet lacking in variety and low in essential micronutrients; <i>or</i> - regular attendance at school could help children to overcome psycho-social trauma or reduce their exposure to abuse and exploitation, and school feeding could encourage and enable such regular attendance; <i>and</i> - schools have the basic facilities to store and prepare food; <i>and</i> school teachers and parents' committees are willing and have the capacity to organize the preparation and distribution of the food; <i>and</i> - if there is a general ration distribution programme, school feeding is planned as an integral part of the overall food assistance strategy.	- School enrolment and attendance rates for girls and boys - Opportunity cost to households for sending children to school, and extent to which food can be an incentive to sending children to school regularly. - Children's food consumption – the access to food of schoolchildren's families, patterns of intra-household distribution and diet diversity. - Educational performance and the reasons for poor performance, as reported by teachers. - The degree of stress children have suffered and the extent of psycho-social trauma, as reported by social workers and trained teachers. - The risks of abuse and exploitation of children. - Schools' capacity to store and prepare food: availability of staff, cooking fuel, cooking utensils and storage space, access to clean water, and good sanitation.
	- Preschool feeding may be appropriate in situations where: - preschool-age children have particular nutritional needs that are not met by a standard general ration; <i>and</i> - preschool-age children attend preschool.	- The overall food security assistance strategy. - Nutrition requirements of school-age children.
	- Exceptionally, school feeding may be appropriate in situations where: - older children/youths have particular nutrition needs that are not met by a standard general ration; - older children/youths attend school.	- Nutrition requirements of preschool-age children - Schools' capacity to store and prepare food: availability of staff, cooking fuel, cooking utensils and storage space, access to clean water, and good sanitation.
		- Nutrition requirements of older children/youths, for their height and level of activity - Existence of schools - Profile of school pupils.

Additional information required for designing a school feeding programme:

- The number of safe learning spaces.
- The numbers of functional and non-functional schools in the area.
- The geographical and social coverage of schools.
- Number of children to be fed.
- Likely duration of the intervention.
- Food preferences and the availability of acceptable foods that can be prepared at school.
- Gender roles and girls' specific needs.
- Environmental impact, such as of the type of stoves used.
- Communities' willingness to participate.
- Security situation.
- Infrastructure – roads, storage capacity, milling facilities, water and sanitation provision.

- Partners' capacity to provide complementary inputs.

Response option	When it may be appropriate	Information required to establish appropriateness
Food to other social service institutions: such as orphanages; homes for the elderly or handicapped; hospitals and health centres	In situations where: - social service institutions do not have the resources to assure adequate food for in-patients or residents; <i>and</i> - residents' families do not have access to enough food to feed them; <i>and</i> • staff and the facilities to store and prepare food are assured at each institution.	- Quantity and quality of food available in each institution relative to number of residents, diet of residents. - Nutrition and health status of residents. - Current levels of food access for residents' families: - quantity/type of food obtained through normal mechanisms; - current consumption levels; - sustainability of families' coping strategies. - Each institution's kitchen facilities, storage space, cooking utensils, and staff available to prepare and cook food.
Neighbourhood care programmes (NCPs):^a for unaccompanied children, orphans and vulnerable children where there is high prevalence of HIV/AIDS	In situations where: - there are large numbers of orphans and vulnerable children owing to the HIV pandemic; <i>and</i> - communities are under strain to provide care for these children, and many preschoolers have little food provision; <i>and</i> - NCPs will afford protection to this vulnerable age cohort, and will help strengthen village-level food security through agricultural schemes and orphan and vulnerable children initiatives.	- Numbers of orphans and vulnerable children in the community. - Evidence of higher rates of malnutrition among these children. - Evidence of higher rates of malnutrition among households supporting these children. - Evidence of sexual risk among this age cohort.

^a NCP and orphans and other vulnerable children programmes have been developed in the context of PRROs in the Southern Africa region.

Response option	When it may be appropriate	Information required to establish appropriateness
Targeted supplementary feeding with a take-home ration: mothers of malnourished children and other malnourished people provided with a take-home ration in addition to the general ration; aims to prevent the moderately malnourished becoming severely malnourished, including children under 5, older children, children discharged from therapeutic feeding programmes, and pregnant and lactating women	In situations where a general distribution is ongoing and: 10 14% of children under 5 are < -2 SD or below 80%, of median weight-for-height; or 5 9% of children under 5 are < -2 SD or below 80%, of median weight-for-height and there are aggravating factors; and - it is possible to identify and target malnourished individuals; and - there is reason to believe that targeted individuals will consume a significant proportion of the food; and - the ration size allows for some sharing among family members, which is taken into account in the standard recommended ration size for take-home distribution.	- Prevalence of malnutrition among children aged 6 59 months, specifically, percentage of children with < -2 SD or below 80% of median weight for height. - Presence of oedema among children aged 6 59 months. - Presence of other aggravating factors including: a general ration below mean energy requirements, crude mortality rate > 1 per 10 000 per day, epidemic of measles or whooping cough, or high prevalence of respiratory or diarrhoeal disease. - Capacity of partners to screen/select malnourished individuals.
Targeted supplementary feeding on site: Malnourished children and other malnourished people provided with ready-to-eat food to be eaten on the spot, in addition to the general ration; aims to prevent the moderately malnourished becoming severely malnourished, including children under 5, older children, children discharged from therapeutic feeding programmes, and pregnant and lactating women	In situations where a general distribution is ongoing and: 10 14% of children under 5 are < -2 SD or below 80% of median weight for height; or 5 9% of children under 5 are < -2 SD or below 80% of median weight for height and there are aggravating factors; and - it is possible to target malnourished individuals; and - there is reason to believe that a take-home ration would be widely shared; or - food preparation at the household level is difficult – households lack cooking fuel and/or cooking utensils; or - insecurity levels are such that beneficiaries are not safe going home with the ration; and - it is possible to establish decentralized supplementary feeding sites close to the homes of the target beneficiaries, so that opportunity costs for carers are low.	- Prevalence of malnutrition among children aged 6 59 months, specifically, percentage of children with < -2 SD or below 80% of median weight for height. - Presence of oedema among children aged 6 59 months. - Presence of other aggravating factors, including: a general ration below mean energy requirements, crude mortality rate > 1 per 10 000 per day, an epidemic of measles or whooping cough, or high prevalence of respiratory or diarrhoeal disease. - Capacity of partners to screen/select malnourished individuals. - Patterns of intra-household distribution: How is food shared within the household? Are certain foods reserved for children? For women? - Targeted households' access to cooking fuel and cooking utensils. - Security situation. - Extent of the area within which target beneficiaries live. - Partners' capacity to establish and manage supplementary feeding sites in many locations.

Response option	When it may be appropriate	Information required to establish appropriateness
Blanket supplementary feeding with take-home ration: all children and other nutritionally vulnerable individuals provided with a ration to take home, in addition to the general ration	In situations where a general distribution is ongoing and: 15% of children under 5 are < -2 SD or below 80% of median weight for height; <i>or</i> 10 14% of children under 5 are < -2 SD or below 80% of median weight for height and there are aggravating factors; <i>or</i> - during the early stages of an acute crisis, before a reliable pipeline can be established for an adequate general ration; <i>and</i> - there is reason to believe that target individuals will consume a significant proportion of the food; <i>and</i> - the ration size allows for some sharing with family members, which is taken into account in the standard recommended ration size for take-home distribution.	- Prevalence of malnutrition among children aged 6 59 months, specifically, percentage of children with < -2 SD or below 80% of median weight for height. - Presence of oedema among children aged 6 59 months. - Presence of other aggravating factors, including: crude mortality rate > 1 per 10 000 per day; an epidemic of measles or whooping cough, or high prevalence of respiratory or diarrhoeal disease; or a general ration not yet adequate to cover people's mean energy requirements.
Blanket supplementary feeding on site: all children and other nutritionally vulnerable individuals provided with ready-to-eat food eaten on the spot, in addition to the general ration	In situations where a general distribution is ongoing and: 15% of children under 5 are < -2 SD or below 80% of median weight for height; <i>or</i> 10 14% of children under 5 are < -2 SD or below 80% of median weight for height and there are aggravating factors; <i>and</i> - there is reason to believe that a take-home ration would be widely shared; <i>or</i> - food preparation at the household level is difficult; households lack cooking fuel and/or cooking utensils; <i>or</i> - insecurity levels are such that beneficiaries would not be safe going home with the ration.	- Patterns of intra-household distribution: How is food shared within the household? Are certain foods reserved for children? For women? - Prevalence of malnutrition among children aged 6 59 months, specifically, percentage of children with < -2 SD or below 80% of median weight for height. - Presence of oedema among children aged 6 59 months. - Presence of other aggravating factors including: a general ration below mean energy requirements, crude mortality rate > 1 per 10 000 per day, an epidemic of measles or whooping cough, or high prevalence of respiratory or diarrhoeal disease. - Patterns of intra-household distribution: How is food shared within the household? Are certain foods reserved for children? For women? - Household access to cooking fuel and cooking utensils. - Security situation.

Additional information required for designing a supplementary feeding programme:

- Number of beneficiaries and their location.
- Likely duration of the intervention.
- Acceptability of the commodities that could be available for the programme.
- Potential sites for supplementary feeding distribution or feeding centres.
- Security situation.
- Media and community networks available to publicize information concerning supplementary feeding.
- Possible causes of malnutrition other than lack of food, such as diarrhoeal disease due to lack of access to sanitation and potable water.
- Partners' capacity to address underlying causes of malnutrition, other than lack of food.
- Partners' capacity – staff, skills, equipment, administrative and monitoring systems – to establish and manage supplementary feeding programmes, including availability of cooking fuel, cooking utensils and storage space, access to clean water and sanitation for on-site programmes.
- Infrastructure – roads, storage capacity, milling facilities.
- Possible arrangements for monitoring and reporting over the life of the project.

Response option	When it may be appropriate	Information required to establish appropriateness
Therapeutic feeding on site: Medical and nutritional treatment provided in health centres or specially established therapeutic feeding centres (TFCs) to save the lives of severely malnourished individuals	In situations where: - there are significant numbers of severely malnourished individuals children and/or adults or an evident increase in numbers of severely malnourished individuals; <i>and</i> - case loads are sufficiently concentrated to warrant establishing TFCs within all communities - trained health staff are available, or can be made available to supervise all TFCs.	- Prevalence of severe malnutrition among children aged 6 59 months, specifically, percentage with < -3 SD or below 70% of median weight for height and/or oedema. - Prevalence of severe malnutrition among children aged 5 9.9 years, specifically, percentage with < -3 SD or below 70% of median weight for height and/or oedema. - Percentage of adults aged 20 59.9 years with BMI < 16, excluding disabled people and pregnant women and/or oedema. - Geographical distribution of cases of severe malnutrition. - Availability of trained health personnel.
Community-based therapeutic care: therapeutic foods provided for severely malnourished children through take-home supplementary feeding with community-level follow-up by trained health workers	In situations where: - there are significant numbers of severely malnourished individuals children and/or adults or an evident increase in numbers of severely malnourished individuals; <i>and</i> - populations are widely dispersed and/or separated by hills, rivers, etc., making it difficult to establish TFCs accessible to all concerned households, so default rates are likely to be high; <i>and</i> - trained community health workers are available to provide home-based follow-up.	- Prevalence of severe malnutrition among children aged 6 59 months, specifically, percentage with < -3 SD or below 70% of median weight for height and/or oedema. - Prevalence of severe malnutrition among children aged 5 9.9 years, specifically, percentage with < -3 SD or below 70% of median weight for height and/or oedema. - Percentage of adults aged 20 59.9 years with BMI < 16 and/or oedema, excluding disabled people and pregnant women. - Geographical distribution of cases of severe malnutrition. - Nature of the terrain/topography. - Availability of trained community health workers.

Additional information required for designing a therapeutic feeding/care programme, on-site or community-based:

- Numbers and geographical spread of affected individuals.
- Duration of intervention.
- Potential sites for establishment of treatment centres, within health centres or as separate TFCs.
- Security situation.
- Capacity of health structures to treat severely malnourished people: availability of intensive health care facilities.
- Capacity of health structures to address underlying causes of malnutrition.
- Capacity of partners to provide social and psycho-social support for caregivers bringing children for treatment.
- Possible arrangements for monitoring and reporting over the life of the project



Add the logo of partner agencies which took part in the assessment

Executive Brief on the [country] Emergency Food Security Assessment

[See final section of this document for additional overall guidance on preparing this brief.]

Overview, scope and methods

- ✓ Introductory paragraph giving information on the context (general information on the country, crisis or chronic situation) and what triggered the assessment (shock).
- ✓ If an EMOP or PRRO is ongoing, a sentence stating its dates, number of recipients and interventions.
- ✓ Paragraph on the purpose of the assessment, particularly if it will inform the design of a WFP programme, listing the team members (agencies, NGOs and government ministries), what the assessment covers (entire country, specific regions or areas), and the dates of the fieldwork.

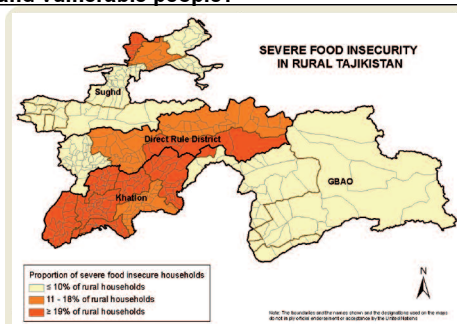
How was the assessment carried out? Provide some brief information on the methods used: secondary data analysis, household survey, key informant interviews, etc. State the numbers of villages visited and households interviewed, and where. State the numbers of children whose anthropometric measures were taken, and of mothers interviewed.

How many people are food-insecure or vulnerable?

- ✓ State the absolute number of people who are food-insecure and the percentage of the total population this represents. Provide a clear explanation of how the food insecurity is determined.
- ✓ State the absolute number of people who are vulnerable and the percentage of the total population this represents. Provide a clear explanation of how vulnerability is determined on the basis of household food consumption patterns and food access, and of what it means in this particular case.
- ✓ Provide a clear explanation of how the situation puts lives at risks.
- ✓ When possible, give an indication of how the situation has evolved since the last assessment or from the baseline, if any.
- ✓ State the percentages of malnourished individuals (stunted, wasted and underweight under-5 children, mothers, etc.), and the source(s) and date(s) of the data.

Where are the food-insecure and vulnerable people?

- ✓ Include a map showing the location of the food-insecure and vulnerable people. Provide some brief explanatory text.
- ✓ Make sure that the map and its legend are readable. If relevant, indicate which regions have the highest numbers of food-insecure and vulnerable people.



Include the link to the full document if available: The full report will be posted on www.wfp.org.

Who are the food-insecure and vulnerable people?

- ✓ Provide a profile of food-insecure people describing their livelihood characteristics, gender(s), age(s), sources of food, etc.

Why are they food-insecure and vulnerable?

Provide an overview of the context and causes of the crisis. In particular:

- ✓ Discuss the main causes of food insecurity: e.g. related to food availability, access and consumption/utilization. This part of the brief can be divided into these categories.
- ✓ Explain the consequences for lives and livelihoods.
- ✓ Highlight conclusions related to markets, regarding food availability and access.
- ✓ Highlight the most important EFSA conclusions about food consumption, access, coping strategies and income-earning opportunities, etc.
- ✓ Present data and conclusions on nutrition, when available. Specify whether malnutrition is related primarily to food security or to other factors, such as health, sanitation and care.

Is the situation likely to change in the coming months?

- ✓ Add information on potential shocks and prospects, and the likely scenario for the coming months. Explain how the potential shock may affect people's livelihoods and food security situation. Specify whether this forecast will change the number and type of people whose lives or livelihoods are at risk.

Recommendations for interventions

- ✓ Summarize the main recommended food and non-food programming options, if possible stating how many people should be targeted under each, the suggested duration, and any targeting criteria, such as people without land, IDPs, etc. Explain briefly the linkages between the proposed responses and the causes of food insecurity.
- ✓ If cash-based or market responses are recommended, discuss which conditions need to be in place, such as market monitoring, whether there is prior experience/implementation capacity, and what fall-back responses should be considered, such as food for work if cash for work is not feasible.
- ✓ Include recommendations regarding complementary non-food activities, such as agriculture, water and sanitation, and market support.
- ✓ Include recommendations for a follow-up assessment and/or monitoring to update the situation if required.

For more information on the EFSA, please contact:

[Name of country or regional director], WFP [country]: e-mail address: name@wfp.org

[Name of WFP staff responsible for EFSA, i.e. EFSA team leader]: e-mail address: name@wfp.org

Additional guidance for preparing the executive brief

1. Ideally, the executive brief should be two, and no longer than three, pages long. It should follow the established format to the extent possible. Remember to fill in all the areas in the form, including the headers and footers (date of release) and other sections highlighted in yellow.

2. The main audience is humanitarian decision-makers and managers, both within and outside WFP, who are familiar with food security issues: country directors, regional directors, donor representatives, representatives of

partner agencies, government representatives. Given the diversity of this group, avoid using WFP-only acronyms and overly technical language.

3. Make sure that the key conclusions and recommendations are presented clearly, convincingly and concisely.
4. The brief should be written by one of the main authors of the EFSA report, and should be prepared as soon as the main conclusions and recommendations have been finalized. It can be used to disseminate the main findings before the main report is finalized.
5. The brief should be written in the language of the primary audience, which is usually the same language as the assessment report. To ensure a wider audience of decision-makers, it should also be translated into English.
6. The brief should be based on the final assessment results as approved by the country/regional director. If the brief includes any tentative results, this should be clearly stated.
7. Ensure as much consistency as possible between the brief and any public document produced by the country office or Headquarters (including for WFP's Operational Reporting Group at Headquarters) on the same operation.
8. All executive briefs are posted to WFP's public website on the Food Security Analysis page; please be sure to send the final versions to the Food Security Analysis Service at Headquarters who will handle this task.
9. The brief should be cleared by the lead assessor and the country director and disseminated by the country office.

Glossary

Analysis plan

A plan, based on the key hypotheses to be tested, detailing how the data collected will be analysed. It may also guide which data need to be collected from primary and secondary sources.

Assets

Anything that is considered valuable or useful, such as a skill, a quality or a person.⁶⁷ In the Sustainable Livelihoods Framework, the following six categories of assets are defined:⁶⁸

- human: health and nutrition status, physical capacity, skills, level of education, etc.;
- social: household, gender, kinship and other networks, community groups, values and attitudes, etc.;
- financial: income, credit and loans, savings, liquid assets, etc.;
- physical: productive items, such as tools and equipment, stores, housing, livestock, infrastructure, etc.;
- natural: land, water, forests, etc.;
- political: power relationships, access to – and influence over – local and higher-level government processes.

Chronic food insecurity

A long-term or persistent inability to meet minimum food requirements.

Cluster sampling

A sampling technique in which the sample is defined in two or more stages. The sampling frame (or population of interest) is first divided into groups, or clusters, usually according to geographical area, location or village. Then a sample from these clusters is selected – usually households or individuals. Additional stages can take place. Sampling units in the second and subsequent stages are selected from within the clusters selected at the previous stage – for instance households from within a sampled village, or individuals from within a household, etc.

67. Chambers Compact Dictionary, Chambers Harrap Publishers Ltd, Edinburgh, UK, 2005.

68. Sustainable Livelihoods Approaches: progress and possibilities for change, D. Carney, DFID, London, 2002.

Community group discussion

A discussion with a mixed group of community members that includes men, women and young people from all subgroups within the community – village, camp, urban neighbourhood, etc.

Composite shock

The interaction of several different shocks.

Contextual information

Details of the processes that led to the current emergency and the reasons why it is occurring; factors that help to explain the emergency and give insights into the responses that may be appropriate.

Convenience sampling

Households and individuals are selected on the basis of ease of access.

Coping strategies

Activities to which people resort to obtain food, income and/or services when their normal means of livelihood have been disrupted.

Coping strategy index (CSI)

A quick and simple indicator of household food insecurity behaviour that reveals how households manage or cope with shortfalls in food consumption. Households' responses to such shortfalls are formulated into a simple numeric score reflecting the frequency and perceived severity of these coping behaviours. The higher the score, the greater the coping, and hence the higher the level of food insecurity.⁶⁹

Cross-tabulation

The process of correlating two or more indicators; it is used, for example, to gain insights into the prevalence and causes of malnutrition and food insecurity.

Data

The pieces of information collected from primary or secondary sources.

Direct sampling

Households and individuals are selected directly from the entire sampling frame.

Dominant opportunities and shocks

The opportunities and shocks that will have the greatest influence over how the food and nutrition security situation evolves in the coming months.

69. The Coping Strategies Index, Field Methods Manual, Daniel Maxwell (Feinstein International Center, Tufts University), Richard Caldwell (TANGO International), CARE USA, Second Edition, January 2008.

Dynamic variables

Factors that can change quickly and that indicate transitory problems that may exacerbate existing chronic problems.

Emergency

A situation that causes widespread human, material, economic or environmental damage, threatening human lives and/or livelihoods and exceeding the coping capacities of the affected communities and/or government.

Entry points

The sectors and broad types of intervention where needs may first be addressed; they are identified in response analysis.

Focus group discussion

A structured discussion on a particular topic – the focus – with people who have knowledge and experience of that topic.

Food access

A household's ability to acquire food regularly through one or a combination of own home production and stocks, purchases, barter, gifts, borrowing and food aid.

Food access gap

The difference between household food expenditure and the cost of a minimum food basket, taking into consideration the proportion of food that is not purchased, such as home-produced food.

Food availability

The food that is physically present in the area of concern, through all forms of domestic production, commercial imports and food aid. This might be aggregated at the regional, national, district or community level.

Food availability gap

The shortfall between the food physically present in the area of concern and the food that is needed to feed the area's population.

Food consumption gap

The gap between the food consumption required to meet minimum nutrition needs and the actual food consumption, taking into consideration both minimal energy intake and diet quality in terms of essential nutrients.

Food consumption score (FCS)

A composite score based on the dietary diversity, food frequency and relative nutritional importance of the different food groups consumed. The higher the FCS, the more likely dietary diversity will be and the more likely that a household will

achieve nutrient adequacy.

Food security

Exists when all people, at all times, have physical and economic access to sufficient, safe and nutritious food to meet their dietary needs and food preferences for an active and healthy life (World Food Summit, 1996).

Food utilization

Refers to: (i) households' use of the food to which they have access; and (ii) individuals' ability to absorb and metabolize nutrients – the efficiency of food conversion by the body.

Forecast analysis

Analysis to predict the nature of future opportunities and shocks, and the ways in which the situation is likely to evolve.

In-depth assessment

Undertaken when substantial time, access and resources are available. It uses rigorous methodologies that are adapted to the context, such as random, large-scale household food security and nutrition surveys, and household economy baseline surveys.

Indicator

A variable or combination of variables that gives insight into a particular aspect of the situation.

Information needs

The data that must be collected and processed from primary and secondary sources in order to fulfil the assessment objectives.

Initial assessment

Undertaken promptly following: (i) a sudden crisis; (ii) reports of deterioration in a long-term crisis; or (iii) improved access in an ongoing crisis. It is based mainly on secondary data and key informant interviews, but some quick field visits may be undertaken.

Key informant interviews

Interviews with individuals who have good knowledge about particular aspects of the community or the present emergency.

Livelihoods

The capabilities, assets – both material and social – and activities required for a means of living linked to survival and future well-being.⁷⁰

70. Humanitarian Charter and Minimum Standards in Disaster Response, The Sphere Project, Geneva, 2004

Livelihood group

A group of people who share the same basic means of livelihood and life style – the same main subsistence and income activities, and social and cultural practices – and who face the same risks of food and nutrition insecurity.

Livelihood strategies

The ways in which households utilize and combine their assets to obtain food, income and other goods and services.

Nutrition security

A situation in which all individuals and households are food-secure, have good access to preventive and curative health care, and undertake healthy and sustainable care practices.

Observation method

The noting of visible and significant aspects of the affected area.

Primary data

Data collected during the assessment, from interviews with key informants, focus groups, households and individuals.

Proxy indicator

Used as an indirect means of measuring a variable that is difficult to measure or cannot be measured by itself. It provides information about a factor indirectly.

Purposive sampling (non-probability sampling)

Groups are selected for interview according to the researcher's choice. It does not involve random selection, so extrapolation of results to wider populations is not possible; its value lies in selecting information-rich cases for in-depth analysis related to the issues being studied.

Qualitative data

Observations that are categorical rather than numerical; they often involve attitudes, perceptions and intentions.

Quantitative data

Observations that are numerical.

Questionnaire

A series of questions that has been carefully formulated and ordered to provide information from individuals, households and communities. In a selected sample, the same individual, household or community questionnaire is addressed to each individual, household or community, respectively.

Random sampling (probability sampling)

Based on formal statistical theory, allowing reliable estimates to be calculated and minimizing bias; all members of the sampled population have a known, non-zero chance of being selected. Results can be extrapolated to the entire population with a degree of accuracy that depends on the sample size and the variability of the indicator.

Rapid assessment

Undertaken following an initial assessment in a sudden crisis, or as a component of a reassessment. It is based on a combination of secondary and primary data.

Resilience

The ability of a person or community to bounce back or recover after adversity or hard times, and to build positively on these adversities.

Response analysis

Analysis to determine the need, or otherwise, for an intervention and, when appropriate, to identify the most suitable types of intervention, the timing and the targeting criteria.

Sample

A selection of households or individuals from the total affected population.

Sampling frame

The area and population that the assessment covers.

Scenario

Describes a situation that could occur, based on a set of informed assumptions about the existing situation.⁷¹

Secondary data

Data collected from outside the current assessment. Examples include data collected by other agencies.

Secondary opportunities and shocks

Opportunities and shocks that are: (i) caused by the dominant event – cascade effects; (ii) unrelated to the dominant event but enhancing or mitigating its effects – synergistic effects; or (iii) subsumed by the dominant event.

Semi-structured interview

An interview based on a prepared series of questions and a checklist, the phrasing, order and form of which are not fixed.

71. Contingency Planning and Humanitarian Action, a Review of Practice, R. Choularton, Overseas Development Institute (ODI) Network Paper No. 59, March 2007.

Shocks

Events that have negative impacts on food security and/or nutrition status. They can be natural or caused by human action.

Situation analysis

Analysis of the current food security and nutrition status of the population and the risks to lives and livelihoods.

Snowball sampling

Households and individuals are selected according to recommendations from other informants; each informant recommends the next set of informants.

Stage sampling

See cluster sampling.

Strengths, weaknesses, opportunities and threats (SWOT) analysis

A systematic appraisal of different response options, based on their strengths and weaknesses, and the opportunities and threats associated with them.

Structural variables

The underlying contextual factors in an area; they do not change quickly, and therefore influence livelihood outcomes for individuals and communities.

Terms of reference

Describe how the assessment will be carried out, and the roles and responsibilities of the assessment team; they are prepared at the start of the assessment.

Transitory food insecurity

A short-term or temporary inability to meet minimum food requirements, indicating a capacity to recover.

Triangulation

A process for comparing information from different sources to determine whether or not evidence converges.

Trigger

An event or series of events indicating that the nutrition or food security situation is deteriorating, or has already reached a level of crisis, and that an assessment is needed. Trigger indicators are based on data collected by early warning and food security monitoring systems, and consist of a few macro- and micro-level indicators that signal the need for a closer look at the situation.

Vulnerability

Exposure to risk and the lack of ability to cope with its consequences.

Index

A

accuracy - **32**, 92, 96, 141, 188
analysis plan - 28, **38**, 55, **88**
anthropometric survey - 41, 57, 90, 107
assessment - **31-34**, 116
asset(s) - **21-27**, 43, 159-167, 216
assumption(s) - 31, 101, 102, **175**

B

beneficiary/ies - 192
bias - 57, **96-104**
blanket supplementary feeding - 266
body mass index (BMI) - **55-59**, 165, 267

C

camp - 54, **105-115**
care practices - **24**, 196, 216
cash and voucher transfers - 194
cash for work (CFW) - 200, **202**
causality - 162
checklist - **119-135**, 218, 246
child/children - 23-27, **57-61**, 107-112, 160-174, 194-210
chronic food insecurity - **150**, 162, 205
clinical status - 61
cluster - 107-112
cluster sampling - 107-112
communication - **115**, 116, **219**
community/ies - 25, **118**, **119**, 122, 208
community-based therapeutic care (CTC) - 267
community group discussion(s) - 122, **129**
composite shock(s) - 177
conceptual framework - **15**, 17, **20**, **25-28**, 50
confidence interval(s) - 98, 100
Consolidated Appeal(s) Process (CAP) - 34

consumer price index - 47, 72
context-specific threshold(s) - 49, 52
contextual information - 39, 45, **46**, 153
contingency plan(s) - 176, **179**
coping - 26, **75**, 78, 156
coping strategies index (CSI) - 75, 76, 89
crop and food security assessment mission (CFSAM) - 13, **34**
cross-tabulation - **53**, 157
crude mortality rate - **57**, 165-166

D

data analysis - 155, 159-160
debt - 75, 152
decision tree - **202-203**
decision-making - 17, 47
dietary diversity - 62-63, 166-167
displacement - 146, 164-165, 167, 209
do no harm **206**

E

early warning systems - 33
EFSA types - **31**
elderly - 23-24, 155
enumerator(s) - 113-129
exchange against produce - 261
extrapolation - 58, 107, **154**

F

factor(s) of risk - 200
famine foods - 67, **69**
feasibility - **38**, 204-205
feeding - 24, 134, 194-207
field assessment team
fieldwork - 34
focus group(s) - **131**, 138, 151
focus group discussion(s) - 42, 92, 122, **131**
food access - **23-28**, **66**, 69, 73, 167-168
Food and Nutrition Security Conceptual Framework - **25**
food availability - **23**, 139, 174, 195
food consumption - **62**, 66-67, 157, 168, 201
food consumption score (FCS) - 54, **62**, 65
food distribution - 194, 201
food for education - 194
food for work (FFW) - 201, 208

food gap - **187-191**
 food groups - 62-63
 food insecure - 150-160, 196
 food-secure - 166
 food security - **22**, 62, 24-26, 54, **165**
 food security indicator - 50, 62, 74-75, 106, 164
 food self-sufficiency - **68, 70**
 food transfers - 201-202
 food utilization - **23-27**, 195, 201
 food voucher(s) - 202
 forecast - 146, **170-192**
 free food distribution - 197, 201

G

gap (see food gap) -
 gender - 25, 50, 114, 130, 203
 global acute malnutrition - 59, 165

H

health programme(s) - 194
 height for age - 59
 historical timeline - 61, **140**
 HIV/AIDS - 56, 103, 146, 148, 174
 household economy baseline survey(s) - 33
 household food access - 25, 70
 household (-level) food consumption - 54, 75, 168
 household food security - **25**, 50, **62**, 157, 216
 household survey(s) - 122, 125, **129**, 188
 hub effect - 101
 human resources - **113**, 198, 204
 hypotheses - 26-27, 45

I

impact - 42-43, 148, **185**, 221
 income - 53, 69-70, 185
 in-depth assessment - **32-33**, 95, 167
 information needs / requirements - 39, **41-45**
 initial assessment - **32**, 86, 94
 institutional feeding - 194
 Integrated Food Security Phase Classification (IPC) - 165-166
 inter-agency assessment(s) - **33-34**
 internally displaced persons (IDPs) - 111, 154-156
 intervention - **196-199**
 intervention type - 166, 194, 196, 219

J

joint assessment mission (JAM) - 34

K

key informant(s) - 94, 103, 122, 133

key informant interview(s) - **133**, 155

L

livelihood(s) - 20, 25, 185, 194

livelihood assets - 25, **44**, 70, 167

livelihood group(s) - 148-149, 182-183

livelihood strategy/ies - 25, 67, 182-183

livelihood zone(s) - 105

livestock - 73, 210

local adaptation - **28**, 53, 215

logistics - 88, **115**, 198

long-term crisis - 32

M

malnourished individuals - 53, 150, 202

malnutrition - 28, 59-60, **162**, **164**, 167, 183, 201-205,

market(s) - 71, 151, 158

market assistance programme - 201

market indicators - 71-72

market system support - 261

methodology - **92-93**, 157

micronutrient - 57, 61, 63

mid-upper arm circumference (MUAC) measurement - 51-59

mortality - 25, 50, 54, **56**, **164**

N

neighbourhood care programme (NCP) - 264

non-food intervention(s) - 194, 223

nutrient density - 63

nutrition crises - 152, 194

nutrition indicator - 50, 58

nutrition status - 25, **57**, 165

O

observation - 122, **136-137**

ongoing crisis - 32

on-site supplementary feeding - 255

opportunities and shocks - **171**, 177

orphan(s) - 201

P

pair-wise ranking - **141**
partner(s) - **33-34**, 215
physical access - **93**, 159, 178, 202-203
pillars (food security) - 22
planning - **86-116**
policies - 21, 47, 177, 204
post-conflict needs assessment (PCNA) - 34
pre-crisis data - 42, 52, 163
pregnant and lactating women - 194, 207
primary data - 55, **120-142**
principal component analysis (PCA) - 53
probability proportional to size (PPS) - 106, 113
profile(s) - 50, 88, **157**, **159**, 181
proportional piling - **140**, 155
protracted (crisis/crises) - 12, 87
proxy indicator(s) - **50**, 60-61, 152
public health environment - 24, 157
public works project(s) - 253
purchasing power - 68-69, 178
purposive sampling - **97-106**, 154

Q

qualitative data - 32, **155-163**, 181
quantitative data - 32, 79, **153**, **157-161**, 181, 188
questionnaire survey - 129, 131, 169
quick-onset emergencies - 94

R

random sampling - 96, **104**, 108
rapid assessment (EFSA) - **32**, 94
recommendation(s) - **209-210**
refugee - 34, 54, 103, 150
remittances - **68-70**, 141, 189
resilience - **22**
response analysis - **193-208**
response options - **199-206**, 217
risk(s) - 20, **155**, **164**, 194

S

sample size - **98-99**, 107-110
sampling frame - **95-97**, 105-111
sampling methodology - 95-96
sanitation - 61, 159, 215

scenario(s) - **175-185**, 192
 school feeding - 201, 207
 seasonal calendar - **139**, 188
 secondary data - 55, 89, 91, 124
 sector-specific information - 135
 security - 116
 semi-structured approach - 132, 135
 sequential EFSA - 17
 severity - 77, 164, 215-216
 shocks - **170-174**, **185-192**
 situation analysis - 74, **152-169**
 slow-onset or protracted crisis/crises - **46**, 95, 176
 snapshot assessment - 94
 snowball sampling - **103**
 source(s) of food - 67, 159
 stage sampling - *see cluster sampling*
 stakeholder analysis - 197
 strategic response framework - 166
 stratification - 41, **105**
 structural variable(s) - 164
 structured observation - **137**
 stunting - 59, 163, 165, 167
 sudden-onset crisis - 24, 100, 215
 supplementary feeding programme (SFP) - 201, 205
 SWOT analysis - **203-206**, 217
 systematic sampling - 109

T

take-home supplementary feeding - 255
 targeted supplementary feeding - 265
 targeting - **207-208**
 terms of reference - **81-89**, 214
 terms of trade - 70, 72
 therapeutic feeding programme (TFP) - 265
 transect walk - **136**, 188
 transitory food insecurity - 150, 162, 216
 triangulation - 96, **150**
 trigger - **86-87**, 95, 134
 type(s) of EFSA - **31**
 type of emergency - 31, 98, 175, 200
 type of informant - 135
 types of intervention - 166, 194, 196, 219

U

urgency of the crisis - 43, 86, 93-94

V

value judgement(s) - 52

vulnerability - 22, 26

vulnerable groups - 101-102, 148-150

W

wasting - 58-59, 164

weight-for-height - 51, 58

weight-for-age - 58-59

woman/women 21-23, 47, 57-60, 132, 165, 195

worst-case scenario - 175, 179, 193

Reference List

WFP publications and joint publications

The following publications are listed in alphabetical order according to their titles or series names. Please note that in January 2008 WFP's Emergency Needs Assessment Service and its Vulnerability Analysis and Mapping Branch were merged into the Food Security Analysis Service.

A Manual: Measuring and Interpreting Malnutrition and Mortality. CDC and WFP, July 2005.

Estimating Population Size in Emergencies, by A. Henderson. WFP Emergency Needs Assessment Service, December 2006.

Food Consumption Analysis – Calculation and use of the Food Consumption Score in food consumption and food security analysis. WFP Vulnerability Analysis and Mapping Branch, January 2008.

Guidance Note, Strengthening Rapid Food and Nutrition Security Assessments. WFP Emergency Needs Assessment Service, July 2007.

Guidelines for Comprehensive Food Security and Vulnerability Analysis (CFSVA). WFP Food Security Analysis Service, January 2009.

Market Analysis in Emergency Food Security Assessments: Guidelines on Market Situation Analysis and Forecast and Response Protocol. WFP Emergency Needs Assessment Service, August 2007.

Market Analysis Tool: Terms of Trade. WFP Economic Analysis Unit, August 2007.

Methods and Tools for Conflict Analysis. WFP Transition Unit. August 2007.

Participatory Techniques and Tools - A WFP Guide. 2001.

Policies and Procedures for the Use of the Immediate Response Account (IRA). WFP Operations Department and Administrative Department Joint Directive, 18 October 2005. (OD2005/005, A 2005/009)

Strengthening Rapid Food and Nutrition Security Assessments. WFP Emergency Needs Assessment Service, July 2007.

Technical Guidance Sheet No. 1. Integrating Migration and Displacement into Emergency Food Security Assessments (EFSAs). WFP Emergency Needs Assessment Service, May 2007.

Technical Guidance Sheet No. 4. Trigger Criteria for an Emergency Food Security Assessment (EFSA) in Slow-Onset Crises. WFP Emergency Needs Assessment Service, November 2007.

Technical Guidance Sheet No. 5. Distinguishing between Chronic and Transitory Food Insecurity in Emergency Food Security Assessments (EFSAs). WFP Emergency Needs Assessment Service, December 2007.

Technical Guidance Sheet No. 6. Initial Emergency Food Security Assessments (EFSAs). WFP Emergency Needs Assessment Service, November 2007.

Technical Guidance Sheet No. 7. Area Method to Estimate Population Size and Demographics in Emergency Food Security Assessments (EFSAs), by A. Henderson. WFP Emergency Needs Assessment Service, September 2007.

Technical Guidance Sheet No. 9. Qualitative Data Collection and Analysis for Food Security Assessments, by L. Morinière. WFP Emergency Needs Assessment Service, September 2007.

Technical Guidance Sheet No. 10. Using the Delphi Method to Estimate Population Size and Demographics in Emergency Food Security Assessments (EFSAs), by A. Henderson. WFP Food Security Analysis Service, January 2008.

Technical Guidance Sheet No. 11. T-Square Method to Estimate Population Size and Demographics in Emergency Food Security Assessments (EFSAs), by A. Henderson. WFP Food Security Analysis Service, January 2009.

Technical Guidance Sheet No. 12. Complementary methods and tools for Emergency Food Security Assessments (EFSAs), by WFP Emergency Needs Assessment Service, December 2007.

Technical Guidance Sheet No. 13. Analysing National Capacity to Respond to Food Security Crises. WFP Food Security Analysis Service, September 2008.

Thematic Guidelines on Sampling. WFP Vulnerability Analysis and Mapping Branch, December 2004.

Publications by other organizations

The following publications are listed in alphabetical order according to publishing organization.

Active Learning Network for Accountability and Performance in Humanitarian Action. Participation by Crisis-Affected Populations in Humanitarian Action: A Handbook for Practitioners, 2003.

CARE USA. The Coping Strategies Index, Field Methods Manual, by D. Maxwell (Feinstein International Center) and R. Caldwell (TANGO International). Second edition, January 2008.

Chambers Harrap. Chambers Compact Dictionary. Chambers Harrap Publishers Ltd, Edinburgh, UK, 2005.

DFID. Sustainable Livelihoods Approaches: progress and possibilities for change, by D. Carney. London, 2002.

FAO. Integrated Food Security Phase Classification (IPC) User Guide. Draft-in-progress for feedback. July 2008.

IASC. Guidelines for Gender-based Violence Interventions in Humanitarian Settings, Focusing on Prevention of and Response to Sexual Violence in Emergencies. September 2005.

IFRC. Guidelines for Emergency Assessment, 2005.

IPC Global Partners. Integrated Food Security Phase Classification: Technical Manual Version 1.1. FAO, Rome, 2008.

ODI. A Critical Review of Approaches to Assessing and Monitoring Livelihoods in Situations of Chronic Conflict and Political Instability (SCCPI), by S. Jaspars and J. Shoham. ODI Working Paper No. 191. London, 2002.

ODI. Contingency Planning and Humanitarian Action, a Review of Practice, by R. Choularton. ODI Network Paper No. 59. London, March 2007.

ODI. Remittances during crises: implications for humanitarian response, edited by K. Savage and P. Harvey. Humanitarian Policy Group Report No. 25. London, May 2007.

Save the Children. Emergency Nutrition Assessment: Guidelines for Field Workers, 2004.

Save the Children. The practitioners' guide to the Household Economy Approach. Regional Hunger and Vulnerability Programme, Food Economy Group and Save the Children, 2007.

Sphere Project (The). Humanitarian Charter and Minimum Standards in Disaster Response. Geneva, 2004.

List of boxes

Box 1.1	Assets and strategies	20
Box 2.1	Feasibility	38
Box 2.2	Definition of terms used to develop an EFSA analysis plan	39
Box 2.3	Identification of priority information requirements using the Food and Nutrition Security Conceptual Framework	43
Box 2.4	Proxy indicators of food security	50
Box 2.5	Cross-tabulation and comparison	53
Box 2.6	Calculation of the FCS	63
Box 2.7	Validation of the FCS	65
Box 2.8	Process for establishing the CSI	75
Box 2.9	Developing coping strategy indicators	78
Box 3.1	Rule of thumb for estimating sample size in purposive sampling	99
Box 3.2	Two-stage and simple random sampling	105
Box 3.3	Rule of thumb for estimating the sample size in a household survey	107
Box 3.4	Rule of thumb for determining the number of clusters in a random sample	108
Box 3.5	Common problems with primary data collection	120
Box 3.6	Main characteristics of questionnaires	123
Box 3.7	Main characteristics of semi-structured interviews	124
Box 3.8	Tips for semi-structured interviews	128
Box 3.9	Data collection in the context of sexual and gender-based violence	130
Box 3.10	Tips for facilitating focus group discussions	132
Box 3.11	Rules of thumb for identifying key informants	134
Box 4.1	Chronic and transitory food insecurity	150
Box 4.2	Qualitative identification of population groups, households and individuals facing food insecurity and malnutrition	155
Box 4.3	Defining the characteristics of households and individuals facing food insecurity and malnutrition, using qualitative data	159
Box 4.4	Compilation of pre-crisis information using a focus group discussion	163
Box 4.5	The IPC approach	166
Box 4.6	Estimation and use of the food consumption gap	168
Box 4.7	Estimation and use of the food access gap	169
Box 4.8	Opportunities and shocks	171
Box 4.9	Predicting opportunities and shocks	172
Box 4.10	Typical stakeholders in food security response programmes	197
Box 4.11	Conflict analysis and the do-no-harm principle	206
Box 5.1	Potential users of an EFSA report	219
Box 5.2	WFP procedures for communicating EFSA results	220

List of figures

Figure 1.1	The Food and Nutrition Security Conceptual Framework	25
Figure 3.1	Example of a seasonal calendar	139
Figure 3.2	Example of a historical time line	140
Figure 3.3	Example of proportional piling	141
Figure 4.1	Decision tree for response options	203

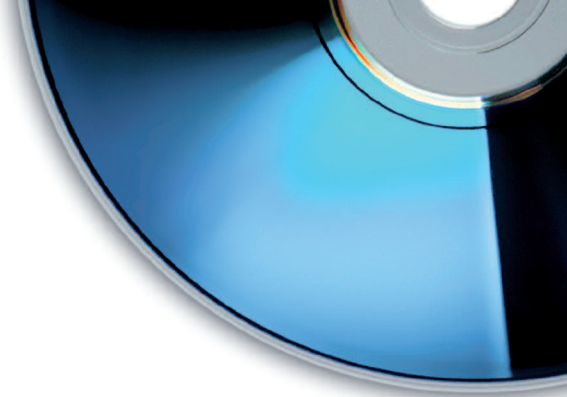
List of tables

Table 1.1	Inter-agency assessments	34
Table 2.1	Format for an analysis plan	39
Table 2.2	Template for collecting pre-shock livelihood information	42
Table 2.3	Sudden-onset crises and their impacts on nutrition status and food security	42
Table 2.4	Slow-onset crises and their impacts on nutrition status and food security	43
Table 2.5	Examples of contextual information	46
Table 2.6	Crude mortality rate	57
Table 2.7	Anthropometric and clinical indicators of the nutrition situation	59
Table 2.8	Examples of additional indicators that inform about nutrition status	61
Table 2.9	Template for calculating the FCS	64
Table 2.10	Food consumption groups and corresponding FCS thresholds and energy intake levels.	66
Table 2.11	Examples of food access indicators	67
Table 2.12	Market indicators	71
Table 3.1	Secondary data sources	89
Table 3.2	Identification of information gaps, with examples	90
Table 3.3	Circumstances under which each type of sampling is used	97
Table 3.4	Table for identifying clusters	112
Table 3.5	Example of an EFSA schedule	117
Table 3.6	Common pitfalls and solutions in questionnaire interviews	126
Table 3.7	Form for recording observations, with examples	137
Table 3.8	Example of pair-wise ranking	142
Table 4.1	Stages of EFSA analysis	146
Table 4.2	Characteristics of households where malnutrition exists	157
Table 4.3	Examples of individuals and households who may face risks to health and livelihoods, and possible reasons why	161
Table 4.4	Interpretation of the population-level severity of mortality and nutrition status indicators	165
Table 4.5	Key reference indicators and thresholds used in the IPC approach	167
Table 4.6	Documentation of opportunities and shocks, with examples	173
Table 4.7	Shocks and their potential impacts on food security	174
Table 4.8	Scenarios and their impacts, examples	180
Table 4.9	Shocks and their impacts on different groups, examples	182
Table 4.10	General process for determining the food gap	188
Table 4.11	Overview of groups affected under different scenarios, examples	192

Table 4.12	Factors associated with risk for various groups, with examples	195
Table 4.13	Ongoing and planned response interventions, with examples	198
Table 4.14	Summary of interventions and gaps for groups at risk	199
Table 4.15	Food and non-food responses in terms of factors of risk	201
Table 4.16	Targeted interventions, examples	207
Table 4.17	Monitoring data and schedule, example	210
Table 5.1	EFSA report format	214
Table 5.2	Contents of the executive brief	221

Resources

on the Food Security Analysis Guidance DVD



The following documents, reference materials, handbooks and other resources are available on the Food Security Analysis Guidance DVD.

- **EFSA Handbooks (2009 & 2005 editions)** in English, French & Spanish
- **CFSVA Guidelines**
- **VAM Thematic Guidelines** (some also available in French)
 - Initial assessments
 - Urban assessments
 - Market analysis tools
 - Nutrition
 - Livelihoods
 - Food consumption
 - Estimating population numbers & sampling
 - Qualitative analysis
 - HIV/AIDS
 - Participation & gender
 - National response capacity
 - Other
- **UN/Inter-Agency Assessment Guidelines**
 - WFP/UNHCR Joint Assessment Guidelines (JAMs), March 2009
 - FAO/WFP Joint Guidelines for Crop & Food Security Assessment Missions (CFSAMs), January 2009
 - IASC Initial Rapid Assessment (IRA): Guidance notes & field assessment form
 - CAP Needs Analysis Framework, IASC CAP Sub-Working Group, April 2005
- **Inter-Agency & Partners Food Security Analysis Guidelines**
- **Humanitarian Principles & Protection**
- **WFP Contingency Planning Guidelines**
- **WFP tools for EFSAs, CFSVAs & Inter-Agency Assessments**
 - Example terms of reference (TORs)
 - Example checklists & questionnaires
 - Example executive briefs & template
 - Example reports
 - Quality Monitoring Checklist templates

Credits

Photographs

Cover, first line, from left to right:

WFP / Kornelius Schiffer

WFP / Sven Torfinn

WFP / Elmer Martinez

Cover, second line, from left to right:

WFP / Marcus Prior

WFP / Riccardo Gangale

WFP / Rein Skullerud

Cover, third line, from left to right:

WFP / Caroline Chaumont

WFP / Riccardo Gangale

WFP / Luke Powell

Page 6: WFP / Edith Champagne

Page 15: WFP / Evelyn Hockstein-Polaris

Page 35: WFP / Alejandro Chicheri

Page 81: WFP / Amy Horton

Page 143: WFP / Rein Skullerud

Page 211: WFP / Leah Richardson

Page 225: WFP / Frederic Loward

Editor

Jane Shaw

Proof-reader

Valerie Guidi

Graphic design

Indro Utтинacci

Printer

Stilgrafica Srl

Production

Caroline Chaumont

Mark Bennett