Joint Assessment Missions – Rapid JAM

WFP
World Food Programme
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UNHCR
The UN Refugee Agency

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Cover Photo: Jordan / High Commissioner Visit / At an undisclosed location along the Syrian border, thousands of refugees cross each day. Here families with only the belongings they can carry with them, make their way on foot, under cover of darknes, into Jordanian territory and safety. Most have come from the embattled city of Daraa and its surrounding villages. Syrian millitary positions have been known to shoot at fleeing refugeeds near this point, and only moments after this photograph was taken a shell was heard spreading panic among the refugees. March 13, 2013 / UNHCR / Jared J. Kohler / March 2013

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JOINT ASSESSMENT MISSIONS – RAPID JAM

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ACRONYMS

AGD	Age, Gender and Diversity
DSA	Daily Subsistence Allowance
EFSA	Emergency Food Security Assessment
FAO	Food and Agriculture Organization of the United Nations
FGD	Focus Group Discussion
HQ	Headquarters (UNHCR and WFP)
IDP(s)	Internally Displaced Person(s)
IFRC	International Federation of the Red Cross
JAG	Joint Assessment Guidelines (UNHCR/WFP 2008)
JAM	Joint Assessment Mission
JPA	Joint Plan of Action
MoU	Memorandum of Understanding
NGO	Non-governmental organization
PLW	Pregnant and Lactating Women
PoC	People of Concern
SENS	Standardised Expanded Nutrition Survey
TGS	Technical Guidance Sheets
ToR	Terms of Reference
UNHCR	United Nations High Commissioner for Refugees
UNICEF	United Nations Children's Fund
WFP	World Food Programme
WHO	World Health Organization

RAPID JAM
TECHNICAL GUIDANCE SHEET

The Rapid JAM guidance outlines an abbreviated JAM methodology and process, to be used notably when a rapid joint assessment has to be carried out as a response to a new emergency and/or a new influx of refugees.

Note: there are often various larger-scale evaluations and needs assessments being conducted by multiple stakeholders in emergency situations. The rapid JAM may take place along with these as long as there is clear collaboration between UNHCR and WFP, the Terms of Reference (ToR) are clear and the findings are recognised by both agencies[i].

i This includes, but is not limited to, multi sector rapid needs assessments, Post-Conflict/Post Disaster Needs Assessment (PCNA), and UN Disaster Assessment and Coordination (UNDAC).

INTRODUCTION

Often refugees arrive in the country of refuge in poor condition due to dramatic events, the journey, loss of assets, and disruption of social networks. Their immediate food and nutrition needs must be assessed to ensure that these are met, both at the border and at the reception sites.

In acute situations, characterised by a large or rapidly growing influx of refugees, there is often no time, nor is it feasible, to conduct a regular UNHCR/WFP JAM as in more stable situations. In these circumstances, an abbreviated version of a JAM is conducted, known as a Rapid JAM, to assess the immediate and short-term food and nutrition related assistance needs of the refugees.

The process of a Rapid JAM is very similar to that of a regular JAM; though the timeframe is shortened considerably. The focus is on rapid review of existing information followed by a field visit/s. The tools that are necessary for conducting a Rapid JAM are the same as those used for a regular JAM; all are available in the JAM Practical Guide.

A **Rapid JAM** aims to quickly, yet effectively determine:

- The immediate and short-term food, nutrition and related non-food assistance needs of the refugee population (and potentially the surrounding population) and duration of assistance.
- The need for more in-depth assessments.

The **key output** of a Rapid JAM is a report detailing the food and nutrition situation of the refugees with recommendations and proposed interventions to address the situation until a more in-depth assessment can be undertaken.

A Rapid JAM should take place within the first weeks or months of the refugee influx. As a normal JAM, it is planned and conducted by UNHCR and WFP, though other organisations and agencies can participate as team members. The results of a Rapid JAM may feed into other multi-stakeholder needs assessments.

This technical guidance sheet aims to provide concise guidance on how to quickly and appropriately assess the food security and nutrition situation of newly arrived refugees, based on the JAM Practical Guide.

More details on the process, tools and additional references for a JAM are available in the JAM Practical Guide.

Additional support on rapid assessments is available from UNHCR and WFP regional offices, UNHCR HQ programme support and WFP HQ Policy and Programme Innovation Division - Analysis (VAM) and Nutrition Service'.

HOW TO CONDUCT A RAPID JAM – THE PROCESS

The process of a JAM is illustrated below. The process of a Rapid JAM is very similar yet in-depth assessments are unlikely to have taken place prior to the Rapid JAM field visit due to the timing required. Often in-depth assessments are recommended as an output of the Rapid JAM.

THE JAM PROCESS

STEP 1. PLANNING AND PREPARATION
- Identify JAM coordinators and core team
- Develop TOR, action plan, budget

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STEP 2. IDENTIFICATION AND ORGANISATION OF INFORMATION
- Identify information to collect
- Organise information in information matrix
- Identify quality data collection methods

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STEP 3. DATA COLLECTION
- Collect and review secondary data
- Collect primary data: in-depth assessments (if necessary) and JAM field visits

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STEP 4. ANALYSIS AND RECOMMENDATIONS
- Review, triangulate and discuss data that has been collected
- Identify key findings (based on objectives and questions in the JAM ToR)
- Develop recommendations

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STEP 5. REPORT AND DISSEMINATION
- Write JAM report, share for feedback
- Present final report to key stakeholders

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STEP 6. JOINT PLAN OF ACTION (JPA)
- Conduct workshop to discuss report and develop JPA
- Write JPA

STEP 1: PLANNING AND PREPARATION

Objectives/Terms of Reference (ToR)

The Terms of Reference (ToR) identify the purpose, methodology and outputs of the joint assessment. It should be a one to two page document and succinctly provide relevant information.

Standard Terms of Reference- Outline

Section	Main issue to be covered
Context	What is the current situation? What are the main changes in the situation? Why are you doing a Rapid JAM? What assumptions are to be investigated?
Objectives	What does the Rapid JAM aim to achieve? What questions will the Rapid JAM answer?
Methodology	How will you access and analyse the information to reach your objectives?
Timeline	Schedule of key events
Budget	What financial and human resources are required?

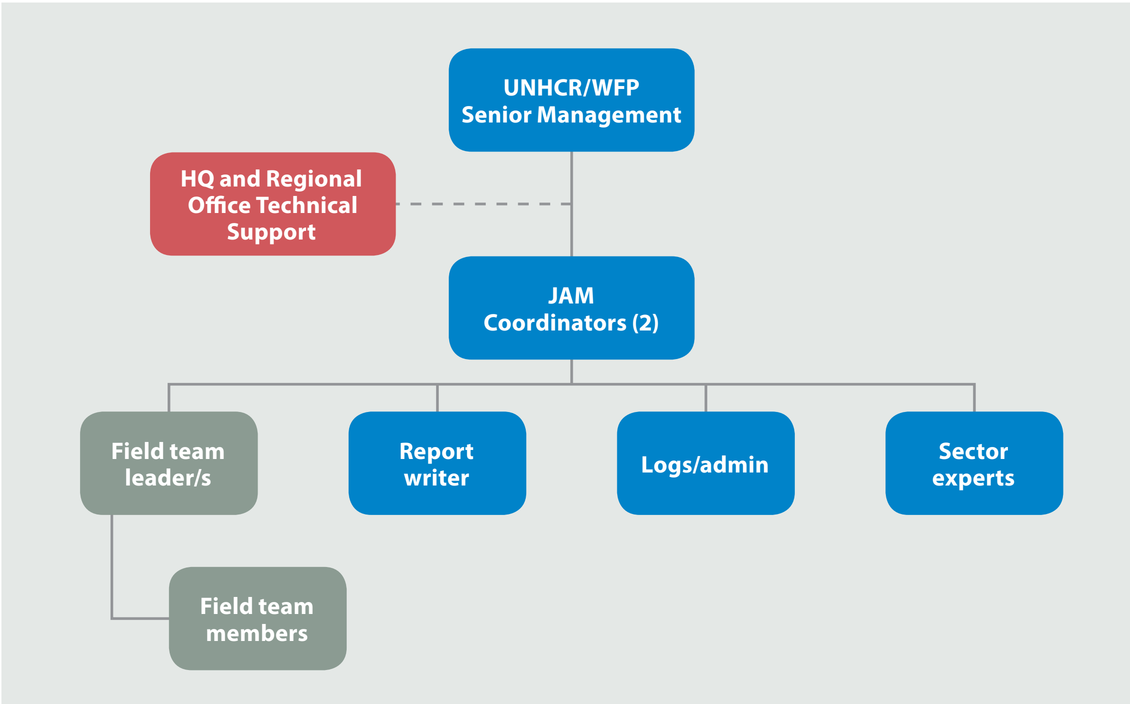
Rapid JAM team

A core Rapid JAM team is usually comprised of the JAM coordinators, individuals with specific technical backgrounds, a report writer and a logistics/admin person.

The Rapid JAM team should possess technical skills and experience in:

- Food security and food aid/assistance management;
- Nutrition;
- Sociology/anthropology;
- Self-reliance and livelihoods (agriculture, employment and income-generating activities);
- Logistics;
- Protection; and
- Qualitative analysis.

A generic organogram for a Rapid JAM team is provided below. It should be noted that the composition and numbers of individuals on each field team is context specific, based on the objectives of the ToR, specific areas of focus and geography of the area to be assessed. The core team is highlighted in blue. Both agencies will provide a coordinator.



The Rapid JAM field team structure is based on the characteristics of the sites to be visited.

For more details on the composition of a JAM team and specific roles and responsibilities of each, see the JAM Practical Guide.

STEP 2: IDENTIFICATION AND ORGANISATION OF INFORMATION

Information required

A Rapid JAM should focus on gathering essential information about the refugee situation necessary to identify the appropriate interventions. Each Rapid JAM is different and the ToR should articulate the specific issues/questions based on the context. The following is a list of some basic information that most Rapid JAMs collect.

- **Refugee profile.** Information on who, where, and how many in order to plan an appropriate response;
- **Situation in the country of origin and during the flight.** Information on the country of origin can provide further understanding of what the households and individual members have been through, the impact of the disaster on their livelihoods and details on the flight they have taken and how this has impacted their food security and nutrition situation. It also can provide details on their traditional practices and current vulnerabilities and risks. The data will also provide information on the likelihood of continued influx and state in which new refugees are likely to arrive;
- **Context in the country of asylum.** Understanding the policies and the context in the country of asylum is essential to effectively analyse the situation of the newly arrived refugees and how it could evolve;
- **Registration process.** Access to assistance and legal protection is directly dependent on registration. An understanding of the type and level of registration that is feasible to undertake in the specific context is necessary to determine an effective response;
- **Food security and nutrition needs** (immediate and likely evolution in the short-term). The food security and nutrition situation varies from one group to another, depending on recent events in flight, assets, age and gender. Food security and nutrition analysis has to be conducted for each group following an age, gender and diversity (AGD) perspective[1], in order to recommend appropriate interventions for each specific group. Food security and nutrition status evolves over time; analysis should include context and risk analysis, including the likely evolution in the short- and medium term; and
- **Other needs.** While the Rapid JAM focuses on identifying food security and nutrition needs of the refugees, the team conducting the JAM can identify other acute needs based on their skills, experience and the situation. Protection, psychosocial, shelter,

1 Through the systematic application of an Age, Gender and Diversity (AGD) approach in its operations worldwide, UNHCR seeks to ensure that all persons of concern enjoy their rights on equal footing and are able to participate fully in the decisions that affect their lives and the lives of their family members and communities.

water and sanitation, and health needs have a direct impact on food security and nutritional status. All non-food and nutrition needs should be reported to the relevant sector specialists and agencies. Recommendations for further assessments in different sectors should be documented in the report.

For a list of specific information usually collected, see Annex 1.

Organising information

The information matrix is a tool that provides a framework for organising (and analysing) all the information collected in a Rapid JAM.

Key Analytical Questions	Indicators/ Information to collect	Source of information				Key points to Highlight	Preliminary analysis and observations
		Secondary data (Please cite also the Source)	Reliability	Primary Data	Reliability		

For detailed information on how to use and fill in the information matrix, see Annex 2.

An electronic copy of the matrix are available on the JAM Practical Guide accompanying flash drive.

STEP 3: DATA COLLECTION

Secondary data

As much as possible, existing information on the situation should be reviewed before the field visit. The process of secondary data collection is as follows:

- Collect the available and relevant information, based on the objectives of the ToR;
- Check reliability of information;
- Organise and summarise information (using the information matrix); and
- Identify information gaps.

Examples of secondary data often reviewed in a Rapid JAM include

New influx into an existing refugee camp/site	Totally new influx
▪ Previous JAM reports; ▪ Refugee update reports; ▪ Social, economic, political and historical studies by governments, universities, nNon-governmental organisations and research groups; ▪ Technical assessments such as household food security surveys, Standardised Expanded Nutrition Survey reports, livelihoods assessments, market assessments. ▪ Maps; ▪ Eyewitness accounts (people who have recently come from the affected area); and ▪ WFP/UNHCR/NGOs monitoring reports.	▪ Refugee update reports; ▪ Technical assessments such as household food security surveys, Standardised Expanded Nutrition Survey reports, livelihoods assessments and market assessments of the area where the refugees have settled or from the area of origin; ▪ Sector-specific information such as results of nutritional screening; ▪ Government census data; and ▪ Eyewitness accounts (people who have recently come from the affected area).

In a Rapid JAM it is not always possible to review all of the above. At a minimum, the following should all be reviewed before the field visit:

- ProGres information from UNHCR refugee database;
- Demographic and geographical information: rate of new arrivals, age/gender breakdown, location and numbers in each location;
- Government position towards refugees;
- Any existing food security and nutrition information regarding refugees;
- On-going interventions, gaps and coordination; and
- Any information on the surrounding communities, such as food security assessments or nutrition surveys.

Once collected, the reliability of the data should be determined.

Criteria for Assessing Reliability of Data[2]

Reliability Rating	Criteria
1 *Somewhat Reliable*	Reasonable but questionable source, method or time-relevance of data
2 *Reliable*	From a reliable source, using scientific method, and data reflecting current or projected conditions
3 *Very Reliable*	Effectively unquestioned source, method and time relevance of data

Reliable information is summarised and organised using the information matrix. Information gaps can then be identified.

2 Adapted from the Integrated Phase Classification, Technical Manual Version 2.0, 2012.

Primary data collection- the field visit

The primary objective of the Rapid JAM field visit is to triangulate information already available and to fill essential information gaps.

Assessment methods

Data should be collected using different sources, methods and tools, to reduce bias and enhance quality. As a guiding principle, at least three sources or methods should be used to collect a piece of qualitative information to ensure that it is triangulated.

It is rarely appropriate to conduct household surveys during a Rapid JAM, typically only qualitative methods are used for the field visit. Focus group discussions and other participatory techniques are effective methods to ensure information is obtained directly from the refugees.

The following tables outline qualitative methods and tools often used to collect primary data during the Rapid JAM field visit.

Method	Description
Household visits[i]	Heads of households (or other relevant representatives of the households, e.g. care givers) are asked a few pre-defined questions regarding specific issues in the ToR. Teams observe the living conditions of these households.
Transect walks	Walks through the area to observe the local conditions/situation.
Key informant interviews	Open discussion on pre-defined subjects (semi-structured) with a person having a specific knowledge on an issue, group or location.
Focus group discussion	Open discussion on pre-defined subjects with a homogeneous group of individuals (usually 6-8 people). The discussion can be more or less structured.
Community group discussion	Discussion with a group of individuals from the selected community.

i A small number per site (approximately 10), at random and in different parts of the camp/site to cross check and triangulate information (for example, those near/far from water point, those living in different types of structures, those who are on periphery of camp who may have opportunities for own production, different ethnic groups etc.)

Tool	Description
Mapping	Design a map with a group of individuals in the community to identify specific issues (e.g. distance to water source, market, health centre).
Timeline/seasonal calendar	Design a timeline/seasonal calendar with a group of individuals in the community to identify particular events or seasonality of food and nutrition related issues.
Diagrams (e.g. Venn diagram)	Design a diagram that shows specific linkages in the area, e.g. how the camp is linked to closest markets and how these markets are linked with the surrounding market system.
Proportional piling	Individuals use small objects (beans, stones, etc.) to develop piles representing issues. Bigger issues are represented by bigger piles. This allows information to be ranked and/or prioritised.
Pair-wise ranking	Individuals rank pairs of things/situations/options. This process provides information on what is more important to the individual/s.

For more information on the various participatory methods, see the following on the JAM Practical Guide flash drive.

- ***WFP Emergency Food Security Assessment Handbook;***
- ***UNHCR Participatory Assessment Tool (2006); and***
- ***ACAPS Technical Brief Key informant interviews Oct 2011.***

Site selection

All locations where refugees are arriving and settling should be visited.

Field visit security

Rapid JAMs are often conducted in insecure areas. JAM coordinators are responsible for ensuring the safety of the JAM field teams. JAM coordinators should ensure the availability of telecommunications facilities for the JAM team/s to be able to report back regularly to the UNHCR and WFP offices in the capital. Any required security clearances need to be obtained from relevant national authorities before the field visit.

Daily debriefings

A daily debriefing is conducted at the end of each day in the field. The daily debriefing focuses on the key findings (in relation to the key questions in the ToR), challenges and recommendations. Before the debriefing, team members prepare their key points to be presented to the team (5-10 minutes) during the debriefing. ***All team members should use the same format for their written notes*** so that they can easily be compiled into a report. Only reliable information relevant to the JAM is discussed. Information is collated and analysed according to the information matrix.

Daily debriefing outputs:
A report from each team, typed in a standardized format including:

- Information for the narrative report (people met, methods, sites visited, essential data collected);
- Overview of each thematic area (key issues to highlight in the report);
- Analysis and emerging conclusions based on the information collected during the day; and
- Key recommendations.

Team reports are submitted to the JAM coordinators and the report writer.

Note: The written output of the debriefing is already analytical and highlights emerging conclusions and contentious issues. It is NOT a written account of the notes that the team members took during the day.

During the field visits, the team members may encounter individuals or groups who have been involved in a protection incident or who have protection information which needs to be reported. Teams are obligated to report either of these.

Procedure for reporting a protection incident:

- **Request permission** from the individual or group concerned to forward the information to the protection focal point in a confidential manner;
- **If the individual agrees** to file a report, record the name, registration number and contact details of the individual and a brief description of the event. Forward this information together with details on the geographic location of the incident to the protection focal point;
- **If the individual or group refuses** to provide names and contact details, there is still an obligation to report the information to the UNHCR protection focal point as an anonymous report; and
- **Inform the individual or group** reporting a protection incident or issue that the information will be handled in a confidential manner and feed-back will be provided to them, if they disclosed their identity.

Tips to ensure quality data collection during field visits

- ✓ **Communicate clearly and involve all groups.** Explain field visit objectives and process clearly and equally to all the groups. Encourage all groups to actively participate throughout the process.

- ✓ **Make optimal use of available information.** Build on information that is already available. Gather information from scratch only if particular information is lacking.

- ✓ **Use multiple sources and methods to triangulate data.** Seek the same kind of information from a number of different people of different socio-economic groups and in different localities.

- ✓ **Consider age, gender and diversity in all aspects of the assessment.** Talk separately with women, men and children. Disaggregate data based on sex if possible.

- ✓ **Ensure a safe and protected space for discussion.**

- ✓ **Commit to listening to all and seek consensus.** Listen and share the information gathered. Seek to build consensus around the questions outlined in the ToR among the refugees, UNHCR, WFP, and all other concerned parties (including the government, local authorities, and surrounding population).

- ✓ **Ensure accurate interpretation.** If necessary, identify an interpreter to convey questions and informants' responses faithfully (and not to give his/her own interpretation of what is being said).

- ✓ **Be sensitive to possible biases.** Be conscious of and try to counteract your own possible biases and those of interpreters and key informants.

- ✓ **Ensure transparency and feedback.** Ensure that community leaders, local officials and concerned agencies understand the information-gathering process and the basis for the conclusions. Share tentative conclusions with these groups.

- ✓ **Disaggregate data. Be cautious about generalising.** The situation and needs may vary considerably between different locations as well as among different groups.

- ✓ **Record the sources of information.** Copy any important information from documents found in the field. Don't take the originals away from their owners.

✓ **Be flexible and opportunistic.** While keeping a clear focus on food security and nutrition, be alert to and follow up on aspects that you may not have thought of previously.

STEP 4: ANALYSIS AND DEVELOPMENT OF RECOMMENDATIONS

Analysis takes place during daily debriefings and at the end of the field visit. During this process, the information collected is discussed and key findings are documented and recommendations developed. These are summarised around the key questions in the ToR.

Analysis process

- **Review the key questions** to be answered based on the ToR (this should be organised in the information matrix);
- **Review information collected** from the secondary data analysis and the field visit, organised in the information matrix;
- **Sort the information** so that only reliable, relevant information that helps to answer the key questions outlined in the ToR remains;
- **Organise the information** so that each piece of information relates to a key question presented in the ToR and that key questions are grouped if they are related to a similar issue. By arranging like information with like, it is easier to see key findings emerging;

Practical tip:
During the daily debriefings and in the final analysis at the end of the field visit, it can be useful to write each key question from the ToR on an individual piece of flip chart paper and post these on the wall.

As team members discuss the information they have collected, specific, relevant information related to a key question can be written on post-it-notes and stuck to the corresponding flip chart paper.

At the end of the session, the information matrix is updated based on the information collected on each flip chart paper.

- **Summarize the key findings** and information emerging from the discussion into short sentences and bullet points around key themes and issues (based on the ToR). Ensure that information is not condensed so much that the context and important details are not lost. Rich, contextual information is necessary for explaining the issues in the report; and

- **Turn findings into analysis.** Throughout the analysis (during daily debriefings and at the end of the field visit), the team members should be asking and re-asking the following questions in relation to the key findings:

  - What patterns and common themes emerge in responses to specific issues? How do these patterns (or lack thereof) address the questions raised in the ToR?

  - Are there any deviations from these patterns? If yes, are there any factors that might explain these atypical responses?

  - Are there any relationships among findings by site or groups? Are any causes/ consequences identified?

  - Do the patterns and relationships that emerge support or match the findings of any in-depth assessments that have been conducted? If not, what might explain these discrepancies?

  - Issues emerging from the data should be prioritised (by level of severity).

Analysis framework

An analysis framework will facilitate the discussion and analysis process and should be developed prior to the field visit to demonstrate how all the information collected will be analysed; an example is provided below. In this example, the team chose to focus their discussions around the following questions based on the ToRs, a synthesis of the discussion around each issue was consolidated into the following chart.

- What is the problem?
- What are the causes?
- Who is affected?
- Where are they affected?
- What are potential solutions? These can then be turned into recommendations.

The following analysis framework can assist in organising the information.

Problem	Who is affected?	When?	Principle cause?	Underlying causes	Likely evolution	Potential solutions	Missing information

See JAM Practical Guide, section 4.10 for an example JAM analysis framework completed in Chad.

If the field visit does not answer all of the outstanding information gaps, the Rapid JAM team should recommend specific in-depth assessments. If the situation is continually changing, teams may recommend that additional assessments are conducted regularly until the situation is stabilised.

Developing recommendations

Recommendations focus on what people need and the appropriate responses, based on the findings of the Rapid JAM. The findings are developed into recommendations by expanding the "potential solutions" identified through the analysis process. As a guide, it is best to develop one recommendation for each part of a key finding.

What to consider in developing recommendations?

- **Needs.** Who is in need? What is the need? For how long is the need? Where is the need?
- **Refugee priorities and plans.** What do the refugees say are their priorities now and in the near future? What are their plans to address their priorities?
- **Capacities / partnerships.** What capacity is available in the area? What partners are interested in working together with UNHR/WFP to address refugee needs in this area?
- **Linkage between nutrition/food security/livelihoods and self-reliance.** How are these issues practically linked? How can recommendations for one address issues in another? (Tip: Do not analyse these as separate issues).
- **Linkage between relief and self-reliance.** How will the immediate relief support and link to self-reliance?
- **Prioritisation.** What is the priority by group/area/need?

Recommendations should be:

- Action-oriented;
- Need-based;
- Clear;
- Reflect priorities;
- Present realistic response options; and
- Minimal in number.

Prioritising needs

Detailing the groups most in need and then prioritizing their needs can facilitate the process of ranking recommendations. This is particularly relevant for Rapid JAMs which define responses to immediate needs. A prioritization table like the one below is often developed.

Example of a prioritization table

Who is in need?	What is the need?	Where is the need?	When (Timeframe for need)	Numbers in need	Urgency and severity of need
Somali refugees	Food assistance Nutritional support	District 1- Northern Kenya	In 3 months after food stocks run out	20,000	Urgent, large numbers in need of short-term food assistance
Somali refugees		Refugee camp- Kenya/Somali boarder	Now	5,000	Very urgent, small numbers but high levels of acute malnutrition
Surrounding population		Surrounding population- around refugee camp	In 6-9 months (if rains fail)	10,000	Food assistance needed in 6-9 months, not urgent

STEP 5: REPORT AND DISSEMINATION

A report should be written describing the context, key issues identified and recommendations based on the document review and field visit. The contents of the report should be as follows:

- Background;
- Objectives, key questions and brief overview of methodology;
- Major findings for nutrition;
- Major findings for food security;
- Concerns/constraints;
- Recommendations with time frame, focusing on food security, nutrition and related non-food needs; and
- Annex: ToR and team composition

The process for writing the report and disseminating the findings is as follows:

- Based on feedback from the team members and leaders, JAM coordinators draft a succinct report with key recommendations highlighted, within a week of the field visit;
- JAM coordinators present findings to senior management of each agency;
- JAM coordinators facilitate a debriefing for Government representatives, NGO partners and donors upon return from the field visit and when preliminary findings are synthesised; and
- Comments from key stakeholders are integrated and the report is finalised within a month from the end of the field visit.

REFERENCE DOCUMENTS

JAM PRACTICAL GUIDE UNHCR/WFP
This guide provides essential guidance and tools on the JAM process. Accompanying Technical Guidance Sheets (TGS) provide specific technical guidance on urban issues, markets, cash and voucher-based transfers and protection in relation to conducting a JAM.

EMERGENCY FOOD SECURITY ASSESSMENT HANDBOOK (EFSA), WFP, SECOND EDITION
The EFSA Handbook provides guidance on how to conduct a food security assessment in emergency situations or protracted crises, whether due to sudden natural disasters, disease, economic collapses or conflicts. An EFSA covers the geographic areas affected and determines the impact on households and their livelihoods.
http://documents.wfp.org/stellent/groups/public/documents/manual_guide_proced/wfp203246.pdf

ANNEX 1. QUESTIONS ASKED AND INFORMATION TYPICALLY COLLECTED IN A RAPID JAM

The following list outlines information that a Rapid JAM usually collects, depending on the context.

WHO AND WHERE ARE THE REFUGEES

Country and area of origin

- Where did the refugees come from? How long was the journey? What have the refugees endured on their journey?
- What are the traditional livelihoods of the refugee population? What is the food security and nutrition situation in their area of origin?
- Are there any social and cultural factors which could influence food security and nutrition?
- What is/are the language/s and ethnicity/ies of the refugees?
- Are there different groups within the refugee population with potentially special needs (consider age, gender and diversity-related sub-populations)?
- What are the traditional relations with the surrounding population?

Location

- Where are the refugees currently located? In camps? With or without 'old' refugees? In reception centres? With families in the surrounding area? In rented or informal housing? Are the sites formal or informal?
- Is there any substantial difference in conditions among the different places that the refugees are living (e.g. camps vs. families in the surrounding area)?
- What are the conditions in and around the sites?
- What are the main locations nearby (e.g. towns, villages, markets, port, roads)?

Note: Presenting the above information on a map will ease the analysis

Numbers of refugees

- What is the total number of registered refugees (disaggregated by gender, age, groups with specific needs, location and type of shelter)?
- Does the total number correspond to other estimates (demographics of the population in the area of origin, numbers from other sources, geographic information system or satellite estimates)? If not why?
- What are the projections on how the refugee numbers might evolve?

THE COUNTRY OF ASYLUM

Legal status

- Is refugee status granted by the country of asylum?
- Is their status recognised?
- Have the major conventions and protocols been adopted in asylum country?
- How do the above affect the food security and nutritional situation of the refugees?

Political environment

- What is the political and security situation in the country of asylum and in country of origin?
- Why the refugees have fled?
- What is the relationship between the country of origin and country of asylum?

Refugee assistance

- Which policies and programmes are in place in the country of asylum to support refugees?
- What kind of the assistance is provided by the various actors (governmental organisations, United Nations organisations, non-governmental organisations) to the refugees?
- Are there food and nutrition-related programmes in place in the surrounding areas in the country of asylum that the refugees could benefit from?

Economic and social context

- Do the refugees have access to natural resources such as land for cultivation, markets and transport, health and education facilities?
- Do they have the right to work or to conduct commercial activity?
- Do the refugees enjoy freedom of movement?
- What is the perception of the local population towards refugees in general and this group of refugees in particular?
- What is the economic, food security and nutritional situation in the area where the refugees have settled?
- Is there any food production in the surrounding area? Describe any types of food production and note the capacity of the producers and if this is enough to provide for the refugees.
- What are the main sources of income in the surrounding area?
- Are there markets in the area? What is available at these markets (food, household items, building supplies?) Can they respond to an increase in demand?

REGISTRATION PROCESS (related to food and nutrition)

Type of registration process

- How is the registration conducted? Is it a standardised process?
- What tools are used for registration?
- What is the level of registration? Level I (households) or level II (individuals)?
- Who is responsible for registration?

Information on the registration process

- What information is collected during the registration process? Is it available through ProGres? Could registration information be relevant to the food security and nutrition status of the new arrivals?
- Have the refugees and/or refugees' representatives been involved in the registration process?
- Is there any mechanism in place for the refugees to report incidents, challenges, needs and complaints?
- What are the constraints in the registration process? What are the main causes of the constraints? What are/could be the likely consequences?

REFUGEES PERCEPTIONS, PLANS AND PRIORITIES

Needs and priorities

- What are the needs and priorities expressed by the refugees?
- Does this correspond to the current assistance and assistance strategies?
- Does this correspond to other assessment findings?

Plans

- What are the refugees' plans regarding their movements and livelihoods strategies?
- How will these plans affect any interventions?
- Could specific interventions support the refugees with their plans?

FOOD SECURITY AND NUTRITION

Nutrition

- What is the nutritional status of the refugees (prevalence of global acute malnutrition, severe acute malnutrition, stunting, micronutrient deficiencies)? Which population sub-groups are most vulnerable/affected with poor nutritional status?
- Does seasonality play a role in nutritional status (e.g. does the prevalence of undernutrition vary seasonally?) If so, how?
- What are the main causes of undernutrition (refer to the causal framework of undernutrition in Chapter 2 as a guide)?
- What is the nutritional status of the surrounding population (prevalence of global acute malnutrition, severe acute malnutrition, stunting, micronutrient deficiencies)?

Access to food

- What are the primary food items consumed by the refugees? Are the daily food needs of all population sub-groups met (in terms of quantity, quality and diversity)?
- What are the main sources of food for the refugees? (Hunting/fishing/gathering? Purchase? Bartering goods and services? Gifts/remittances? Assistance? Other?) Did they travel with any food sources? Are these sources sufficient to provide for their daily needs?
- What are the food preferences of the refugees? What is the primary staple in their home country?
- Do refugees contract debts for their food and related needs? What are the terms? Are they likely to affect household food security and nutrition negatively in the mid and long term?
- What are the main opportunities/constraints faced by the refugees to access food and basic goods and services?
- Are the specific needs of particularly vulnerable groups, such as children under 2 years of age, pregnant and lactating women and people living with chronic illness, met?
- Are there differences with regards to food access and consumption among households? Are there different levels of needs?
- Are there differences with regards to food access and consumption within households? Are there different levels of needs?
- Are refugees able to work or gain income? If yes, who and which proportion? Are there seasonal variations in their ability to gain income? Are there protection concerns related with working conditions or sources of income? If yes, what?
- What are the coping strategies commonly used by the households? Are there seasonal variations? Are there protection concerns associated with the coping strategies? If yes, what?
- What are the main external or internal shocks and trends which affect refugee's access to food? What are the likely future threats or ameliorating factors in the short and medium term?
- How is access to food likely to evolve in the short and medium term? Describe.
- See also questions under legal status, political environment, and social and economic context above and livelihoods and self-reliance below, as these have a direct impact on household access to food.

FOOD SECURITY AND NUTRITION (cont.)

Availability of food

- Is food available in the area? What are the sources (local production, markets/trade, in-kind transfers by Government and NGOs or other support groups)?
- Do refugees produce any foods themselves? What? Who? When? How?
- Is the food available through markets and local production sufficient for the needs of the surrounding population and the refugees? Do refugees have access to this food or is their food supplied differently (e.g. in kind aid)?
- Does the food availability vary seasonally? If yes, for which items? Describe how and why it varies.
- What are the main opportunities and constraints on food availability in the area? Do these fluctuate? If so, how?
- How is availability of food likely to evolve in the short and medium term? Describe.
- See also questions under legal status, political environment, and social and economic context above and livelihoods and self-reliance below, as these affect the availability of food.

Utilisation of food

- Do refugees have adequate means to appropriately store and cook food?
- Is domestic energy readily available and accessible? Are water and cooking utensils available and accessible?
- Are there any cultural food habits that need to be considered?
- Do the food utilisation practices and conditions have an impact on the food security and nutrition? How?

Care and feeding practices (related to food and nutrition)

- What are the traditional infant and young child care and feeding practices (including breastfeeding)? How do these practices influence nutritional status?
- Did displacement cause any disruption to traditional infant and young child care and feeding practices?
- What are the main constraints to maintaining adequate infant and young child care and feeding practices in the current situation?
- What is the traditional diet of pregnant and lactating women? Are there any specific dietary intake (or taboos) during pregnancy which may impact on nutritional status?

FOOD SECURITY AND NUTRITION (cont.)

Health and hygiene conditions (related to food and nutrition)

- Are there and/or has there recently been any epidemics and disease outbreaks that could affect/have affected food security and nutrition status of the population?
- Do refugees have adequate access to clean drinking water? Do they have access to appropriate facilities to ensure good hygiene and sanitation?
- Is the access to basic health care adequate?
- What are the main constraints faced in maintaining adequate hygiene and health practices?
- How do health and hygiene conditions vary through seasons?
- Are any shocks that could affect the health and hygiene situation predicted?

Livelihood and opportunities for Self-reliance

- What are the refugees' traditional livelihoods? What skills do they bring with them?
- What opportunities are there to sustain or promote these livelihoods in the current context?
- What are the refugees' plans regarding their asset management and their activities?
- How can interventions promote the traditional livelihoods of the refugees and their plans? Are there opportunities to diversify livelihoods or create new livelihoods?
- What are the hindering factors and future threats for livelihood support and promotion of self-reliance in the current context?
- Which groups of refugees would benefit from livelihood promotion and activities to increase self-reliance?

Note: a detailed livelihoods assessment will be required to assess the opportunities for livelihoods interventions and promotion of self-reliance.

SERVICES TO ADDRESS FOOD SECURITY AND NUTRITION AND TO PROMOTE SELF-RELIANCE

- What are the services available in the area to treat and prevent undernutrition? Does everyone have equal access? Is the quality adequate? What are the gaps?
- What interventions are in place to address refugees' immediate food security and access to food, including spontaneous food assistance (e.g. from the surrounding communities)? Who is included? Is the quality adequate? Are there any gaps? How is the assistance used?
- What interventions are in place to address refugees' medium and long-term food security? Who is included? Is the quality adequate? Are there any gaps?
- What livelihood interventions are in place to promote refugees' self-reliance? Who is included? Is the quality adequate? Are there any gaps?

Link to the word version of the document is here.

ANNEX 2. INFORMATION MATRIX

Organise information in the information matrix

The information matrix is the key tool for organising and managing information in a JAM, and it greatly facilitates analysis. It is an excel sheet with several columns, each corresponding to a step in the process of information gathering and analysis (headlines shown in the table below). The information matrix should be filled out by the JAM coordinators with input from the JAM team throughout the process, starting with listing the key information needed based on the JAM ToR. If well used, the information matrix will condense all the data, including the preliminary analysis of both secondary and primary data, in one table that can be used during the final analysis and report writing.

Key Analytical Questions	Indicators/ Information to collect	Source of information				Key points to Highlight	Preliminary analysis and observations
		Secondary data (Please cite also the Source)	Reliability	Primary Data	Reliability		

Step 1: List the key analytical questions that the JAM aims to answer in the table. These are taken from the ToR (objectives and specific objectives) and developed further, if needed. Add the information to collect, to answer each question or note the type of indicator that would be used to answer the question. For example, prevalence of malnutrition for, "review the nutritional situation of the population", and ration composition and intra-household food sharing practices and sharing as indicators to be used for, "better understanding people's access to food".

Indicators/Information to collect
Prevalence of malnutrition among refugees and host communities
Ration composition
Intra-household food sharing practices and habits

Step 2: Record each *relevant* piece of information into the matrix after the corresponding indicator/question (as listed in step 1), based on the secondary data review. An information source and level of reliability is provided for each piece of information.

Sources of Information		
Secondary Data	Source / date/ geographical coverage	Reliability
GAM: 8.3% SAM: 1.1% Anaemia: 34%	Nutrition survey in camps, October 2012, UNHCR	Very reliable
GAM: 6.1% SAM: 1.1%	Nutrition component in MICS Hosting areas, September 2009, Unicef and government	Somewhat reliable (out dated)
1,800 Kcal/pers/day with pipeline breaks alluded to	Distribution reports, PDM reports	Very reliable (but need more precision and crosscheck and precise dates)
[No data on intra-household food sharing → leave blank]		

Once all the *relevant* information collected through the secondary data review is organized into the matrix, gaps are revealed.

Step 3: For all the indicators for which there is no secondary data, additional data collection is necessary. In some cases the data is collected during the JAM field visits, in other cases it is necessary to conduct in-depth assessments prior to the JAM field visit. For example, an in-depth assessment would be requested if no reliable nutrition data are available and reports indicate a worrisome nutrition situation. If the data gap is not significant, it is enough to collect or verify the information during the JAM field visit. The JAM team has to decide how these gaps will be filled including the methodology to be used (e.g. representative quantitative household level survey for Standardised Expanded Nutrition Survey (SENS) nutrition survey, or focus group discussion with women to understand use of food aid ration better). In the example above, information on intra-household food sharing practices and habits is identified as a gap. This data gap is not major, and can be filled during the JAM field visits through key informant interviews and focus group discussions.

Step 4: Once the in-depth assessments and the field visits have been conducted, all the findings are documented in the information matrix along with the corresponding level of reliability. Information from in-depth assessment information should be recorded under secondary information, and information from the JAM field visit should be recorded under primary information. This highlights any outstanding key issues. The JAM team should remain focused on the information that relates to the specific questions about the nutrition and food security situation of the refugees.

Step 5: Key points emerging from the preliminary analysis are noted in the last column, as the matrix is filled in. The analysis will be refined further and finalised during the final analysis.

> It is important to ensure that the richness of the information is not lost by condensing text in the information matrix too much. Relevant, specific details on the context that relate to the key questions in the ToR are necessary for writing a good report.

Sources of Information		**Key points to highlight**	**PRELIMINARY ANALYSIS AND OBSERVATIONS**
Primary data findings	Reliability		
Men and boys over 5 years old eat together from the same pot, and women, girls and younger children eat together from the same pot. Women tend to make sure children eat first, adult women including pregnant and lactating women (PLW) eat last.	Reliable	PLW may not get enough to eat, but additional information needed to confirm this (focus group discussions or key informant interviews in health or nutrition centres	

Link to word/excel version of the document is here.

GLOSSARY

Acute malnutrition

Acute malnutrition is defined by a low weight for height, by visible severe wasting, or by the presence of nutritional oedema. It is generally caused by a rapid weight loss due to illness or inadequate consumption of food or nutritional oedema.

Chronic malnutrition

Chronic malnutrition is defined by inhibited growth in height and cognitive development caused by poor nutrition over a period of time.

Coping strategies

Coping strategies are activities that people resort to in order to obtain food and/or incomes, when their normal means of livelihoods have been disrupted.
When analysing coping strategies in a particular situation, a distinction must be made between:

- *Viable coping strategies* – activities that are sustainable and preserve future means of survival, livelihood, dignity and nutritional health, and
- *Negative coping or 'distress' strategies* – activities that undermine future means of livelihood, dignity or nutritional health, increase long-term vulnerability, or are illegal or not socially acceptable.

Some coping strategies may evolve into regular livelihood strategies during protracted displacement while others remain as temporary activities that are resorted to only when normal means of livelihood are disrupted.

Food access

Food access is a household's ability to regularly acquire adequate amounts of food through a combination of its own home production and stocks, purchases, barter, gifts, borrowing or food aid.

Food availability

Food availability is the amount of food that is physically present in the area of concern through all forms of domestic production (including household production), commercial imports and food aid.

Food security

Food security exists when all people, at all times, have physical, social and economic access to sufficient, safe and nutritious food which meets their dietary needs and food preferences for an active and healthy life. [Definition adopted by the World Food Summit in 1996]

Food utilization

Food utilization refers to the use that households make of the food they have and the ability of the body to effectively absorb nutrients – the conversation efficiency of food by the body.

Household

A *household* is social unit composed of individuals, with family or other social relations among themselves, eating from the same pot and sharing a common resource base.

Livelihood

A *livelihood* comprises the capabilities, assets – both material and social - and activities required for a means of living linked to survival and future well-being, (Source: Sphere Handbook). A livelihood group is a group of people who share the same basic means of livelihood and life styles.

Micronutrient malnutrition

Micronutrient malnutrition is a deficiency of one or more micronutrients.

Nutritional status

Nutritional status is the growth status of an individual, usually based on body measurements in relation to those of a reference population.

Self-reliance

Self-reliance refers to the ability of an individual, a household, or a community, to meet essential needs in a sustainable manner and without resorting to activities that irreversibly deplete the household or community resource base.

Within a prolonged refugee or displacement context, self-reliance activities aim to improve the ¨normalcy¨ of a situation, and reducing dependency to external aid over the long run, restoring a sense of dignity and an improvement in physical and psychological well-being.

Stunting (chronic malnutrition)

Stunting is growth failure in a child that occurs slowly, cumulatively over time as a result of inadequate nutrition and/or repeated infections. Stunted children are short for their age and may look younger than their actual age. Stunting, if prolonged, is difficult to reverse, and is measured by the height-for-age index.

Targeting

Targeting is a process by which geographic areas and/or groups of people are selected and assistance is allocated and delivered to them according to their assessed levels of need. Different amounts of food, other assistance or opportunities are thus made available to different beneficiaries, or groups of beneficiaries, according to specified criteria.

Wasting (acute malnutrition)

Wasting is growth failure as a result of recent rapid weight loss or failure to gain weight; it is normally reversible once conditions improve. Wasted children are extremely thin, and wasting is measured by the weight-for-height index.

WFP

World Food
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UNHCR
The UN Refugee Agency