

## Accountability Session 1 – Commitment 2



**2. Communities and people affected by crisis have access to the humanitarian assistance they need at the right time.**

**Quality Criterion:** Humanitarian response is effective and timely.

Time	<b>60'</b>
LO	<b>Reflect on an assessment and understand the relevance of developing contingency plans and establishing valid communication mechanisms with the local community members</b>
Materials	<b>Case study – from the context</b>
Source	Sara Martin, 2021

**Task:** Organize and lead an assessment discussion to ensure you identify needs, taking into account budget and time constraints (while supporting the understanding of the relevance of developing consistent contingency plans and establishing valid communication mechanism with the local community members in an early phase of intervention.

Timing	Methodology	Content	Materials / additional information
5'	<p>Split group into two – humanitarian workers and community representatives</p> <p>1 person from each group is the observer</p> <p>In the 2<sup>nd</sup> round, groups will be reversed so that everybody can play each role</p>	<p>Introduction of a study case which focuses upon e.g. shelter and settlements</p>	<p>Guidance from The Sphere Project Handbook, 2018 = Shelter and settlement interventions are well planned and coordinated to contribute to the safety and well-being of affected people and promote recovery</p>
15'	<p>Distribute the Case Study with assignment and ask each group to prepare for a consultation meeting, taking into account the performance indicators</p>	<p>Introduction of performance indicators:</p> <p>Communities and people affected by crisis, including the most vulnerable groups, consider that the timing of the assistance and protection they receive is adequate</p> <p>Communities and people affected by crisis consider that the response meets their needs</p> <p>M&amp;E reports show that that the humanitarian responses meets its objectives in terms of timing, quality, and quantity.</p>	<p><u>1<sup>st</sup> round</u></p>

		<p><u>Humanitarian worker's task</u> The aim of this consultation is to identify needs within this community, taking into account other accountability commitments such as handling complaints, sharing information about your activities and its staff, know time constraints of the community and around logistics.</p> <p><u>Community's task</u> You know that the organization is consulting to help them define the project activities and distribution. You want to ensure that all members of your community are taken into account for the project. You want to have information from the organization about deliverables, organization, time, duration, selection criteria, etc.</p>	
20'	Role play	<p>The two groups role play a consultation.</p> <p>The facilitator does not intervene in the discussions. The two observers should take note of power dynamics, gaps of communication, unclear or incomplete communications, appropriate way of questioning, etc.</p>	<p>Timely shelter and settlements support can save lives in the initial stages of a crisis.</p> <p>Working (also) through performance indicators that are measurable that can (sometimes) simplify the understanding of the dynamics</p> <p><i>_percentage of shelters and/or settlements sites that are located in areas with no or minimal known natural or man-made threats, risks and hazards</i></p> <p><i>_percentage of shelters and/or settlements sites that have access to essential services within an acceptable amount of time or distance</i></p> <p><i>_percentage of those receiving settlement assistance who feel safe about the location of their shelter or settlements</i></p> <p><i>_percentage of shelters and/or settlements sites that offer sufficient usable surface area to carry out private and public outdoor activities appropriate to the context</i></p>
20'	Feedback from all, with guidance from the observers and the facilitator	<p>Manage a feedback session.</p> <p><i>Has an agreed coordination mechanism been established by the relevant authorities and humanitarian organisations?</i></p> <p><i>What baseline data are available on the affected people and what are the known hazards and shelter and settlement risks and vulnerabilities?</i></p> <p><i>Is there a contingency plan to inform the response?</i></p>	

		<p><i>What initial assessment information is already available?</i></p> <p><i>Is an interagency and/or multi-sectoral assessment planned and does this include shelter, settlement and household items?</i></p>	
20'		<p>Role Exchange</p> <p>-How should have things been done differently? Working on the adoption of early-warning and forecast mechanism for contingency plan</p>	<u>2<sup>nd</sup> round</u>
20'	The facilitator wraps up key learnings from this session.	<p>Main learning from this session:</p> <p>It is key to consult with communities <u>before</u> having designed a project so that we can take into account their stated needs, but also constraints, limitations, etc. Meaningful consultations for needs assessment means that communities can participate in the identification of needs and the design of the program.</p> <p>Communities and other stakeholders need to be involved in deciding on the needs</p> <p>Time constraints can be in contradiction to consulting with communities to identify needs. However, except in the first response to an emergency, an accountable organization need to ensure communities are involved from the start.</p> <p>Being compliant to the commitment of efficiency and timeliness is linked to improved communication, meaningful participation, coordination, learning, respectful use of resources including staff management and complaining.</p>	