

2021 HUMANITARIAN NEEDS OVERVIEW (HNO) – ANNOTATED TEMPLATE

United Nations Office for the Coordination of
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<https://assessments.hpc.tools/km/2021-humanitarian-needs-overview-annotated-template>

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**Humanitarian
Needs Overview
Template and
Instructions**

2021 Humanitarian Programme Cycle
August 2020

*"It represents a consolidated evidence base and helps inform
joint strategic response planning."*

WHAT IS IT?

A tool for risk assessment and population summaries in a humanitarian context.

Template and guide to create a summary of the Humanitarian Conditions and evolution of a crisis, centered on priority (vulnerable) population groups/subgroups/geographic areas

WHY READ IT?

- Useful guide to community and population needs analysis in general (not just large populations in a humanitarian aid context).
- Includes document and data visualisation templates.
- Standardised way to describe crisis elements (population, situation, response sectors), interdependencies, using needs analysis to define underlying needs and to monitor the situation.
- Maintains a focus on the vulnerable/agreed population group.

Read alongside:

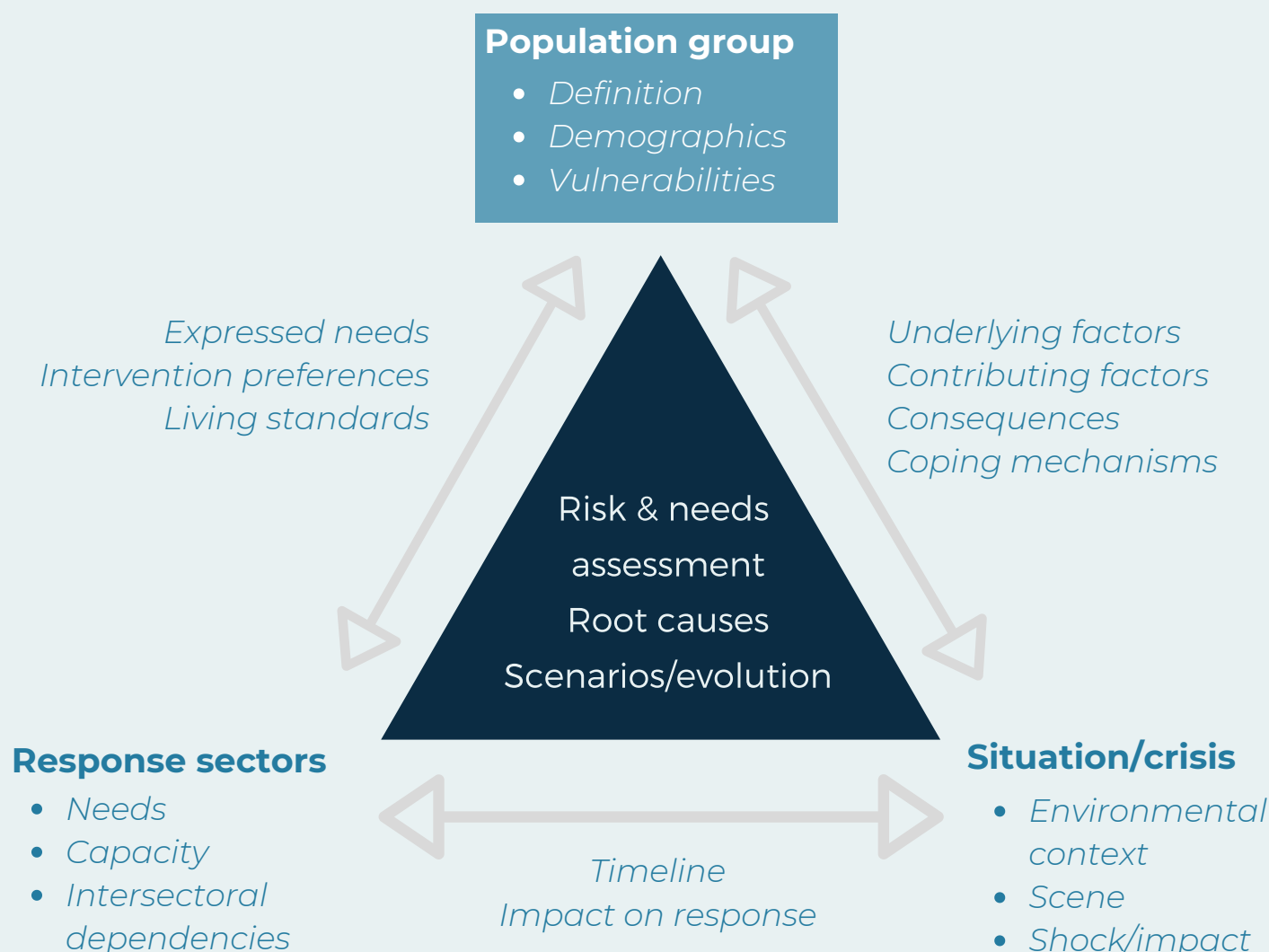
- [Humanitarian Programme Cycle step-by-step guidance 2021](#) (needs analysis & planning)
- [Joint Inter-sectoral Analysis Framework Guidance](#) (for joint expert needs analysis)
- HNO Addendum Risk & Forward Looking Analysis (not yet published)
- [Humanitarian Response Plan Guidance on Response Analysis Formulation of Strategic and Specific Objectives and Targeting](#)

THEMES

The document focuses on the interaction between the identified vulnerable population group(s), the response sectors and the situation/crisis itself.

It then outlines how to conduct an assessment, root cause analysis and review of the scenarios and evolution of the situation.

The visual below is a graphic created for this pocket review. It is not part of the OCHA document.



CONTENTS

Part 1: Current Humanitarian Conditions (HCs):

- **Context** - timeline & scene; political, economy, socio-cultural, legal & policy, technology, demography, environment, security, infrastructure.
- **Shocks & impact** - "*Underlying factors causing people's needs*".
Characteristics, immediate causes, areas, protection risks, impact on people (vulnerability), systems & services, access to assistance/people.
- **Scope of analysis** - Agreed affected pop. groups, geography, themes of review (e.g. disability/gender). Give rationale for focus.
- **HCs and Severity of Needs** - proximate/underlying/root causal factors. Pop. group similarities & differences explaining HCs (/overlapping needs), perceived vs actual needs, effect (consequences) on wellbeing, living standards, coping mechanisms, intervention preferences.
- **Number of people in need** - By vulnerability (/pop.) characteristics, exposure to contextual factors, resulting needs & severity.

Part 2: Risk analysis and monitoring of situation and needs

- **Risk analysis** - Risk analysis (drivers (positive & negative), likelihood & severity), Scenarios to inform the choice of response options, Most likely evolution (HCs as they relate to most vulnerable groups).
- **Monitoring of Situation and Needs** - data, indicators & other info to (i) assess evolution of HCs/needs, (ii) check assumptions of situation evolution, (iii) inform adjustment of the response. Monitoring influenced by changes in environment (e.g. seasonal events, shocks)

Part 3: Sectoral analysis

- **Understand influence of (/on) sectors** - camp coord/mgmt, early recovery, education, emergency telecommunications, food security, health, logistics, nutrition, protection, shelter, water/sanitation/hygiene.

Part 4: Annexes

- Timeline/accountability for data, methodology, info gaps & limitations.

REVIEW AND COMMENTS

Although designed for an audience with a detailed knowledge of OCHA guidelines and standards, this is a useful template to break down the complex, interrelated subjects into a clear, sequential format.

The bulk of the document is a template report using the recommended headings and order, with lorem ipsum content. The maps and infographics are useful as a template, especially where they combine demographic data with assessments of needs and contributing factors.

Much of the value of the document is that the crisis and response activity is always analysed in relation to the vulnerable population itself. The template also describes reviewing the population in terms of underlying status, pre-existing vulnerabilities, interrelationships with other groups, and how the group has been influenced by the crisis/situation.

A useful reference for those in community development as well as disaster aid. Some strong messages are about reviewing outlining population perceptions about their own needs, beliefs, and intervention preferences.

Although the 'information gaps and limitations' section is included in Annex 4, it would be useful to consider how "known unknowns", gaps or ambiguous factors, in the document itself.

Since an assessment - by definition - presents a high-level overview, assumptions and predictions, it is important to consider how the assessment will be used, validated and updated.