***Tips on Assessment Methodology***

* Be intentional about who you talk to; seek out women and other vulnerable groups
* Focus less on numbers, more on questions that answer: HOW, WHO, WHY
* Document your [sampling] choices
* Talk to multiple stakeholder so as to triangulate information
* Analyze findings on-site (the same or next day)
* Collect ONLY information that you will use for planning, communication, decision-making
* Keep it to a well-defined period (max. 3 days)
* If possible, combine assessments with other activities
* Communicate trends verbally (before writing extensive reports)
* Recognize and adapt to the evolving situation
* Vary your methods but Keep it simple
* Reassess the situation and make adjustments, as necessary

**Key Messages**

* The aim is to confirm how urgent the needs are and **whether** a CRS/Partners response is required. If so, field assessments should trigger the decision on **what type** of emergency response to start.
* The assessment information should provide information on **where** to conduct an initial response.
* Emergency assessments should be focused and time bound - one tool should be developed and used with a well defined period of time.
* Focus on collecting timely, reliable information that you will use.
* Biases and prejudices can influence our understanding of a situation. Bias is natural. We are all biased by whom we are. There is little we can do to prevent it. The issue is how to mitigate it. Recognizing our biases and prejudices is the first step in overcoming them.
* Triangulation reduces the risk of bias in a needs assessment. Triangulation means the assessment is conducted by a diverse, multi-disciplinary team, using multiple tools and techniques, with individuals and groups of people who represent the diversity of the community.
* To do a good interview one must: be prepared and use a checklist; introduce oneself to the community leaders; ask permission to conduct the interview; sit, behave and dress in a culturally appropriate manner; empathize with the interviewee; be polite; avoid raising expectations; avoid leading questions.
* Decide carefully who to interview, according to the information required and cultural considerations, for example interviewing women and me separately and in appropriate surroundings.