



A quick guide to

# **Organising Logistics for The Needs Assessment**

Important factors you should consider when organising logistics for the needs assessment:

# 1. Potential security risks and mitigation measures.



**2. Distance and transportation:  
Important to determine timings  
and transport costs.**



**3. Language barriers and/or potential telecommunication issues: e.g. to manage phone credit etc.**



4. Ways to ensure the accessibility and inclusivity of the various groups within the target population (Apply a gender, age and inclusion lens to everything you do).





**5. Snacks and drinks for participants: especially important if you are doing a long consultation.**



**6. Location of the assessment – can you plan it ahead of time and make sure it is appropriate and safe for all groups.**



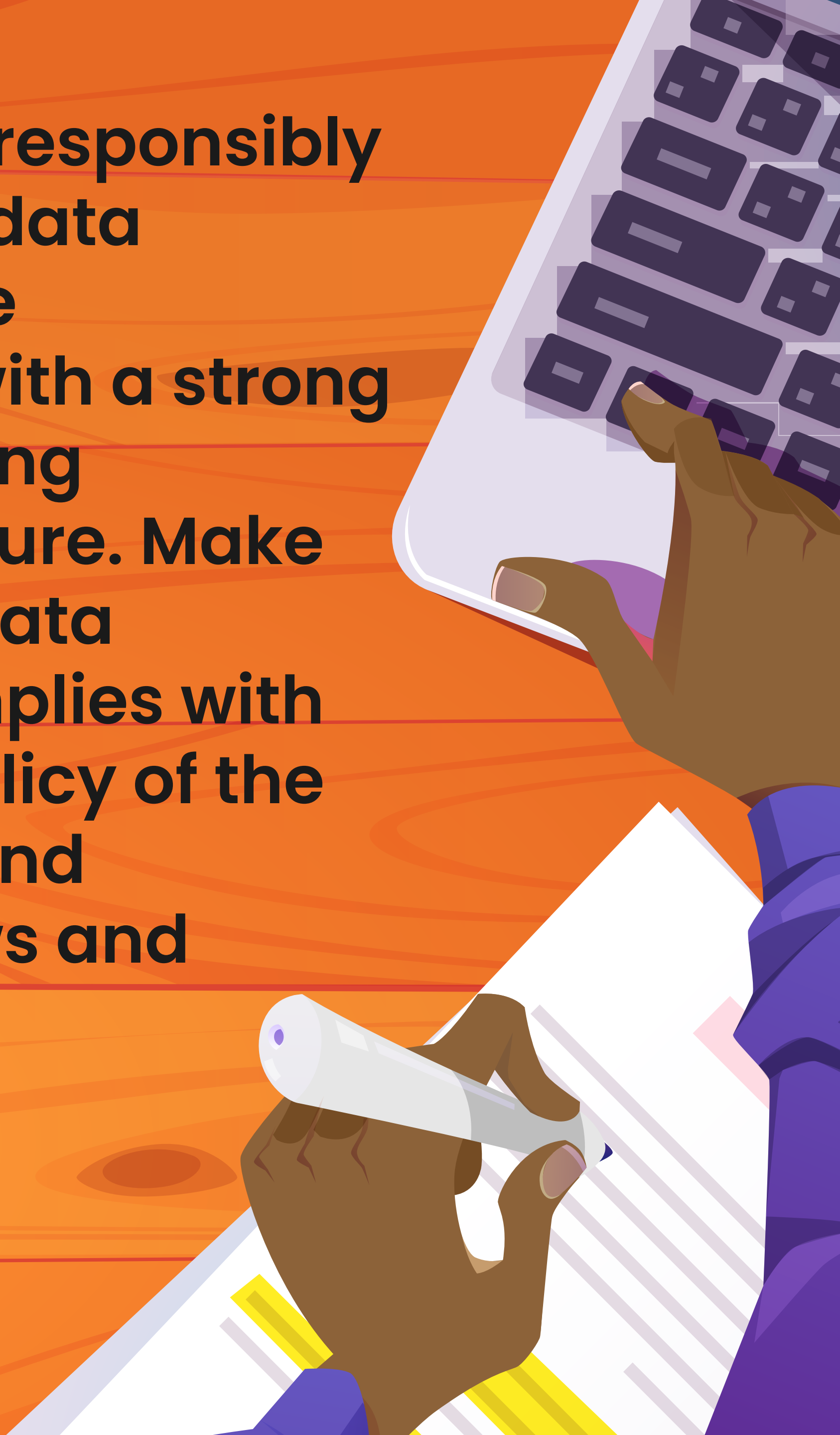


7. Have you considered the timing of the assessment and how it might impact communities' daily schedules? For example, school hours, working hours, mealtimes etc.





**8. Plan how to responsibly manage your data throughout the assessment, with a strong focus on keeping it safe and secure. Make sure that the data collection complies with the internal policy of the organization and applicable laws and regulations.**





This resource has been taken from the Introduction to Needs Assessments in Emergencies course, part of **HOP Fundamentals**. Learn more by visiting **[kayaconnect.org](https://kayaconnect.org)**.