Guidance for Asia Pacific National Societies on Conducting a Migration and Displacement Needs Assessment

**Design**
1. Establish objectives
2. Identify resources needed
3. Define the scope
4. Develop a methodology (or plan)

**Implement**
5. Conduct desk-based research
6. Conduct interviews and stakeholder research

**Analyse**
7. Consolidate and analyse findings
8. Develop Assessment Report

**Deliver**
9. Share findings with your National Society and the community
10. Agree on outcomes and next steps
Design

1. Establish objectives
   • Clear, targeted and achievable objectives
   • Agreed by National Society leadership
   • Consider the Movement’s policies and principles on migration and displacement

2. Identify resources needed
   • Decide what your National Society needs to conduct an assessment successfully? e.g. financial, technical, and human resources

3. Define the scope
   • Understand what you need to know and why, and how much information will you gather

4. Develop a plan (methodology)
   • Agree on a plan. Decide who will do what, and in within what timeframe
**Implement**

5. **Conduct desk-based research**
   - Collect and review existing information (secondary data)

6. **Conduct interviews or consultations** (if necessary)
   - Considerations before conducting interviews or consultations (primary data collection):
     - Minimum Protection Approach
     - Preparing questions
     - Interview format
     - Documenting and storing information safely
Analyse

7. Consolidate and analyse findings
   • To help identify trends, gaps, areas for National Society development, capacity strengthening, or opportunities for NS-NS collaboration

8. Develop the Assessment report
   • To present main findings in a clear way and using a simple structure
9. **Share findings within the National Society and community**
   - Present findings and proposed recommendations for discussion in a workshop (internal) and/or with community members involved in research for feedback (external)
   - Finalise report and produce a Summary

10. **Agree on outcomes and next steps**
    - Discuss findings suggested next steps with colleagues and decision makers
    - Present findings and recommendations to external partners and policy makers (if appropriate)
    - Decide on follow-up activities (advocacy, further context-specific assessments, NS strategic workshop, stakeholder Roundtable etc.)