SD1: OUTLINE OF A COBRA ASSESSMENT PLAN



ASSESSMENT PLAN TITLE

(E.g. CoBRA Assessment Plan for XXX [i.e., Target Area])

1. CoBRA Assessment Team

Insert the details of organizations and persons participating in the CoBRA assessment in the table.

Lead Agency	Focal Person	Contact Details	Roles and Responsibilities				
[Organization]	[Name]	[Tel, Email, etc.]	E.g. Provide overall strategic guidance and oversight				
Co-Lead Agency	Focal Person	Contact Details	Roles and Responsibilities				
[Organization]	[Name]	[Tel, Email, etc.]	E.g. Provide technical support and manage the CoBRA budget				
Supporting Partners	Focal Person	Contact Details	Roles and Responsibilities				
[Organization 1]	[Name]	[Tel, Email, etc.]	E.g. Provide [No.] facilitator staff for [No.] weeks				
[Organization 2]	[Name]	[Tel, Email, etc.]	E.g. Provide [No.] vehicles for [No.] weeks				
[Organization 3]	[Name]	[Tel, Email, etc.]	E.g. Provide financial resources of [Amount]				
Assessn	nent Team Leader	Contact Details	Roles and Responsibilities				
[Organization]	[Name]	[Tel, Email, etc.]	E.g. Coordinate the entire CoBRA process				

2. Assessment Objectives

Outline the objectives of the assessment, which are agreed among the participating partners, precisely.

Example:

- Identify the locally-specific factors contributing to the resilience of communities and households, which face different types of shocks and stresses in [TARGET AREA].
- Identify the features and strategies of the households who have proven to be resilient.
- Identify the types of interventions or services which have assisted [TARGET AREA] the most in building local resilience

3. Overview of Target Area and Population(s)

Provide the geographical, agro-ecological and demographic overview of the assessment target area based on available data.

Administrative Divisions	# of Sub-divisions (if applicable)	Livelihood Zone (s)	Estimated Population	Estimated # of Households
E.g. District, Municipality, Region, etc.		E.g. [No.] Pastoral (goats and sheep) [No.] Agro-pastoral [No.] Peri-urban/Urban	[Amount]	[No.]



4. Financial Plan

Outline resource requirements, resource mobilization prospective and how/by when any budget shortfall will be met.

Resources	Descriptions	Cost Amount	Available Budget
E.g. Technical Support	E.g. Cost per unit / day, etc.	[Amount]	[Amount - Donor]
Training venue hiring			
Travel			
Accommodations			
Stationary			
Participant Support			
	Sub-Total		
Balance (i.	e. Cost amount – Available Budget)		

5. CoBRA Assessment Timeframe

Create in a table format a timetable of activities, showing when each step will be started and completed.

						lm	plen	nenta	tion T	imeli	ne					
Steps		[Mo	onth]			[Mo	nth]			[Мо	nth]			[Мо	nth]	
	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4
Assessment preparation (Step 1&2)																
Field staff training (Step 3)																
Field data collection (Step 4)																
Data Analysis (Step 5)																
Validation workshop (Step 6)																
Report finalization (Step 7)																
Policy/programme advocacy (Step 7)								:								

SD1: CONTINUED



6. Detailed Implementation Planning

Outline anticipated activities in detail at each of the assessment step, as required by the assessment team partners and other stakeholders to ensure above timeframe is achieved.

Steps	Activities required	Responsible agency/person	Timeline
Step 2	E.g. Complete assessment plan	[Organization/Name]	[Month/Week]
	Mobilize resources		
	Finalize assessment team		
Step 3	Book venue for training		
	Make travel/accommodation arrangement for Assessment Team		
	Make field transport arrangement		
	Prepare tools and equipment necessary for training and field work		
	Organize field staff training		
Step 4	Carry out field data collection		
Step 5	Field data transferred to analytical software		
	Analyse data		
	Produce draft CoBRA report		
Step 6	Organize validation workshop		
Step 7	Integrate workshop outputs and finalize CoBRA report		
	Disseminate report / organize meetings, etc.		