

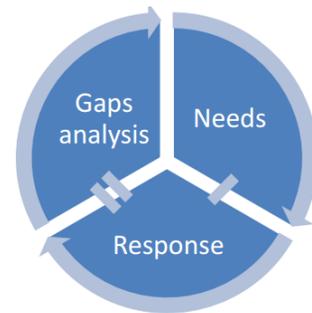
# Humanitarian Gap Analysis Purpose, Definition and Products

Drafted by Andrej Verity, January 2014



## Background

Gap Analysis can mean many things to many people, but generally it is the difference between the expected or needed response that which actually occurs. However, being so generic, we can apply the gap analysis concept to multiple aspects in humanitarian response: operational capacity, activity or response, strategic and funding. Each of these can then be further broken down further based on criteria such as status (completed, ongoing, planned), number of staff, response planning, and so on.



Such a variety means that when a person mentions Gap Analysis in a disaster response, many others in the same room will have a different idea on what is meant. In the *IASC Operational Guidance on Responsibilities of Sector Cluster Leads and OCHA in Information Management*<sup>1</sup> noted that OCHA will “aim to provide standardized cross-cluster needs/gap analysis based on information provided by the clusters” yet makes no further mention in terms of what gap analysis is little lone providing standards.

This paper aims to set out initial thoughts on these topics as well as attempts to begin applying standard language to Gap Analysis. Once we agree on these standards, then we can begin developing standard products and related tools.

## Purpose Gap Analysis

The purpose of gap analysis is quite straightforward: attempt to identify a difference between the desired state and the actual state. Once identified then the organization or community can determine if corrective action needs to be taken.

## Definitions / Products

---

1

<https://clusters.humanitarianresponse.info/system/files/documents/files/IASC%20Operational%20Guidance%20on%20Responsibilities%20of%20Sector%20Cluster%20Leads%20and%20OCHA%20in%20Information%20Management.pdf>

For the first version of this document, the aim is to define the standard names for the different humanitarian gap analysis types and the examples of data that would be used to create products.

Name	Explanation
Operational <ol style="list-style-type: none"> <li>1. Capacity               <ul style="list-style-type: none"> <li>• Staffing</li> <li>• Transport</li> <li>• Others?</li> </ul> </li> <li>2. Others?</li> </ol>	<ul style="list-style-type: none"> <li>• At a local level</li> <li>• Planned in past versus now</li> </ul>
Strategic	<ul style="list-style-type: none"> <li>• What we are doing, what is the government is going, what is the remaining GAP?</li> </ul>
Response <ol style="list-style-type: none"> <li>1. Activities</li> <li>2. Monitoring</li> </ol>	<ul style="list-style-type: none"> <li>• Activities is 3W tracking               <ul style="list-style-type: none"> <li>○ Completed in the past versus the current Ongoing project</li> <li>○ At beginning there was blanket feeding. But now are all these same people being provided with Livelihood solutions?</li> </ul> </li> <li>• Monitoring is indicator-based</li> </ul>
Funding	<ul style="list-style-type: none"> <li>• What was request vs how much has been committed</li> </ul>
Reporting	<ul style="list-style-type: none"> <li>• Which clusters are reporting &amp; which ones are not</li> <li>• Organizations who are attending coordination meetings, but not reporting activities (3W)</li> <li>• Organizations who are reporting 3w activities, but not attending meetings</li> </ul>
Information / Product Availability	<ul style="list-style-type: none"> <li>• Data that is not available, but needed               <ul style="list-style-type: none"> <li>○ e.g. COD/FOD checklist</li> <li>○ e.g. Humanitarian Profile</li> </ul> </li> <li>• Appropriate products (by cluster) are available on central website (or agreed space)</li> </ul>

## Connection/Relation to other Processes

Name	Other Processes
Operational <ol style="list-style-type: none"> <li>1. Capacity               <ul style="list-style-type: none"> <li>• Staffing</li> <li>• Transport</li> <li>• Others?</li> </ul> </li> <li>2. Others?</li> </ol>	<ul style="list-style-type: none"> <li>• Internal staffing matrix</li> <li>• Internal logistical tracking tools</li> </ul>
Strategic	<ul style="list-style-type: none"> <li>• Strategic Response Plan</li> <li>• Contingency Plan</li> <li>• Common Humanitarian Action Plan</li> </ul>
Response <ol style="list-style-type: none"> <li>1. Activities</li> <li>2. Monitoring</li> </ol>	<ul style="list-style-type: none"> <li>• 3W: Activities</li> <li>• Monitoring Framework</li> </ul>
Funding	<ul style="list-style-type: none"> <li>• Financial Tracking Service</li> </ul>

## Roles

Undertaking gap analysis with a cluster or organization is the responsibility and domain of the respective cluster or organization. OCHA will aim to undertake inter-cluster, overall, and summary gap analysis. Inter-cluster would include analysis such as capacity vs scale of the emergency. Overall would include analysis such as funding status. Summary would include reporting and information/product availability analysis.

# Annex (for Visual Examples)

## Somalia: Humanitarian GAP Analysis as at May 2012

**2.50 million**  
People in Humanitarian  
Emergency and Crisis

**1.29 million**  
People in stress

**1.36 million**  
Internally displaced people

**323 thousand**  
Malnourished children under 5

Somalia is a complex emergency where its people have experienced conflict, floods, drought, food shortages and at times famine. Through the clusters, humanitarian actors provide support for basic services in the areas of food security, protection, nutrition, shelter, health, water and sanitation and education. Below is a graphic overview of humanitarian intervention coverage and the gaps identified across the clusters for the month of May. As data is often difficult to gather this information represents best estimates and may be under-represented if partners' activities are not reported or captured.

The cluster targets are a percentage of the affected population and not entire population in crisis. The size of the charts on the maps varies depending on the cluster target per region.

### Food Security: 2.4 million assisted

The Food Security Cluster (FSC) reached an estimated 2.4 million people throughout Somalia with responses aimed at (i) improving household access to food, (ii) investing in livelihood assets and (iii) safety nets interventions.

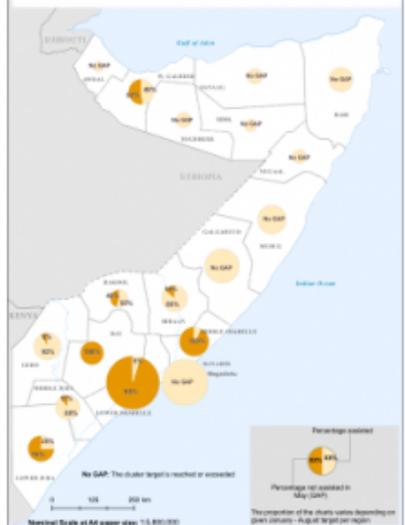
Support was provided through cash, vouchers, food and non-food inputs depending on the households and communities needs and IPC status, general food distributions and wet feeding.

The FSC also invested in the provision of livelihood inputs and supported drought and conflict affected communities with reconstruction of livelihood assets. Safety net programmes covered nutrition responses to children under 5, emergency school feeding and support to food insecure households with a chronically ill member. These interventions have also led to the increased school attendance in Puntland and Somaliland since January 2012.

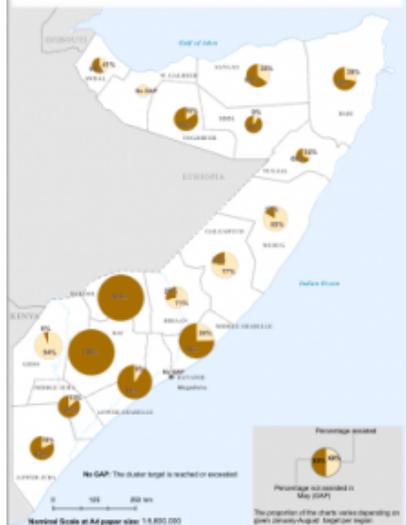
### Nutrition: 332,485 children assisted

The Nutrition Cluster partners reached a total of 332,485 malnourished children under the age of five who were severely malnourished (SAM) and moderately malnourished (MAM). In May, the number reached was 44,208. The total reached represent 103% of the cluster target.

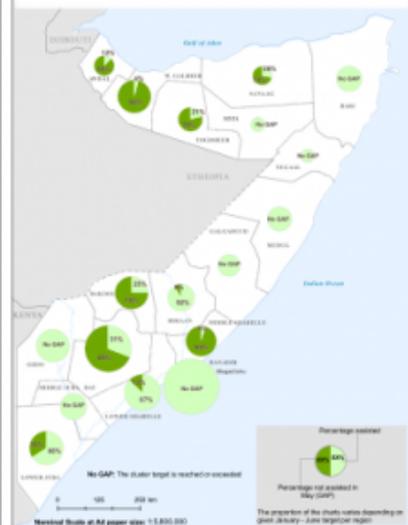
#### People targeted and reached through interventions aimed at improving access to food and safety nets



#### People targeted and reached through livelihood investment activities



#### Children under five years targeted and treated for acute malnutrition



Creation Date: 25th June 2012 Feedback: ochaosmba@un.org http://unocha.org  
 Date Source (to): UNDP, FICOM, UNHCR, Humanitarian Dashboard  
 Projection/ datum: Geographic WGS 84  
 The boundaries and names shown and the designations used on these maps do not imply official endorsement or acceptance by the United Nations.

**\$301 million**  
TOTAL REQUIREMENT (US\$)



**23.9%**  
FUNDED  
(includes funding towards cluster not yet specified)



**12.9 million**  
AFFECTED PEOPLE

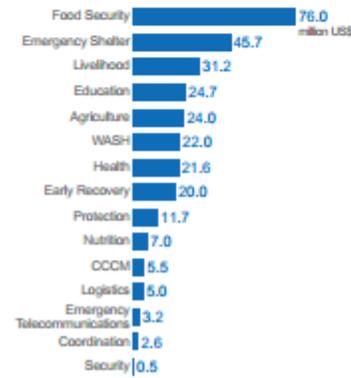


PERCENTAGE FUNDING BY CLUSTER

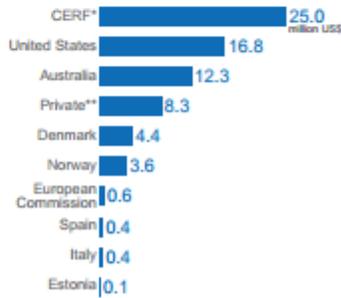
■ Funded □ Unmet requirements



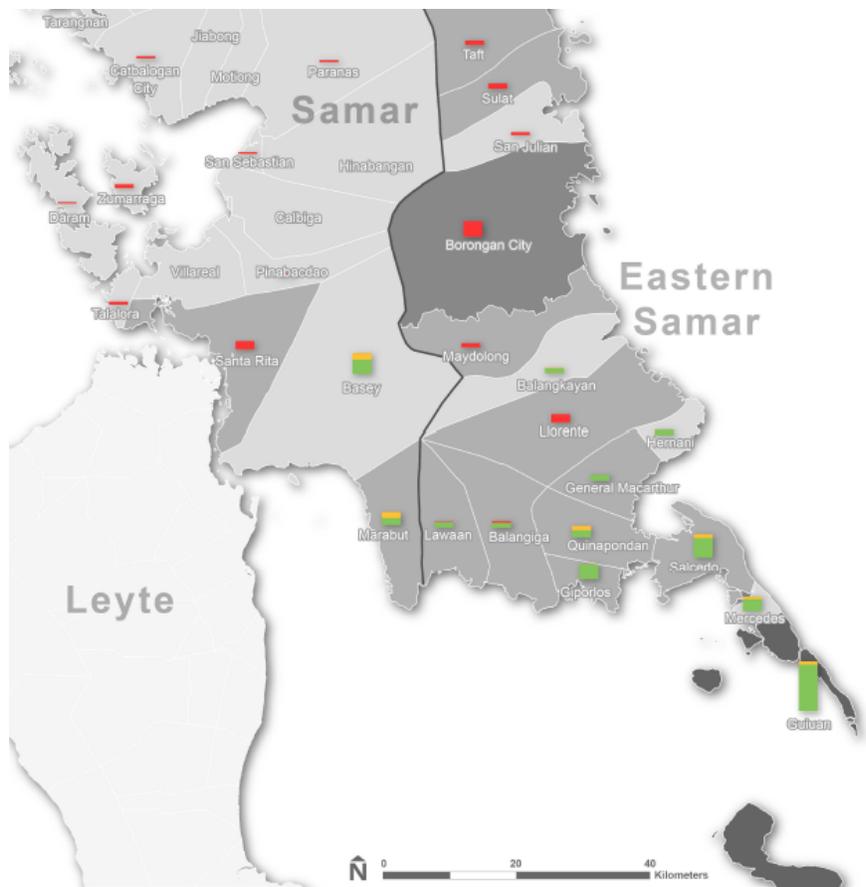
REQUIREMENTS BY CLUSTER



TOP TEN CONTRIBUTION BY DONORS



\*Central Emergency Response Fund  
\*\*Individuals and organizations



## Emergency Shelter in Region VIII (Samar)

Produced January 6, 2014



This Emergency Shelter Coverage Map depicts the gap between total damaged households per municipalities and households receiving / planned to be receiving emergency shelter from shelter cluster partners. Emergency shelter solutions: tarpaulins and fixings (minimum 1 per household), plastic sheeting and fixings, or tents.

Who What Where (3W) information on shelter activities represents agency information reported to the Shelter Cluster by January 5, 2014. If your agency's information is missing or out of date, please download a 3W reporting form at [www.sheltercluster.org/Asia/Philippines](http://www.sheltercluster.org/Asia/Philippines) and submit it to [reporting.phil@sheltercluster.org](mailto:reporting.phil@sheltercluster.org).

**Data Sources**  
 DSWD (DRMIC damage data)  
 GADM (administrative boundaries)  
 SHELTER CLUSTER PARTNERS

**Needs vs. Activities**

10,000 HH	Gap (unmet needs)
Planned	Reached

**Shelter Needs**  
 Damaged & Destroyed Houses (DSWD)

1 - 2,000	10,001 - 11,609
2,001 - 5,000	No data / out of area
5,001 - 10,000	

The depiction and use of boundaries, and names and associated data shown here do not imply endorsement or acceptance by the Shelter Cluster.

**Shelter Cluster Philippines**  
 ShelterCluster.org  
 Coordinating Humanitarian Shelter

## PHILIPPINE: ORMOC HUB - COORDINATION PARTICIPATION



OCHA

(7 December 2013 - 10 January 2014)

The figures indicated are derived from 3W reports and meeting minutes received from the clusters between 7 December 2013 - 10 January 2014.

Please note: the figures include NGOs, UN agencies and Government activities.

<p>SHELTER PARTNERS</p>	48	29	10	9
	REPORT	ATTEND BUT DON'T REPORT	ATTEND & REPORT	
<p>HEALTH PARTNERS</p>	35	20	11	4
	REPORT	ATTEND BUT DON'T REPORT	ATTEND & REPORT	
<p>PROTECTION PARTNERS</p>	31	15	9	7
	REPORT	ATTEND BUT DON'T REPORT	ATTEND & REPORT	
<p>FOOD SECURITY &amp; AGRICULTURE PARTNERS</p>	28	28	-	-
	REPORT	ATTEND BUT DON'T REPORT	ATTEND & REPORT	
<p>WASH PARTNERS</p>	27	11	9	7
	REPORT	ATTEND BUT DON'T REPORT	ATTEND & REPORT	
<p>EARLY RECOVERY PARTNERS</p>	26	3	20	3
	REPORT	ATTEND BUT DON'T REPORT	ATTEND & REPORT	
<p>NUTRITION PARTNERS</p>	16	12	3	1
	REPORT	ATTEND BUT DON'T REPORT	ATTEND & REPORT	
<p>LOGISTIC PARTNERS</p>	15	2	11	2
	REPORT	ATTEND BUT DON'T REPORT	ATTEND & REPORT	
<p>EDUCATION PARTNERS</p>	12	7	3	2
	REPORT	ATTEND BUT DON'T REPORT	ATTEND & REPORT	

Report: Report activities to 3W; Attend but don't report: Attend cluster meeting but not report activities to 3W; attend and report: Attend the cluster meeting and report activities to 3W