## **Checklist on what data to gather and how to record it**

## Risk-Informed Development Guide: Tool 2

This sample template can be used to guide your data-gathering in stage two. Capture all of the data checklist information in maps apart from textual information. This template is particularly useful for stage two of risk-informed development planning.

### Data sources

* SS: Secondary Open Source
* PS: Primary Source (comprising of community observations/mapping and photo documentation)
* HI: Household Interviews
* FGI-Focus Group Interviews

| **Data checklist** | **Data source** | **Who is responsible?** | **How is data collected?** | **By when?** | **Where is it stored?** |
| --- | --- | --- | --- | --- | --- |
| **1. Geography and location** |  |  |  |  |  |
| 1.1 Where is the neighbourhood/village located with respect to the surrounding area? Locate the neighbourhood or village on the map, marking out rough distances from surrounding landmarks (like a highway, major canal, or other land features), and other villages, neighbourhoods and towns. If your neighbourhood is within a large city use a map of the city to mark out your neighbourhood within it. | SS + PS |  |  |  |  |
| 1.2 What are the major land features, landmarks in and around the neighbourhood? Identify and locate the following on the map of the village: hills, valleys, mountains, beach, streams, rivers, lakes, wetlands, forests, meadows, grasslands, orchards, springs, geysers or any other such features. | SS + PS |  |  |  |  |
| **2. People, culture and heritage** |  |  |  |  |  |
| 2.1 Demographic data: total population of your village or neighbourhood; and type of employment or livelihoods of the community members.  | SS + HI |  |  |  |  |
| 2.2 What and where are the historic areas of heritage and cultural value to the community, the region, or the country, in your locality? | PS |  |  |  |  |
| **3. Economic activities and financial security** |  |  |  |  |  |
| 3.1 What are the major economic activities of the community members? Which of these economic and employment generating units and companies are owned by the local community? | HI |  |  |  |  |
| 3.2 Do community members have financial security during employment or loss of livelihood? Do the women, elderly or orphaned members of the community have any mechanisms for financial security and protection? If so, what? | HI |  |  |  |  |
| **4. Environment, ecology and natural resources** |  |  |  |  |  |
| 4.1 What are the environmental issues and where are these issues observed in your community? (e.g. air pollution, water pollution, degradation of water bodies, poor waste disposal, biodiversity loss, loss of or disappearing forest and green spaces.) If possible simple water quality testing tools can also be carried during community surveys. | PS + SS + FGI[[1]](#footnote-1) |  |  |  |  |
| 4.2 What are the major natural resources in and around your community or neighbourhood? (e.g. trees, forests, rivers, ponds, wetlands, fisheries, springs, fertile soils, etc.) | PS + SS + FGI |  |  |  |  |
| **5. Soil and geology** |  |  |  |  |  |
| 5.1 What are the soil types and how are these soil types distributed in your neighbourhood and village? Identify areas with fertile soils. Identify local knowledge and techniques associated with soil management practices related to agriculture, to prevent erosion | PS + SS + FGI[[2]](#footnote-2) |  |  |  |  |
| 5.2 Which are the geologically significant areas? (e.g. areas which had landslides, areas with springs, hard rock beds, thin soil etc.) | PS + SS + FGI |  |  |  |  |
| **6. Land and landscape** |  |  |  |  |  |
| 6.1 What are the different land uses and land-based activities observed across the area of the neighbourhood or village? What are the different types of land cover or landscapes in your locality?Land cover or landscapes types include: barren lands, rocky outcrops, fertile floodplains, wetlands, mangroves, deserts, sandy beaches. It will be useful to identify these via secondary data as well as verify them on the ground during community observations or exercises. | PS + SS + FGI[[3]](#footnote-3) |  |  |  |  |
| **7. Housing and housing security** |  |  |  |  |  |
| 7.1 How are the structures built, especially the houses distributed on the land? How densely occupied is each household? What is the distance between each house?  | PS + SS |  |  |  |  |
| 7.2 Are there homeless people in the community? Why are they homeless and do they have any shelter facilities in the neighbourhood or village? | FGI[[4]](#footnote-4) + SS |  |  |  |  |
| 7.3 How safe are the built structures? How many buildings and homes are not safe in terms of structural safety, sanitary conditions, etc.? Which structures require repair and maintenance? | HI[[5]](#footnote-5) |  |  |  |  |
| **8. Accessibility and condition of infrastructure, amenities and transport facilities** |  |  |  |  |  |
| 8.1 Accessibility of households to basic amenities, water sources, public transport, public toilets, electricity and power sources: locate these public amenities on the map. | PS + HI |  |  |  |  |
| 8.2 Condition of existing basic amenities, water sources, public transport, public toilets, electricity and power sources etc. | PS + HI |  |  |  |  |
| **9. Hazards and areas that are susceptible to hazards (include predicted or projected data, and historical data)** |  |  |  |  |  |
| 9.1 Depending on the geographic location, collect information on hazards and areas susceptible to hazards within the locality and region. | SS |  |  |  |  |
| 9.2 Gather spatial data and maps on areas prone to specific hazards (this information can be captured from various secondary sources). | SS + PS |  |  |  |  |
| 9.3 Gather local information and knowledge about historical events and hazards in the past and how communities adapted to those events. | PS + FGI |  |  |  |  |
| **10. Institutions and organisations** |  |  |  |  |  |
| 10.1 List all relevant local and regional institutions, organisations and agencies (e.g. public, private, government, non-governmental, formal and informal across various sectors including education, agriculture, infrastructure, environment etc.) along with basic information about their area of work. This information is useful to identify appropriate collaborators at various stages of risk-informed development planning. | PS + SS |  |  |  |  |

1. With local ecologists, environmental organisations, or technical institutes, etc. [↑](#footnote-ref-1)
2. With local farmers, environmental organisations, or technical institutes, etc [↑](#footnote-ref-2)
3. With local government units, municipality, development authorities, landscape experts or subject matter experts. [↑](#footnote-ref-3)
4. With local government units. [↑](#footnote-ref-4)
5. Plus mapping and locating unsafe structures. [↑](#footnote-ref-5)