

# Early action review (EA#5)

## Locally Led Anticipatory Action Toolkit

### Purpose

The purpose of this tool is to review the effectiveness of: the mechanisms established for anticipatory action (the funding mechanism and implementation of actions); the early actions conducted (reduction of humanitarian impacts); and the applied trigger mechanism.

### Guidance

Complete the following sections as a record of what was done and what was learnt. Focus group discussion is encouraged, or discussion with others, not just survey or completing the form as an individual.

### Intervention details

Organisation	
Country	
Name & type of hazard	e.g. Severe flooding following tropical storm Nina
Name of EAP / forecast-based action	e.g. Cholera outbreak prevention: distribution of water purification tablets, water storage containers (jerry cans) and information materials
Trigger: date & time danger level was reached	e.g. 5 February 2018, 11:00 AM
Lead time until the hazard impact peaked	e.g. 4 days: flood peak expected for 9 February 2018 at 12:00 noon.
Name of M&E / EAP monitoring focal point	
Date this review report was finalised	

## Monitoring the activation

Monitoring should start right with EAP / Alert Note activation to ensure the team will learn whether they were successful in acting early and as planned.

### Funding mechanism

Monitoring element	Response to indicate any issues with the process, and reasons for these issues.
1. Were all the financial resources released as planned?	
2. Were all funds accessible for immediate action implementation?	
3. Were any irregularities encountered in managing the Small Emergency / Microgrant / EAP funds?	

### Implementation

List of Planned Activities (Copied from EAP or Alert Note)	Time implemented (In relation to trigger / alert)	Any constraints to implementation? (Logistics, access, conflict, etc.)	Feedback or reactions from beneficiaries/ affected communities (and groups who received microgrants)?
1.1			
1.2			
1.3			

Add more rows as necessary.

## Assess impact

Collect the data to respond to the questions / elements through surveys, discussions, interviews etc. Some actions will show impact at different times. Depending on the prioritised impact to be reduced by each action, and when the outcome would be visible, data might need to be collected at different times (if feasible).

Impact assessment questions / elements	Responses
1) What would have happened if the community hadn't received assistance through microgrants for early actions / response actions?	
2) Were impacts which occurred for similar crisis events avoided because of the microgrant preparedness / early action / response projects?	
3) As a result of microgrant projects, did your community avoid, or reduce, any crisis impacts as compared with other communities?	

### Evaluation of the trigger

Each activation provides an opportunity to assess whether the trigger was defined appropriately, and if and how it could be improved. The evaluation of the triggers should be conducted with relevant stakeholders either through interviews or in a workshop.

Trigger evaluation questions	Responses
1) Did we learn something new about the elements that form the basis of the trigger? (Is one of the elements different from what it was when triggers were initially defined? Has anything changed about the datasets we use that requires a review of triggers?)	
2) Do we know more about the accuracy of the forecast models used? (How accurate was the forecast compared to the actual event? Are the forecast models used still the best available?)	
3) Were the probabilities and impact levels of the original trigger appropriate?	

### Interview, FGD or workshop details

Stakeholders to be considered to participate include:

- Disaster Management Authority
- Meteorology Department

- Agencies with technical expertise for the hazard prioritised for forecasting-based action planning
- Actors engaged in anticipatory action (i.e. Red Cross, FOREWARN, Welthungerhilfe, Concern, Care, etc.)
- Cash Advisors (i.e. ECHO)
- Local and national coordination platforms

Date conducted (DD/MM/YY)	Interview, FGD or Workshop (indicate which)	Details of the person or participants (name, or number of people interviewed, gender data, location, contact details)

## Acknowledgement

This tool has been adapted from the “Activate, Monitor, Evaluate” chapter in the [Forecast Based Financing Manual by IFRC](#). The [Locally Led Anticipatory Action Guide and Toolkit](#) was authored by Chris Ball, Director of [Bounce Back Resilience Ltd](#) and Humanitarian Advisor DRR and Climate Change for Diakonie Katastrophenhilfe. It was developed based on learning from the Local Leadership for Global Impact project implemented in partnership between [Diakonie Katastrophenhilfe](#), [CARD](#), [CEDES](#), [SAF/FJKM](#) and [GNDR](#); and supported by funds of the Federal Republic of Germany through the [Federal Ministry for Economic Cooperation and Development](#) (BMZ).