**LEARNER'S GUIDE**

**TECHNICAL COMPETENCY UNIT**

# ADM.TEC 013.1

## Apply Logistics Planning Process

**ASCEND**

**ASEAN Standards and Certification for Experts in Disaster Management**

**ASEAN Standards and Certification for Experts in Disaster Management**

# APPLY LOGISTICS PLANNING PROCESS

## ADM.TEC.013.1

### Learner's Guide

ONE **ASEAN**
ONE **RESPONSE**

**Project Sponsors:**

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The Association of Southeast Asian Nations (ASEAN) was established on 8 August 1967. The Member States are Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand, and Viet Nam. The ASEAN Secretariat is based in Jakarta, Indonesia.

The "ASEAN Standards and Certification for Experts in Disaster Management (ASCEND)" is under Priority Programme 5: Global Leadership of the ASEAN Agreement on Disaster Management and Emergency Response (AADMER) Work Programme 2021-2025 that envisions ASEAN as a global leader in disaster management.

The ASEAN Coordinating Centre for Humanitarian Assistance on disaster management (AHA Centre) implements the ASCEND project in collaboration with the Korean National Fire Agency (KNFA) and support from the ASEAN Secretariat and the Republic of Korea.

The publication of this document is part of the "ASEAN Standards and Certification for Experts in Disaster Management (ASCEND) Toolboxes Development for Five (5) Professions" project.

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For inquiries, please contact:

**The AHA Centre**
Graha BNPB, 13th floor Jl. Raya Pramuka Kav. 38 East Jakarta 13120 Indonesia
Phone: +62 21 21012278      Fax: +62 21 21012287      Email: info@ahacentre.org

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# Introduction

## 1.1 The ASCEND Programme

Southeast Asian governments, through the ASEAN Committee on Disaster Management (ACDM), continue to invest in strengthening disaster management systems for a more secure and resilient region. However, the compounding risks and increasing uncertainty of disasters in our new climate reality threaten to set back the socioeconomic development gains of ASEAN societies. Widespread and recurring disaster damages and losses can overwhelm national capacities and worsen regional transboundary effects.

The Declaration on One ASEAN One Response (OAOR) at the 2016 ASEAN Summit in Vientiane, Lao PDR, reaffirms ASEAN's vision to move towards faster and more integrated collective responses to disasters inside and outside the region. However, ASEAN's past experiences responding to large-scale disasters showed that realising the OAOR can be challenging. Various responders from different countries, institutions, organisations, and companies seek to contribute to the overall response. Their goodwill is appreciated, and several provide much-needed assistance. But ASEAN and affected Member States sometimes found it challenging to determine what knowledge and skills responders have and how they can effectively contribute to national and regional efforts.

Learnings from past experiences and shared commitment to realising the OAOR vision increased the need to develop regionally recognised Competency Standards and a certification process for disaster management professionals. The increased support led to initiatives that eventually created the ASEAN Standards and Certification for Experts in Disaster Management (ASCEND) Programme. ASCEND is now part of Priority 5: Global Leadership of the ASEAN Agreement on Disaster Management and Emergency Response (AADMER) Work Programme 2021-2025, a programme that envisions ASEAN as a global leader in disaster management.

## 1.2 The objectives of ASCEND

- To enhance the capacity of the ASEAN countries in the implementation of ASCEND.

- To establish regionally recognised Competency Standards and assessment processes covering five professions in disaster management.
- To improve the capacity of the AHA Centre to serve as the ASCEND Secretariat.
- To promote understanding of the ASCEND Framework among the ASEAN Member States (AMS) and other ASEAN sectors in preparation for the inclusion of ASCEND into the ASEAN Mutual Recognition Arrangement (MRA).

## 1.3 Advantages and benefits of an ASCEND certification

**For ASEAN**
The ASCEND certification can assist Member States in ensuring that competent disaster management professionals handle emergency assistance and disaster relief across the region. It also supports mutual recognition of disaster management competencies to facilitate acceptance of external aid and faster response.

**For AHA Centre**
ASEAN, a rapidly developing and hazard-prone region, will need more competent disaster management professionals. The ASCEND certification can narrow current knowledge and skills gaps. It can also enable stronger cooperation and interoperability between disaster managers in their home countries and across regions.

**For disaster management professionals**
Disaster management professionals can use their ASCEND certification to promote themselves professionally and serve as evidence of their experience and qualifications. It can also make it easier for organisations to determine the ability of certificate holders to perform critical work functions of specific occupations in the disaster management sector.

These ASCEND toolbox documents support the ASEAN Member States in identifying, building the capacity of, and mobilising competent disaster managers across Southeast Asia that are highly capable of contributing to reducing disaster risks and disaster losses in the region through timely and effective response.

## 1.4 The ASCEND Toolbox

A set of technical requirements must exist before it is possible to implement the ASCEND programme in participating ASEAN Member States. The first requirement is the ASCEND Competency Standards, containing forty-three (43) regionally recognised core and technical competencies in selected disaster management professions. The Competency Standards outline the work elements and performance criteria that guide for certification of disaster management professionals across the region.
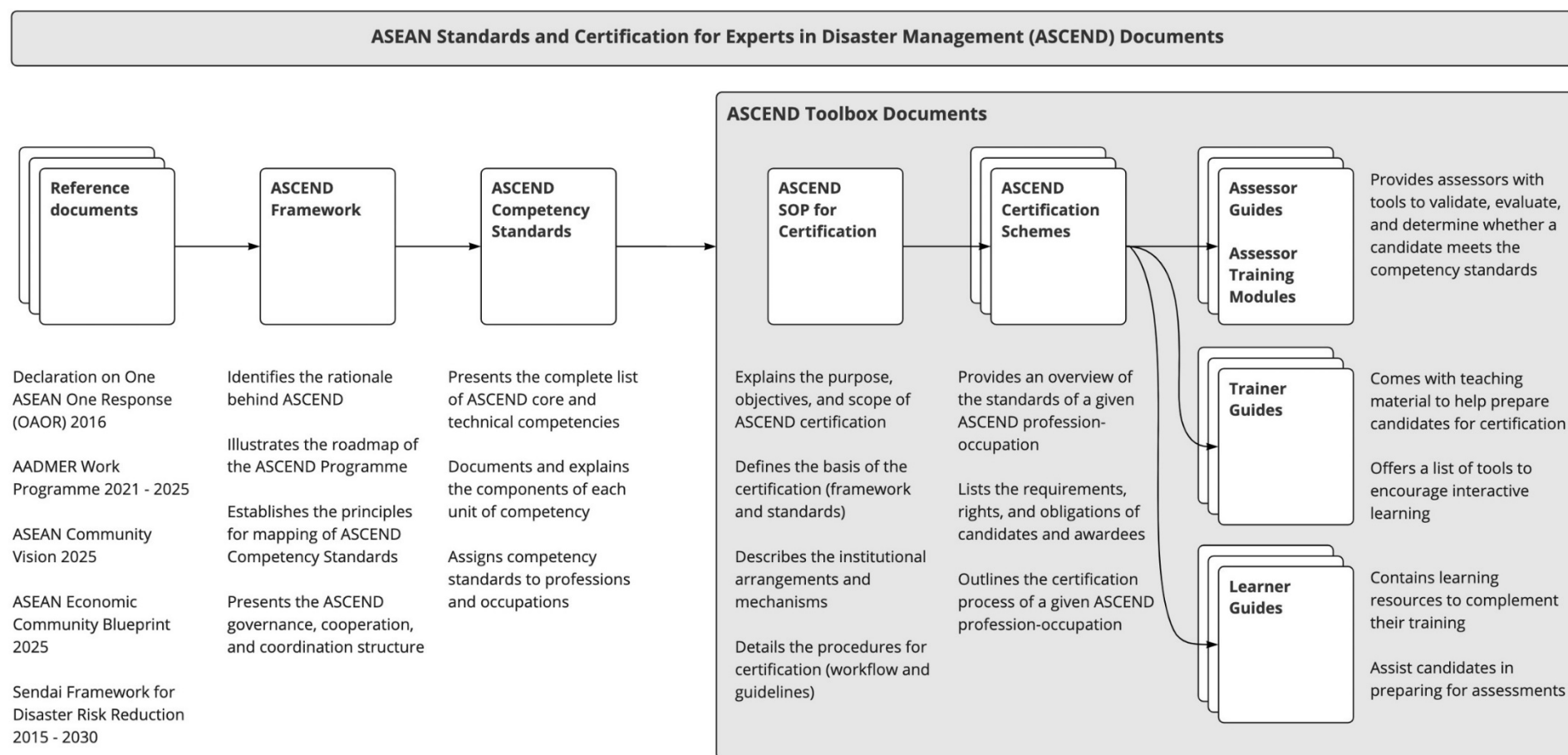
Another requirement is the development of an ASCEND Toolbox for five professions. These professions are Rapid Assessment, Humanitarian Logistics, Information Management, Water, Sanitation and Hygiene (WASH), and Shelter Management. The ASCEND Toolbox consists of an SOP, Certification Schemes, Assessor Guides, Trainer Guides, and Learner Guides. The ASCEND Competency Standards, approved by the ASEAN Committee on Disaster Management, are the primary basis of the Toolbox documents.

The SOP defines the basis of ASCEND, describes the institutional arrangements and mechanisms, and details the certification procedures. Certification Schemes present an overview of the standards of each profession-occupation and certification requirements, the rights and obligations of candidates and certificate holders, and general guidelines on the certification process. Assessor Guides provide assessors with tools to validate, evaluate, and determine whether a candidate meets the Competency Standards. Trainer Guides come with PowerPoint slides and presenter notes to help trainers prepare candidates for certification. It also offers a list of tools trainers may use to encourage interactive learning. Learner Guides assist candidates preparing for ASCEND certification in their chosen disaster management profession and occupation. It contains learning resources and complementary readings to help prepare them to undergo the required assessment.

The ASCEND Toolbox documents can assist the ASEAN Member States to identify, build the capacity of, and mobilise competent disaster managers across Southeast Asia to help reduce disaster risks and disaster losses in the region through timely and effective response.

ASCEND

**ASEAN Standards and Certification for Experts in Disaster Management (ASCEND) Documents**

**Reference documents**

**ASCEND Framework**

**ASCEND Competency Standards**

**ASCEND Toolbox Documents**

**ASCEND SOP for Certification**

**ASCEND Certification Schemes**

**Assessor Guides**

**Assessor Training Modules**

**Trainer Guides**

**Learner Guides**

Declaration on One ASEAN One Response (OAOR) 2016

AADMER Work Programme 2021 - 2025

ASEAN Community Vision 2025

ASEAN Economic Community Blueprint 2025

Sendai Framework for Disaster Risk Reduction 2015 - 2030

Identifies the rationale behind ASCEND

Illustrates the roadmap of the ASCEND Programme

Establishes the principles for mapping of ASCEND Competency Standards

Presents the ASCEND governance, cooperation, and coordination structure

Presents the complete list of ASCEND core and technical competencies

Documents and explains the components of each unit of competency

Assigns competency standards to professions and occupations

Explains the purpose, objectives, and scope of ASCEND certification

Defines the basis of the certification (framework and standards)

Describes the institutional arrangements and mechanisms

Details the procedures for certification (workflow and guidelines)

Provides an overview of the standards of a given ASCEND profession-occupation

Lists the requirements, rights, and obligations of candidates and awardees

Outlines the certification process of a given ASCEND profession-occupation

Provides assessors with tools to validate, evaluate, and determine whether a candidate meets the competency standards

Comes with teaching material to help prepare candidates for certification

Offers a list of tools to encourage interactive learning

Contains learning resources to complement their training

Assist candidates in preparing for assessments

# The Learner Guide: Introduction for Candidates

Welcome and thank you for your interest in pursuing an ASCEND certification. This Learner Guide is for you to read. It contains learning resources and helps you prepare for the required assessments: oral interviews, written tests, and observation checklists.

# Competency-based learning and assessment

**Competency** is the attitude and ability to use or apply one's experience, knowledge, and skills-sets to perform critical job functions in a defined work setting.

*Table 1:*     *Competency areas and descriptions*

| Competency area | Description |
|---|---|
| **Experience** | Refers to the qualifications of the candidate that make them eligible to pursue certification. It includes the candidate's formal education, work experience, professional training, and job-relevant life experiences. |
| **Knowledge** | Refers to what the candidate needs to know to make informed decisions on how to perform the work effectively. |
| **Skills** | Refers to the ability of the candidate to apply knowledge to complete occupational tasks and produce work outcomes or results at the standard required. |
| **Attitudes** | Refers to associated beliefs, feelings, motivations, and values that influence a candidate to make decisions and act according to occupational standards and the professional work setting. |

There is one Learner Guide for each unit of competency. The Competency Standards and Unit Descriptor section of this document outlines the content you will be studying – broken down into elements and performance criteria

that will be covered during training and assessed using competency-based methods. This guide contains a glossary of terms, a list of abbreviations, readings and activities, a self-assessment checklist, and information about the oral interviews and written tests.

**Competency-based methods** help ensure that the ASCEND certification process is relevant, valid, acceptable, flexible, and traceable – in alignment with the ASEAN Guiding Principles.

The relevance principle confirms that the ASCEND certification reflects the current professional needs in the disaster management sector. The validity principle relates to the consistency and equitability of the assessment process. The acceptability principle is about aligning the ASCEND certification to other disaster management professional standards and good practices. The flexibility principle refers to the responsiveness of the ASCEND certification to changes or differences in disaster management work settings and job requirements. The traceability principle ensures that evidence is sufficient to grant the ASCEND certification.

**Competency-based assessment (CBA)** is the process for evaluating whether a professional is qualified and competent to perform in a particular occupation. CBA is used to determine if the candidate's experience, knowledge, skills, and attitudes meet the standards and performance criteria defined in a unit of competency.

# ASCEND Competency
# Standards and Unit Descriptor

## 3.1 Competency standards

Competency standards are a set of industry-accepted benchmarks that defines the experience, knowledge, skills, and attitudes professionals need to perform well in an occupation. It also reflects the requirements of work settings and considers the developments in the disaster management profession.

## 3.2 ASCEND Competency Standards

The ASCEND Competency Standards identify the key features of work in selected disaster management professions and performance standards professionals need to meet to be deemed competent. It also provides the list of the forty-three (43) core and technical competencies that serve as the basis for defining the regionally recognised disaster management qualifications across the ASEAN Member States. The five (5) professions covered by the ASCEND Competency Standards include Rapid Assessment, Humanitarian Logistics, Information Management, WASH, and Shelter Management. Under these professions are five (5) categories of occupations: Manager, Coordinator, Officer, Promoter, and Engineer. Overall, there are fifteen (15) profession-occupation combinations (e.g., humanitarian logistics manager, information management coordinator, WASH promoter).

Each ASCEND Competency Standard has its dedicated Toolbox documents: an SOP, Certification Scheme, Assessor Guide, Trainer Guide, and Learner Guide. Only one SOP applies to all profession-occupation combinations covered by the ASCEND certification. The Certification Schemes, one for each of the profession-occupation combinations. Both these documents align with the AQRF Level Descriptors, Section 4: Guiding Principles and Protocols for Quality Assurance of the AGP, and ASEAN Disaster Management Occupations Map. The Certification Schemes also outline the ASCEND competencies under selected professions and occupations, eligibility criteria, basic requirements and rights of candidates, and obligations of certification holders. Assessor Guides describe the components of particular competency standards and offer tools to determine the candidate's qualifications. Trainer and Learner Guides expound on a given competency standard's elements and performance criteria for learning and assessment preparation purposes.

The ASCEND Toolbox documents can assist the ASEAN Member States to identify, build the capacity of, and mobilise competent disaster managers across Southeast Asia to help reduce disaster risks and disaster losses in the

region through timely and effective response. The Toolbox documents may also serve as a reference for ASEAN Member States' seeking to develop and implement national-level competency-based certification processes based on their respective capacities and needs. The ASCEND Competency Standards and its derivative Toolbox documents will be reviewed and updated every five (5) years to ensure it reflects changes in the disaster management profession and remains relevant. Table 2 describes its main components.

*Table 2:* *Components of the ASCEND Competency Standards*

| Component | Description |
|---|---|
| **Unit title** | Describes the critical work function to be performed in an occupation |
| **Unit number** | A coding system to organise the units of competency. It also indicates the types of competency standards.<br><br>▪ ADM.**COR**.000.0 are core competencies. These are general professional knowledge and skills related to international humanitarian principles and disaster management standards, including ASEAN mechanisms and procedures.<br><br>▪ ADM.**TEC**.000.0 are technical competencies. These are specific knowledge and skills needed to perform effectively in work areas under their chosen disaster management profession and occupation. |
| **Unit description** | Provides information about the critical work function covered by the unit. |
| **Elements** | Presents the occupational tasks required to perform the critical work function in the unit. |
| **Performance criteria** | Lists the expected outcomes or results from the occupational tasks to perform and the standard required. |

## 3.3 | Unit descriptor

**Unit title** : **Apply Logistics Planning Process**
**Unit number** : ADM.TEC.013.1

**Unit description** : This unit deals with the skills and knowledge required to collect information and identify local resources and their capacities for further logistics planning and general knowledge on logistics rapid assessment.

### Element 1.
### Conduct emergency logistics assessment

**Performance Criteria**

    1.1  Identify assessment phase and objectives
    1.2  Identify requirements for planning and assessment
    1.3  Identify the appropriate scopes of assessment

### Element 2.
### Familiarize logistics concept operation & action plan

**Performance Criteria**

    2.1  Identify the scopes and objectives of Concept of Operation
    2.2  Identify the process of logistics action plan

# 3.4 Glossary of Terms and List of Abbreviations

| Terms and abbreviations | Descriptions |
| --- | --- |
| AADMER | ASEAN Agreement on Disaster Management and Emergency Response |
| ACDM | ASEAN Committee on Disaster Management |
| AGP | ASEAN Guiding Principles |
| AHA Centre | ASEAN Coordinating Centre for Humanitarian Assistance on disaster management |
| AMS | ASEAN Member States |
| AQRF | ASEAN Qualifications Reference Framework |
| ASCEND | ASEAN Standards and Certification for Experts in Disaster Management |
| ASEAN | Association of Southeast Asian Nations |
| BHA | Bureau for Humanitarian Assistance |
| CBA | Competency-Based Assessment |
| ConOps | Concept of Operation |
| DG ECHO | Directorate-General for European Civil Protection and Humanitarian Aid Operations |
| Disaster, Rapid onset | Rapid-onset disaster unfolds almost instantly and tends to create their destruction through immediate physical impacts. Example: sudden natural events such as windstorms, floods, wildfires, landslides, avalanches, earthquakes, and volcanic eruptions. |

| | |
|---|---|
| **Disaster, Slow onset** | Slow-onset disasters can be predicted much further in advance, unfold over months or even years and create crises through the economic and social impacts of the disaster. Example: crop failure due to drought, the spread of an agricultural pest or disease, or a gradually deteriorating political situation leading to conflict. |
| **GPS** | Global Positioning System |
| **ICS** | Incident Command System is a standardised hierarchical structure that allows for a cooperative response by multiple agencies, both within and outside of government, to organise and coordinate response activities without compromising the decision-making authority of local command. |
| **IDP** | Internally Displaced Persons, according to the United Nations Guiding Principles on Internal Displacement, are "persons or groups of persons who have been forced or obliged to flee or to leave their homes or places of habitual residence, in particular as a result of or in order to avoid the effects of armed conflict, situations of generalised violence, violations of human rights or natural or human-made disasters, and who have not crossed an internationally recognised state border |
| **IFRC** | International Federation of Red Cross and Red Crescent Societies |
| **KNFA** | Korean National Fire Agency |
| **LCA** | Logistics Capacity Assessment |
| **MRA** | Mutual Recognition Arrangement |
| **NFI** | Non-food items are items other than food. The term is especially used in humanitarian contexts when providing NFIs to those affected by natural disasters or war may be a life-saving priority. Typically, they include essential household items such as blankets, food plastic sheets, buckets and other containers for water, cooking items and soap |
| **NGOs** | Non-Governmental Organisation(s) |

| | |
|---|---|
| **OAOR** | One ASEAN One Response |
| **SITREP** | Situational Report is a document containing a summary of the situation, usually containing data on the number of victims, displaced populations, data on damage, needs, and activities carried out as part of the program objectives. SITREPs can either be internal (designed to provide the organisation with updates that will help management understand how best to improve or further support the response) or external (designed for external audiences, providing an overview of the situation and updates on the organisation's response activities). |
| **SOP** | Standards Operating Procedures |
| **Sphere Standards** | The Sphere Standards are a set of principles and minimum humanitarian standards in four technical areas of humanitarian response: Water supply, sanitation, and hygiene promotion (WASH), Food security and nutrition. Shelter and settlement.<br>Founded in 1997, Sphere is one of the earliest initiatives aiming to improve the quality and accountability of the humanitarian sector. Today, the Sphere standards are the most widely recognised humanitarian standards across the globe. They are used as reference tools by humanitarian agencies, advocacy groups, governments, and donors. |
| **UNICEF** | United Nations Children's Emergency Fund |
| **USAID** | United States Agency for International Development is an independent agency of the United States federal government that is primarily responsible for administering civilian foreign aid and development assistance |
| **WASH** | Water, Sanitation and Hygiene |
| **WFP** | World Food Programme |

# Unit Readings and Activities

## **4.1** Element 1. Conduct emergency logistics assessment

### 1.1 Identify assessment phase and objectives

#### A. Introduction

Every logistician needs to understand how to conduct an emergency logistics assessment. A logistics capacity assessment gathers comprehensive information related to logistics infrastructure and services to inform the design and implementation of logistics operations.

An emergency logistics assessment is the process of collecting, analysing, and disseminating logistics-related data and information in the context of a disaster. It determines the extent of the impact (through a situational assessment) and the logistical needs (through a capacity assessment). Assessments should be continuous to monitor changes as responses or interventions evolve.

#### B. Basic principles of assessments

- Use multiple sources and methods to achieve an adequate and accurate understanding quickly and economically.
    - Use both qualitative and quantitative methods and information.
    - Use secondary data (existing reports) and primary data (new information specifically gathered for the assessment).
    - Compare (triangulate) information from the different sources.
- Seek participation and facilitate collaboration. As much as possible, involve other stakeholders in data collection processes: Get consensus on:
    - What are the risks?
    - What are the assessment objectives?
- Maintain transparency and provide feedback with conclusions and recommendations.
- Reference the sources of information in all documentation.

Once the assessments are complete, organisations move into the planning phase and develop a response plan to meet the needs of the affected communities. Organisations can make more informed decisions based on recommendations made after the assessment.

## C. Logistics assessment in a disaster response operation

An emergency logistic assessment has distinct objectives. There is a fundamental difference between logistics assessments and needs assessments. Need assessment aims to collect complete data regarding the unmet needs of beneficiaries. It includes information about food, shelter, hygiene kit, medical care, safe drinking water, sanitation and waste disposal, and psychosocial support, among others. Emergency logistics assessment focuses on gathering information on the aspects that can support meeting those basic needs. It refers to the availability of supplies in the affected areas, access to transportation for aid distribution, etc.

**Purpose of emergency logistics assessment:**

- Evaluate the impact on logistics infrastructure
- Determines the priority of delivery of items most urgent needs
- Identifies the most affected areas for positioning of hubs
- Defines the level of response depending on the complexity
- Highlights special concerns
- Recommends other assessments needed
- Provides baseline data for benchmarking and monitoring

**There are three (3) types of emergency logistics assessments that differ based on the time and approach:**

| TYPE | SITUATION | APPROACH |
|------|-----------|----------|
| **Rapid Logistics Assessment** | Immediately after disaster strikes. | Rapid collection of data targeted to specific responses. |
| **Detailed Logistics Assessment** | After a rapid assessment, more information is needed if the situation changes. | More complete data will be gathered and assessed based on developments internally and external to the organisation. |
| **Continual Logistics Assessment** | During the implementation of an operation. | Data and information are continuously reviewed to adapt relief programming to evolving needs. |

Shortly after arriving and starting operations onsite, a logistics officer will not need (and cannot get) exact and detailed information. A general overview is sufficient to mobilise upstream resources and get supplies moving in the right direction.

1. **Initial enquiries:** Information gathering starts moments after the onset of the disaster, even before the assessment team deploys to the affected areas. Before the rapid assessment team deploys, staff should start collecting information from other responders' reports in the field and through other relief workers attending coordination meetings. Government announcements and media sources are also helpful.

2. **Rapid logistics assessment:** Focused on the bigger picture, macro-level concerns, assumptions, and estimates. The rapid logistics assessment is conducted as early as a few hours after the onset of a disaster. It must be completed within three (3) days at the latest.

   When conducting a rapid assessment, evaluators must understand its limitations and drawbacks. Because speed is a priority, the accuracy of the data may be compromised, and the information obtained is often prone to bias. In addition, certain areas may not have been assessed due to access or security issues.

   The collected information should be triangulated with information from different sources and promptly reported to headquarters. It is essential to ask "what is most important in disaster relief" based on the Sphere Standards, what recommendations for response to prioritise, and what areas require more in-depth assessment.

3. **Detailed logistics assessment:** The accurate picture is achieved progressively through numerous small assessments over the following month of the emergency operation.

   **A detailed assessment is carried out when:**

   - A rapid assessment is complete, and more detailed information is required to provide sound recommendations
   - The organisation is considering starting operations in a new area and requires detailed information to inform the decision
   - The situation changes gradually (e.g., a slowly developing drought) and needs more information.

Detailed logistics assessments generally take about one month. But it could take more or less time depending on the size of the area, the complexity of the issues and the resources available.

4. **Continual logistics assessment:** Data and information will be regularly updated and shared with relevant stakeholders. This data and information may be obtained during coordination meetings and information exchange activities.

Continual assessment occurs when the organisation has carried out a detailed assessment and is now operational in an area. It involves regularly updating information on the situation and seeking relevant feedback from the beneficiaries to facilitate decision-making on long-term activities.

Continual assessment helps spot changes and initiate a rapid or detailed assessment. Information gathered during the continual assessment is used as secondary information during rapid and detailed assessments.

Lastly, the assessment results must also be shared with other disaster relief organisations and local governments to cross-check information and appropriately coordinate the response.

## D. Differences between the three types of logistics emergency assessment

All assessments are based on the same principle (identifying needs, vulnerabilities and capacities) and follow the same process (observation, interviews, and information collection). However, the way information is collected depends on the type of assessment.

| FEATURES | RAPID LOGISTICS ASSESSMENT | DETAILED LOGISTICS ASSESSMENT | CONTINUOUS LOGISTICS ASSESSMENT |
|---|---|---|---|
| **Time** | 3 days. | 30 days. | Information is collected regularly throughout the operational period. |
| **Access to information sources** | **Limited**, there is no time to visit all locations and talk | **Possible to visit enough locations** and | **Full access.** |

| | | | |
|---|---|---|---|
| | to a full range of informants. Security and safety concerns limit movement and access to people. | interview a full range of informants. | |
| **Typical information sources** | Secondary information, local services (supply, transporters, etc.), NGOs, government. | Secondary information, full range of informants. | Secondary information from elected informants, indicators, internal staff, and volunteers. |
| **Importance of assumptions** | **High** Insufficient time to gather comprehensive information. Must make assumptions based on previous experience/LCA. | **Low** Sufficient time to interview a full range of informants. | **Medium** Assumptions based on indicators and informants can be verified with other sources. |

## E. Logistics capacity assessment (LCA)

LCA is not part of the assessment phase carried out during an emergency. But it is an essential part of logistics operations planning. LCA is often conducted in the preparedness phase of a disaster management cycle.

Logistics Capacity Assessment (LCA) is a formal evaluation designed to obtain a fundamental understanding of the context, logistics infrastructures and services in a country or a region, aiming at implementing humanitarian relief operations.

**LCAs consider critical logistics links:**
- Ports / Airports capacities
- Roads / Rail capacities
- Storage facilities
- Handling procedures
- Labour rates and management structures

- Local transportation resources
- Deficiencies, weaknesses, bottlenecks, and possible solutions
- Operating context (political, environmental, regulations, etc.).

**An LCA aims to enhance humanitarian organisations' rapid response** during an emergency.

- Support contingency planning activities.
- Identify potential logistics bottlenecks and constraints.
- Facilitate the preparation of Emergency Response Operational Plans.
- Improving resources need estimations at the emergency planning stage.
- Facilitate any inter-agency logistics coordination.
- Reduction of response time in delivery of emergency relief goods.
- Increase access to beneficiaries.
- Reduction of overall costs for shipping relief to beneficiaries.
- Facilitating the transition from Relief and Rehabilitation to the Development phase.
- Providing briefing material for staff unfamiliar with the region.

## F. Summary

- The purpose of an assessment is not to identify an intervention but to find out whether an intervention is needed or not.
- An emergency logistics assessment is the process of collecting, analysing, and disseminating logistics-related data and information in the context of a disaster. It determines the extent of the impact (through a situational assessment) and the logistical needs (through a capacity assessment).
- Three (3) types of emergency logistics assessments differ based on the time and approach: Rapid Logistics Assessment, Detailed Logistics Assessment, and Continuous Logistics Assessment.
- LCA is not part of the assessment phase carried out during an emergency. But it is an essential part of logistics operations planning. LCA is often conducted to obtain a fundamental understanding of the context, logistics infrastructures and services in a country or a region, aiming at implementing humanitarian relief operations.

## 1.2 Identify requirements for planning and assessment

### A. Introduction

Emergency logistics assessment is an integral part of response operations planning because it assists in determining the most efficient and cost-effective ways an organisation can assist in providing the goods and services to affected populations.

### B. Assessment process

Assessments should be planned out carefully. It involves a sequence of activities that need to be coordinated and managed. The following activities typically constitute the assessment process:

1. **Clarify the nature of the intervention**
   - Identify your information needs.
   - Seek reliable sources from various stakeholders.
   - Verify information from alternative sources.

2. **Identify and mobilise resources and plan for assessment**
   - The assessment team should consist of disaster experts, staff familiar with the local area, and relevant specialists (public health, logistics, etc.). They must be familiar with the Sphere Standards.
   - Decide and agree on the roles and responsibilities of teams before conducting the assessment. For example, which teams will cover which areas, and how will they coordinate when conducting the survey.

3. **Identify information needs and source**
   The data source in the assessment will vary depending on the accessibility of sources and the time available to collect information. Sources include:
   - Affected populations directly or through others.
   - Local vendors
   - Local and national authorities
   - UN agencies or clusters
   - International Federation and National Red Cross Society
   - NGOs, both international and local
   - Media

- Internet

### 4. Collect data and information
Identify baseline data if available and build on existing information. The types of information collected during the assessment include:

- Baseline data: What used to be there?
- Situation: What has happened?
- Needs: What assistance is required?
- Capacity: What resources exist?
- Gaps: What are the critical shortfalls?
- Risk: What is the existing risk, primary and secondary hazard?

### 5. Analyse and interpret data and information
- Evaluate against a baseline.
- Cross-check and compare reports from different sources, if possible.
- Update information continuously as needs change.
- Report conclusions to relevant sectors that draw on the logistics services.

### 6. Report conclusions and provide a logistics response plan
- Align objectives to program needs.
- Identify and allocate resources.
- Plan and develop monitoring and evaluation processes.

## C. Essential considerations for post-disaster logistics assessments

- Sensitivity to local culture and customs.
- Identify local capacities, including the government.
- Consider the requirements of all sectors activated and the response of other agencies to avoid duplication.
- Share information to enable rapid response and effective coordination.
- Take account of national and local authorities' responsibilities, response, and legal requirements.
- Use standardised assessment procedures.
- Identify a way of ensuring a continuous re-assessment to facilitate relevant action for the changing context and needs.
- Coordinate and work with others. Form multi-disciplinary teams with government and other humanitarian organisations whenever possible. Coordinate efforts to get information from a cross-section of localities as quickly as possible. If possible, agree on standard definitions,

methods, and data collection formats to compare information from different teams.

- Define terms of reference and specific information needs. Define the purpose and scope of each assessment mission clearly and specify appropriate report headings.
- Avoid duplication. Avoid reporting on data or information already available to speed up the assessment.
- Include a status report on some of the critical factors required to enable a successful response:
  - Financial resources available and any restrictions or provisions pegged to it.
  - Staffing, both in numbers and skills.
  - Areas of cooperation with other stakeholders that are also conducting assessments.
  - Complexities of an emergency will determine the speed of response required and the type of assessment to be done.
- Select sources of information carefully to ensure that they are reliable and up to date.
- Consider the accuracy: the likely margin of error in the data and its significance for the conclusions or calculations. Specify ranges rather than absolute figures if data is only approximate. Be sure to highlight any data or information that may misrepresent a situation.
- Be cautious about generalising: the situation and needs may vary considerably over short distances within the affected area and different locations.
- Be sensitive to possible biases in people's perceptions and reports (including the assessment team's). Information for emergency assessments must come from different sources to provide a relatively accurate assessment of the situation.

## D. Planning an assessment

**Planning an assessment involves:**

- Identifying end-users of the assessment information (i.e., program staff, donors, etc.)  and their respective needs (i.e., budgets, programming, etc.)
- Setting the objectives of the assessment.
- Establishing terms of reference for the logistics assessment team.
- Selecting team members.
- Identifying and preparing the assessment tools and pilot testing them.

- Mobilising resources to facilitate the assessment, like staff, vehicles, and cameras.
- Agreeing on reporting format.

Some organisations require an orientation process for personnel before deployment to conduct emergency assessments. The orientation process usually covers the following:

1. **Purpose.** The purpose of this orientation is to:
   - Introduce personnel to assessment concepts, plan, and procedures
   - Help personnel recall assessment concepts, plans, and procedures.
   - Update personnel on changes to assessment plans and procedures.

2. **Contents.** This orientation must include:
   - The rapid assessment concept of operations.
   - Rapid assessment roles and responsibilities.
   - The community profile.
   - Risk assessment.
   - Activation procedures:
     - Call up procedures.
     - Agency deployment/unit assignments.
     - Interagency coordination.
     - Communication protocols.
     - Data recording and reporting.
     - Data management and recordkeeping.
   - When and how to request additional resources.
   - Step-down procedures.

3. **Personnel involved.**

4. **Time for the orientation.**

5. **Orientation method.**

## E. Summary

- It is essential to plan an assessment properly because errors in interpreting the objectives and how it is conducted will impact the results and provide the wrong information for the decision-making.

- Assessments should be planned out carefully. It involves a sequence of activities that need to be coordinated and managed.
- The following activities typically constitute the assessment process: Clarify the nature of the intervention; Identify and mobilise resources and plan for assessment; Identify information need and source; Collect data & information; Analyse and interpret data and information; Report conclusions and provide a logistics response plan.
- There are many considerations when planning an assessment, such as identifying end-users of the assessment information, setting the objectives of the assessment, establishing terms of reference for the logistics assessment team, etc.
- And to ensure teams share a common understanding of the task, some organisations require an orientation process before the assessment is conducted.

# 1.3   Identify the appropriate scopes of assessment

## A. Introduction

The scope of an emergency assessment will be different depending on the circumstances. It may vary from one emergency to another emergency. But there is basic information that needs to be collected in every emergency response before logistics can function. It includes the number of affected populations, distribution plans, and the supplies required.

There are "programmatic logistics" functions that refer to delivering goods to beneficiaries. There are also "support logistics" functions for providing water and sewage, electrical power, and communication services to sustain response teams.

## B. General scope of an emergency logistics assessment

### 1. Local transport infrastructure capacity
- Internal transport network: check all available transport infrastructures such as road, air, rail, and waterways.
- Road: check category and state of roads, distance, bottlenecks, security, payload capacity (bridges), transport market and transport rates, and connection with international transport.

- Overland entry points: check location, customs procedures, bottlenecks and delays, security, freight forwarder and rates, and working hours.
- Air: check airfield locations and specificities (GPS coordinates, length and surface of the airstrip, type of aircraft that can operate), scheduled and chartered flight options, cost, regulation and clearance procedure for chartered flights, and security and safety.
- Waterway (coastal and river): check ports (location, capacity, handling rate), types of vessels that can operate and their carrying capacity with seasonal variation, procedures for contracting transport, availability of vessels, identification of potential bottlenecks, and security.
- Rail: check rail network and condition, traffic frequency and transport capacity, procedures to use rail transport, cost, and connection with the international rail network.

## 2. Storage capacity

- Determine your potential warehousing needs (surface, volume, facilities, cold chain).
- Assess availability and identify storage facilities (cost, surface, volume, conditions, access).

## 3. Local availability of supplies

- Determine availability and location of sources of supplies (reliability, quality, capacity, delivery, cost).
- Identify private and public resources (donations, contributions, etc.).
- If the supply cannot be immediately available, how long will it take for the supplier to provide it?
- If the supplies are only available in other cities/provinces: How long and how much money will it take to reach the location?
- If the supply can only be obtained internationally: What is the customs clearance process look like? Is a forwarder agent required for this process?

## 4. Factors that may restrict or help relief efforts

- Political dynamics: National authorities may restrict, ban, or help any aspect of the logistics operations.
- Geography and remoteness of the area.
- Climatic conditions.
- Subsequent disasters from secondary hazards (e.g., aftershocks, landslides).
- Safety and security.

- Poor infrastructure and lack of logistics resources available at the site.

## 5. Social, environmental, and cultural features of the affected population and region

- Program staff should consider this information when deciding the supplies needed, ways of distributing them, and how they are to be used or consumed.
- Sector specialists should identify the population's dietary habits (types of food not consumed for religious or traditional reasons) and relevant info to determine what assistance to offer and what to avoid.
- Logisticians should prioritise local and regional producers before asking for food assistance or negotiating the acquisition of food in other regions.
- With help from logisticians, sector specialists should identify gender roles and norms, family structures, and roles relating to age.
- With support from logisticians, sector specialists should identify the most common types of housing and construction.
- The program team should identify ethnic or cultural minorities and their specific needs.
- The program team should identify the community organisations and areas for cooperation.

## C. Assessment sources and methods

Information for the assessment report is collected from existing literature, relevant historical material, pre-emergency data, discussions, and interviews with key informants, including donors, agency staff, government personnel, local specialists, community leaders, elders, health workers, teachers, traders and more.

**There are a variety of assessment methods:**

### 1. Onsite visual inspection
Onsite visual inspection is an excellent way to become familiar with a disaster situation. Experienced observers can gather information quickly if they know what they are looking for.

Onsite visual assessment is one of the most effective methods for the logistics team, especially for assessing infrastructures such as roads, bridges, warehouses, and others. The team only needs to use comprehensive checklists and document important things with photos or

videos. The weakness of this method is that it requires a long time and a large team, especially if there are a lot of areas to assess. Therefore, sometimes the best option is to combine this method with an interview.

### 2. Interviews

Interviewing techniques can include interviews with individuals or with groups. Loosely structured interviews with key informants in the government, NGOs, and representatives of the affected population, including local officials, experts, media, and community leaders, are helpful.

The focus of this method is to obtain factual information not readily observable in onsite visual inspections (e.g.) socio-cultural and environmental factors) that may facilitate or restrict relief efforts. Information from interviews has to be cross-checked with other sources of data.

### 3. Sampling

Sampling is a method for making generalisations about an entire population based on the characteristics of a subset (or sample) of the population. A population's attributes or proportions are collected through interviews or surveys with a representative section or sample.

The logistics team uses this method to obtain market surveys and create price benchmarks in the procurement process in areas where no intervention has taken place. Where this is impossible, what is most likely to be done is to compare prices with other organisations or other sources and create an average market price.

### 4. Using secondary data

NGOs sometimes depend on government agencies, humanitarian clusters, or community groups for their information. When relying on information provided by another organisation, it is crucial to consider its accuracy carefully. Check for consistency between multiple sources of similar data if possible.

## D. Summary

- The scope of each emergency logistics assessment varies depending on the onsite conditions and objectives of the organisation. But some general patterns can be used as benchmarks and then developed further.
- In gathering information, there are several methods that the logistics team can use according to their individual needs and contexts. These

are onsite visual inspections, interviews, sampling, and relying on secondary data.

## 4.2 Element 2. Familiarize logistics concept operation & action plan

### 2.1 Identify the scopes and objectives of Concept of Operation

#### A. Introduction

The Concept of Operations (ConOps) is a coordination tool to help actors agree on a specific setup and outline roles, responsibilities, and procedures. A ConOps is a living document that supports the greater humanitarian community, especially in an emergency response operation.

#### B. Logistics Concept of Operation

Every humanitarian logistics operation is "tailor-made" to the needs of a disaster. But the core elements of its structure and processes include planning, implementation, and control functions. A Logistics ConOps assist organisations in determining how to adapt the structure and processes of their logistics operation to fit the context of the situation.

**ConOps are useful because:**

- To improve coordination by building a more targeted and structured exchange of information.
- Help actors agree on a specific framework or setup.
- Outline roles, responsibilities, and procedures.
- Make the best use of available logistics assets by outlining the scale of an emergency and the scope of the required logistics response, including augmentation services

Logistics operations are the focal of all the mobilisation activities in the humanitarian process. It served as the bridge between disaster preparedness

and response, procurement and distribution, headquarters, and field. An exemplary operation concept minimises waste, avoids redundancies and duplication of activities, conserves energy, and maximises effort.

## C. Humanitarian Logistics Concept of Operation scope

### 1. Brief context summary

Refers to a report describing the disaster, its impact, and the current situation. This information is often obtained from a rapid logistics assessment or third parties such as media, government briefs, etc. It usually includes maps and photographs of the affected areas, data on affected populations, infrastructure damage, and a list of urgent needs.

### 2. Identified gaps and bottlenecks

On top of the list of urgent needs, information about where intervention gaps are and areas with bottlenecks are also critical. These bottlenecks include damages to airport runways that can hinder the process of sending relief from other regions, damages to telecommunications systems in affected areas, etc. This information will then become the organisation's justification for operating in the affected area.

### 3. Planning assumptions and risk factors

This section describes possible interventions based on available information, considering the risks of the operation. Supporting documents such as Risk Analysis is vital to have.

### 4. Organisational asset information

Describes all the available assets of an organisation that can be quickly used to support this operation. This can be in the form of information on staff or specialists, available vehicles, warehouses nearby affected areas, and emergency supplies.

### 5. Coordination mechanisms

This section includes descriptions of how coordination partners with other stakeholders in affected areas, such as logistics clusters, local governments, and customs offices. It also describes how coordination occurs within an organisation, such as reporting structures within teams and departments/units.

### 6. Roles and responsibilities of actors involved

This section details the duties and responsibilities of personnel involved in response operations and the chain of command. Several organisations already have an SOP describing the functions and hierarchies during

emergency response. A chain of commands can streamline the organisation's information flow and prevent micro-managing cases that may interfere with team activities.

The concept of operation framework can be prepared before response operations as part of an organisation's mitigation plan. When agreed upon by stakeholders, the framework can be combined with other documents such as Rapid Assessment Report, Logistics Capacity Assessment, Risk Analysis, ICS, Emergency Protocol, etc. The operation concept is a living document that will become the basis for developing a funding proposal, operation plan, and more.

## D. Summary

- The Concept of Operations (ConOps) is a coordination tool to help actors agree on a specific setup and outline roles, responsibilities, and procedures. A ConOps is a living document that supports the greater humanitarian community, especially in an emergency response operation.
- ConOps is the basis for your Operational Plan. It minimises waste, avoids redundancies and duplication of activities, conserves energy, and maximises effort.
- The ConOps framework can be prepared before response operations as part of an organisation's mitigation plan.

## 2.2 Identify the process of logistics action plan

### A. Introduction

Emergency logistics operation plans involve gathering information to assess what services to provide based on organisational capabilities and objectives. The plan eventually translates to procurement, storage, transportation, and distribution of goods. In the following sections, we will explain how this operation planning process is carried out

### B. Logistics action plan

We will look at how an emergency operation flows AFTER a disaster. As part of the organisation's operations plan, logistics action planning consolidates all

information obtained from internal and external sources, such as the organisation's capabilities, culture, and operating concepts.

This planning begins as soon as a disaster occurs and the organisation participates in emergency response operations. Usually, the entire team, including logistics, will receive the initial circulating information such as SITREP. If the organisation does not have a network in the affected area), it will come from third parties such as Reliefweb, government sources or media. Considering internal capabilities, commitments, and mandates, the organisation will develop a Concept of Operation as one of the bases for deploying the team to affected locations.

**The types of organisational capacities to consider are:**

### 1. Financial capacity
- Does the organisation have sufficient initial funds to start operations (usually in the form of an emergency or unrestricted fund)?
- Has the organisation received information about potential donors who could be a source of additional funding or even establish an emergency program?
- Are there any restrictions in allocating the existing budget, specifically for specific programs, for example?
- Will there be difficulties in channelling funds if the team is in the affected location (usually due to infrastructure damage or financial bureaucracy on international missions)?

### 2. Human resources
- Are there sufficient staff in quantity for the team's deployment to the affected sites?
- Will sending staff disrupt the existing workload?
- Is there qualified staff available for deployment to affected locations?
- Does the organisation have a mechanism that allows rapid recruitment, such as an emergency roster team system in place?
- Are there any restrictions on sending teams to affected locations, such as immigration or territorial quarantine issues due to the spread of a pandemic?

### 3. Equipment and stock
- Does the organisation have an emergency cache/preposition stock that allows the team to immediately deploy and perform humanitarian services?

- If not, is there sufficient time to prepare the supplies before the team departs?
- Are there any equipment restrictions in the affected location, for example, a prohibition on carrying satellite phones?

### 4. System and structures
- Do the internal systems allow the organisation to carry out emergency response operations, such as developing specific protocols for emergency operating situations?

As soon as the team is in the affected area, they will coordinate with relevant stakeholders such as the logistics cluster, government authorities, military, vendors, and local communities to get additional information about the situation on the ground before carrying out the rapid logistics assessment.

Logistics rapid assessments are conducted - sometimes in conjunction with initial distributions from preposition stock - to gather information on the availability of resources, infrastructure, etc. (please refer to section 1.3 Identify the appropriate scopes of assessment).

After all the data has been collected, the logistics team will analyse the information and use it for planning programmes and preparing a logistics action plan.

**A logistics action plan considers the following factors:**

1. **Budget**
   - What is the status of the operational funds?
   - Are there any developments from the previous point?
   - Are new donors willing to provide funds for the program to be implemented?

2. **Infrastructure needs**
   - What infrastructure is needed for program planning (warehouse, office, clinic, etc.)?
   - Is the infrastructure available, or should plans be considered for constructing emergency infrastructure?
   - If so, how would it affect the organisational resources and budget?

3. **Transportation planning and mobilisation**
   - How will the team deploy and mobilise items for internal or distribution purposes?

- Is there any possibility of receiving in-kind donations that requires a customs clearance process?
- If so, how will the process work?

4. **Required goods, sources, and procurement schedule**
   - What items are needed to support the team (laptops, satellite phones, etc.) and the programme (food, medicines, NFI, etc.)?
   - What is the process of purchasing these goods, whether through local, regional, or international vendors? Will you do bulk orders or purchases regularly?
   - What are your organisation's procurement regulations during an emergency?
   - Are there donor restrictions?

5. **Distribution plan**
   - What will be distributed, and where is the distribution location? Is there any additional infrastructure or equipment required?

6. **Risk analysis**
   - Risk analysis is an integral part of operational planning that is often neglected. Some large donors such as BHA and DG ECHO require a structured Risk Analysis document as part of the proposal document for new funding.

**Once formulated, the Logistics Action Plan will contain:**

1. **Storage plan**
   Describes the process of storing goods to be purchased or received in the form of in-kind donations, including technical details such as warehouse volume requirements, locations to be selected, resources required, etc.

2. **Fleet management plan**
   Describe how to process and allocate fleets, both internal and external. It includes the fleet mode to be selected, quantity, procurement process (buy or lease) and cargo estimates.

3. **Customs clearance plan (if any)**
   Describes how the customs clearance process according to prevailing regulations, the resources needed, and the timeline that will become the benchmark for receiving relief goods from abroad.

4. **Procurement plan**

Procurement is one of the most critical processes in logistics planning because:

- It helps to identify what to buy, when and from what sources.
- It allows the team to evaluate if expectations in the ConOps stage are realistic or not.
- Team can determine beforehand any need for additional staffing and infrastructures.
- It enables the team to assess the need for technical expertise and their scope of work for particular requirements.
- It monitors the procuring process to determine how actual performance compares with planned activities.
- It enhances transparency and the predictability of the procurement process.

This Logistics Action Plan will eventually become part of the Operation Plan, Human Resources Plan, and Program Plan.

## C. Summary

- Logistics action planning consolidates information from internal and external sources with the organisation's internal capabilities, culture, and operating concepts into one solid plan to mobilise organisational logistics resources to support programme objectives.

# Self-assessment Checklist

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# » Self-assessment Checklist

Please use the checklist below to help you determine whether you are prepared to be assessed in this unit of competency. The boxes without tick mark indicate that there may be some areas you need to work on to become ready for assessment.

| Instructions Please tick (✔) the box if your answer is yes | Questions |
|---|---|
| ☐ | Have I read the Learner Guide and understood its contents? |
| ☐ | Have I attended, participated in, and completed all training sessions and activities? |
| ☐ | Have I reviewed the learning resources to reinforce what I've learned in training? |
| ☐ | Am I able to demonstrate my understanding of each element and performance criteria of this unit of competency by writing a summary in my own words? |
| ☐ | Am I able to communicate how my experience, knowledge, skills-sets, and attitudes make me qualified and competent enough to perform the job related to this unit of competency? |

# Oral Interview and Written Test Guide

# Oral interview and written test guide

This section guides candidates on how to communicate, demonstrate, or present evidence, responses, and their work in a professional manner. There are three primary ways the candidates will be assessed: through observation, oral interview, and written test. The assessor will determine the final assessment methods and tools depending on several factors like the local context, professional needs, and the like.

## On observations

Assessors will observe the candidate over a period of time to collect evidence of their capability to meet the required standards and performance criteria. Assessors may attend selected learning sessions, if any, to witness how candidates complete their activities and participate in exercises. In doing so, assessors can get a sense of the candidate's key strengths and areas for improvement concerning the unit of competency. It will benefit candidates to ensure their work is always complete and presentable.

## On oral interview

Assessors will conduct oral interviews to confirm and evaluate the candidate's experience, knowledge, skills, and attitudes regarding the unit of competency under assessment.

Please review the Unit Readings and complete the Self-assessment Checklist in this document. It may include verification questions about what you learned from the training content and material. It may also include competency questions about your knowledge and skills. Assessors may ask you what knowledge or skill you will use or apply to address a specific occupational issue or problem. Candidates need to think about how they will carry out their critical job functions in a defined work setting.

Finally, the interview may also include behavioural questions that focus on attitudes. Assessors may ask for examples of what you will do when a particular situation happens or when circumstances change. Candidates will need to support their answers with reflections on their own or other's experiences and the lessons learned from those.

## On written tests

Assessors will also present a written test to candidates to confirm whether candidates learned and understood the training content and material concerning the unit of competency under assessment.

Accuracy, brevity, and clarity are the ABCs of good writing. The first thing candidates are suggested is to answer the questions as accurately as possible. It helps structure your response and sharpen your main points in an outline before writing them down. Candidates are advised to use short and simple sentences and paragraphs. The key messages and transitions between your sentences and paragraphs must be clear. Your answers need to be easy to read and understand. It includes removing and leaving out irrelevant material. Candidates are also expected to write coherently and logically so that readers can follow their thought.

Proofread and correct errors in your work before submitting it. How you format your work also matters. If you are using a computer, please check whether your indentions, margins, spacing, listings (bullets, numerical sequencing), and page numbers are in order.

# Recommended Readings

# Recommended readings

Raillani, H., Hammadi, L., Samed, M. M. A., El Ballouti, A. & Barbu, V.S. (2020). *Humanitarian Logistics in The Disaster Relief Supply Chain: State of The Art.* WIT Transactions on Engineering Sciences, Vol 129. ISSN 1743-3533.

Logistic Cluster. (2021). *Logistics Operational Guide.* Accessible Here

Sphere Standards. (2018). *The Sphere Handbook*. Accessible here

# Learning resources

CARE International. (n.d.). *Emergency Toolkits, Logistic Assessment and Planning.* Accessible here

Nugroho, A., Maulana, H., Fachruddin, Ariyati, N. & Kurniawan, D. (2019). *Scenario-Based Logistic Capacity Assessment for Disaster Preparedness*. Accessible Here

Simmons, D.C., Corbane, C., Schneiderbauer, S., Menoni, S. & Zschau, J. (n.d.). *Understanding Disaster Risk: Risk Assessment Methodologies and Examples.* Accessible here

UNICEF. (n.d.). *Logistics Rapid Assessment Templates*. Accessible Here

UNICEF. (n.d.). *Supply/Logistics Assessment Checklists on airfield, rail, seaport, river port, vehicle needs assessment, road assessment.* Accessible here

USAID. (2005). *Logistics Indicator Assessment Tools (LIAT).* Accessible here

WFP. (n.d.). *Geographical Information Systems - Spatial Data Infrastructure (SDI) on aerodromes, aerodromes' runways, bridge, port, railways' obstacles bridges, road obstacles bridges, water ways' obstacles bridges, stations, warehouses*. Accessible here

WFP. (n.d.) *Logistics Cluster Capacity Assessment reports (LCA) to check airfield, rail, seaport-river port, vehicle needs assessment, road assessment*. Accessible here

WFP. (n.d.)  Logistics Capacity Assessment Template. Accessible here

# Training Evaluation Sheet

**ASCEND**

# » Training evaluation sheet

| Name of Training | |
|---|---|
| **Competency unit title and number** | **ADM.TEC.013.1** Apply Logistics Planning Process |
| **Location of training** | **Date of training** |

| Instructions<br>Please tick (✔)<br>your level of<br>agreement with the<br>statements below | Strongly Agree | Agree | Neither Agree or Disagree | Disagree | Strongly Disagree |
|---|---|---|---|---|---|

## Training content and facility

| | Strongly Agree | Agree | Neither Agree or Disagree | Disagree | Strongly Disagree |
|---|---|---|---|---|---|
| The training objectives were clearly defined and met. | ☐ | ☐ | ☐ | ☐ | ☐ |
| The training content was organised and easy to follow. | ☐ | ☐ | ☐ | ☐ | ☐ |
| The training material was relevant and useful to me. | ☐ | ☐ | ☐ | ☐ | ☐ |
| The training facility is adequate and comfortable. | ☐ | ☐ | ☐ | ☐ | ☐ |

## Training delivery and activities

| | | | | | |
|---|---|---|---|---|---|
| The trainers/presenters were knowledgeable and well prepared. | ☐ | ☐ | ☐ | ☐ | ☐ |
| The trainers/presenters were engaging and helpful. | ☐ | ☐ | ☐ | ☐ | ☐ |
| The length of the training was sufficient for learning. | ☐ | ☐ | ☐ | ☐ | ☐ |
| The pace of the training was appropriate to the content and attendees. | ☐ | ☐ | ☐ | ☐ | ☐ |
| The activities and exercises encouraged participation and interaction. | ☐ | ☐ | ☐ | ☐ | ☐ |

## What did you like most about this training?

**What parts of the training could be improved?**

**Other comments and feedback:**

**Thank you for completing this training evaluation form.
Your response is appreciated.**

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ASEAN Standards and Certification for Experts in Disaster Management