

# MIRA Instructions

**Background.** In the immediate aftermath of a sudden disaster, key decisions on how to best support the affected communities depend upon the availability of reliable and up-to-date information on impact of disasters and needs of affected communities.

Objective of MIRA is to identify the key humanitarian priorities including: -

- a. The scale and extent of the disaster.
- b. Gaps in relief and response.
- c. The priority needs to assist in the planning and deployment of resources.

*The respondents of MIRA questionnaire are key informants (KI) in the community. It is not a household-level assessment*

## Role and Responsibilities of the Enumerators

1. Participate in field data collection, which can take 3-5 working days
2. Randomly select section-communes for the assessment from the affected section-communes
3. Survey all selected section-communes
4. Conduct at least two key informant interviews in each selected section-communes
5. Select key informants from the affected communities based on key informant selection criteria:

**Key Informant Selection Criteria.** The key informant selection criteria shall be as follows, but not exclusively: -

- Should be a respected and sound knowledgeable member of the community.
- Members of the community with special tasks in the community e.g. traditional birth attendant, religious leader, community leader, leader of women's group, health workers, school teachers, social service, representatives, etc.
- Should be a permanent member of the community (living in the community over at least 3 years on a permanent basis).
- Have sound knowledge about community's demographics, issues and other social aspects of the community.
- Representatives of NGOs or CSOs
- Representatives of DPC or Red Cross society
- Security Agents
- Representatives of the minority groups in the community can also be interviewed if sizeable minorities exist in the area.

**How to Conduct Interview.** The enumerators must consider the following guidelines while conducting interviews with the key informant:

1. Choice of Key Informant is very important and can affect the quality of data. Please pay full attention in selecting the right key informant as per above mentioned criteria.
2. Multiple Key Informants can be engaged in interview if KI have less understanding of some specific issues.
3. Introduce yourself and team properly and explain the objective of your visit and

interview. Please describe the expected length of interview in advance.

Avoid using humanitarian acronyms (like MIRA, AWG, and ATT etc.), always explain the name or any concept.

4. If you are unclear on any response, please ask again politely, do not assume the meaning of a response.
5. Do not argue with the respondent, do probing (repeat question in different way to communicate your question properly and help the respondent think deeply).
6. Do not try to influence the responses in any way. Never use judgmental tones which may influence the response.
7. MIRA questionnaire contains quantitative and qualitative multi-response questions, in most of the cases never read out all possible options given with the questions.
8. Let the respondent articulate his/her response
9. If respondent is not willing to respond any specific question, do not insist on it.
10. Don't create expectations about future humanitarian support and promises you cannot keep. Managing expectations is critical and shall be managed immediately at the beginning of the interview.
11. Thank the respondents at the end for his/her time and information.
12. If the KI have any question, please reply politely.