

Step 8: Conduct desk review

Note: Below steps provide guidance on how to do the study, what information to collect and what questions to ask. This can be helpful in designing the ToR. The person conducting the study may also want to consult steps 8 – 12 more in-depth.

Looking back at the added value and co-benefits of a scoping study, in [step 4](#), as well as the ToR for the study, you can start with the desk review. This desk review provides the foundation for the in-country data collection by reviewing existing information related to anticipatory action. Ideally, the FbF focal point should support whoever is conducting the study in accessing relevant reports and assessments. Below you find suggestion regarding what to look for in the review phase:

1. Priority hazards

1. Secondary data and reports on extreme events for all hazard types (both weather as non-weather related hazards), including information on the magnitude of past events, their impacts, whether the events were forecasted, and previous humanitarian responses. Be open to various hazards and do not overlook “hidden” ones such as heatwaves. You can narrow the list after the desk review.
2. Available risk data on exposure and vulnerability for different hazards. National agencies may have data at high spatial resolution. If not, global databases such as [Humanitarian Data Exchange \(HDX\)](#), [EM-DAT](#) or [Desinventar](#) may have relevant data. See [toolbox](#) for more info.
3. Information on expected trends as a result of climate change, land-use change, conflict, major infrastructural developments.
4. Review of the skill (the accuracy of the forecast) of global forecasting products for the hazards of interest in the country, and any documentation of the skill of forecasts produced nationally (if available)

2. Operational and institutional capacity building needs

1. Existing reports (e.g. PER, OCAC) on the institutional capacities of the national society to better understand the national society’s strengths and needs. The [IFRC GO Platform](#) also documents operational learning that might be of interest.
2. The national society’s strategic documents such as policies, strategic plans and contingency plans.

3. Strategic collaborations with stakeholders

1. Reports or documents on other anticipatory action initiatives begun

or established in the country, who they involve, and what they entail.

2. Online search and guidance from national society regarding institutions (e.g. government or UN agencies, RCRC movement partners NGOs, technical working groups) working in the AA/FbF, early warning/hazard forecasting, DRR, preparedness, risk assessment, climate adaptation or early action space within the country, including academic research programs

4. **Potential early action**

1. Existing reports on DREF responses to understand strengths and experiences of the national society.
2. Reports on early actions from stakeholders in-country that show evidence of their effectiveness.

5. **Data availability and gaps**

1. Initial identification of existing information management platforms (these are increasingly becoming open source and accessible online in recent years)

While you are collecting the different information, please have the **following recommended steps** in mind. These steps should be accomplished before the primary data collection starts.

- Based on your stakeholder mapping, prepare a **draft list of interviewees**. Together with the FbF focal point you can start making appointments. Note that this should be a “living” list to which additional contacts can be added to throughout the data collection. In the [toolbox](#), you find a template for the interview list and guidance on how to select those.
- Together with the FbF focal point, ensure that you **plan interviews** with different departments in the national society. Please also look at the guidance in the [toolbox](#).
- Be prepared that you will need to **present anticipatory action and FbF to stakeholders** in country. Often not all staff of the national society, government technical services (e.g. hydrological and meteorological), and other institutions that may be involved in the set-up of the FbF system know what FbF and anticipatory action is. Make sure that you bring a presentation that explains the concept and the context of the study as well as brochures and other explanatory material. A more thorough understanding of anticipatory action will help stakeholders to better answer scoping questions so the consultant can determine what is feasible.
- If of interest to the national society or the steering group, a **remote presentation of desk-review results** could be organized with the

national society to outline the following:

- Suggest which hazards to prioritize in the in-country phase. For example, you can narrow down the hazards to only 3 based on your initial assessments. Please have a look at the suggested decision matrix in the [toolbox](#).
- Outline the methodology to be used for the in-country data collection.
- Present and discuss list of stakeholders and community visit.
- Discuss any open organizational or content-related matters that need to be addressed before the primary data collection work starts.