



Tool sheet

Protection and Risk
Reduction Technical
Division

How-to Note: Read before using the Guidance: How to adapt food security data collection to be more disability-inclusive

March 2024



What is this guidance

This guidance provides support to humanitarian organisations on how to adapt their Food Security data collection tools to generate better information on persons with disabilities. It is based on the **IASC Guidelines** on Inclusion of Persons with Disabilities in Humanitarian Action and, in particular, on addressing the four must-do actions in the IASC Guideline's food security section. The guidance includes four review grids, three sample tools, one question bank and one checklist. Together these lay out step-by-step instructions for adapting a range of your organisation's food security data collection tools and processes. The worksheets help you to review tools ranging from standard operating procedures, demographic sections, assessment questionnaires (feasibility, distribution) and observation grids used during registrations and food assistance distributions. The tools do reflect different modalities used for food assistance, such as cash or in-kind.

Structure of the guidance:

The guidance is excel based and uses tabs for navigation. In total, there are 14 distinct tabs. The tabs are colour coded to help you navigate.



Introductory tabs: **Tab 1** provides you with an overview of all available tabs and describes which tab can be used for what purpose.

Tab 2 contains an introduction to this guidance, its purpose and will help you to decide how to use it best.



Review tabs: **Tabs 3, 5, 8 and 9** contain review grids. See next page for an introduction to their structure.



Checklists and Question bank tabs: **Tab 4** contains a checklist that helps you to reflect on accessible food security needs assessment & monitoring planning, focus group discussions, key informant interviews or observations.



Tab 11 provides a question bank with sample questions to make your feasibility/ distribution, food basket/ food expenditure, non-food item expenses and coping strategy questionnaires more disability inclusive by adding questions that are relevant for persons with disabilities at individual or household level. **Tab 12** provides another question bank which allows you to better understand disability in relation to food security among community leaders, food security committees, local authorities and service providers.



Sample tool tabs: **Tabs 6, 7 and 10** show disability-inclusive demographic sections of assessment tools and observation tool sections to inspire reflections.



Supporting tabs: **Tab 13** lists useful terminology to cross-check and/or better understand the key terms used in this guidance.



Tab 14 shares plentiful quality face-to-face, online and e-learning training modules that use a rights-based approach and target humanitarian actors. It also contains other learning resources on disability-inclusive humanitarian action, with a particular focus on food security.



Guidance: How to adapt your organization's food security data collection		
Tab	Table of contents	Description
1	Table of contents	
2	Introduction to this guidance	An overview of when and how to use this guidance: How to Adapt Your Organisation's Humanitarian Food Security Data Collection. Read this section to plan how best to utilise this guidance to make your emergency food security programming more inclusive to persons with disabilities.
3	Review grid for Standard Operating Procedures (SOPs) and other guidance on collecting food security data	Use the review grid to identify gaps and good practices on SOPs and related guidance for better disability-inclusion.
4	Disability inclusion checklist: adaptations for food security assessment and monitoring tools and processes	Use this checklist to ensure that your food security assessment and monitoring methodology is accessible and inclusive to persons with disabilities. The checklist can be used for a range of methods such as focus group discussions (FGDs), key informant interviews (KIs), quantitative or qualitative questionnaires, feedback mechanisms and observation tools.
5	Review grid for demographics sections of data collection tools	Use the review grid to identify gaps in collecting information on the number of persons with disabilities affected by food insecurity.
6	Sample demographics section for assessments at the household member / individual level	Take a look at a sample demographics section that integrates questions for identifying persons with disabilities in assessments conducted with individual members of the household, and using the Washington Group Short Set questions and recommendations.
7	Sample demographics section for assessments at the household member / individual level	Take a look at a sample demographics section that integrates questions for identifying household members with disabilities in



To start **read** the introduction to the guidance on **tab 2** – so that you can decide if this guidance fits your purpose and how to best use it.

Navigation tabs



Common structure of the review grids (tab 3 standard operating procedures/guidance, tab 5 demographic sections, tab 8 feasibility assessments of food security modalities and 9 distribution of food assistance):

- On top you will find **general information** on this particular part of the guidance (symbol for information)
- Below a **step-by-step guide on how to make use of this particular review grid** (symbol for guide)
- And thereafter you will find the actual table to help your review, each containing 5 columns (supported by illustration of a excel table with the columns):
 - In the first lefthand side column **guiding questions for your review (symbol)**;
 - Next to it in the neighbouring column you will find recommended **good practices** which can help you to compare your existing tools and/or SOP with;
 - In the column to the right you will find a **scoring cells where you can score your practice** between fully aligned with good practice, to not aligned with good practice;
 - Thereafter, in case you have discovered gaps, **one column provides you with space to make notes** on the gaps; and lastly,
 - The 5th column **contains references for good practices of**



Review grid for Standard Operating Procedures (SOPs) and related guidance on implementing food security assessments					
Use this review grid and step-by-step instructions for reviewing your organisation's SOP / other related guidance for conducting food security assessments. The review grid covers general SOP and guidance for all sections or forms for rapid needs assessments, feasibility assessments, vulnerability mapping and targeting, assessments of coping strategies and designing food security programmes.					
The guiding questions are grouped by must-do actions as outlined in the IASC Guidelines on Inclusion of Persons with Disabilities in Humanitarian Action. The green column shows typical elements of an SOP and other guidance in which disability inclusion is integrated well. The review grid includes columns for your notes as well as references that will support you in adapting your SOPs and other related guidance.					
Please note, that disability inclusion in food security data collection is a somewhat new thematic. Hence, where references for good practices are not available, the recommended good practice is based on expertise from practitioners and the IASC Guidelines. This is a living document. If you come across references for good practice on disability inclusion in SOPs and other guidance for food security tools, please share them with us for the next updated version of this guidance. Contact us at Humanity & Inclusion: Ulrike Last (u.last@hi.org).					
Recommended Steps for Use					
Step 1	Read the description and instructions above.				
Step 2	Review and compare your document or tool with the guiding questions and recommended good practice. Does your document or tool include these elements? If so, score your document or tool using the dropdown menu as no adaptation needed.				
Step 3	If your document or tool is not aligned with good practice, review your document or tool and assess whether it is partially aligned or not aligned. Score your document or tool using the dropdown menu accordingly.				
Step 4	List the gaps you have identified in your document or tool using the column indicated.				
Step 5	Use the references for good practices to find suggestions on how to adapt your document or tool for disability-inclusive approaches.				
Step 6	Repeat steps 1-5 for each guiding question.				
Guiding questions	Recommended good practice	Select your score	List the gaps you identified in your tools	References for good practice	Your notes
Must do action: Empowerment and capacity development					
Does the SOP or guidance include a section on disability inclusion training for and building awareness among enumerators and food security data management staff?	The SOP or guidance mentions that a basic understanding of disability and disability-inclusive approaches (like gender) is a prerequisite for better quality data collection and analysis. See the further resources tab for links to recommended training materials.	Not yet scored			
Does the SOP or guidance provide instructions on including persons with disabilities as enumerators?	The SOP or guidance includes concrete action to ensure diversity of enumerators. Diversity of enumerators explicitly mentions persons with disabilities as part of the team.	Not yet scored			
Does the SOP or guidance include	The SOP or guidance mentions that where accessibility is lacking, reasonable accommodations may be provided on an individual basis to ensure persons with disabilities can work				

Title for each tab

General information on tab & Step-by-Step recommendations for use

Main content



Review grid for Standard Operating Procedures (SOPs) and related guidance on implementing food security assessments

Use this review grid and step-by-step instructions for reviewing your organisation's SOP / other related guidance for conducting food security assessments. The review grid covers general SOP and guidance for all sections or forms for rapid needs assessments, feasibility assessments, vulnerability mapping and targeting, assessments of coping strategies and designing food security programmes.

The guiding questions are grouped by must-do actions as outlined in the IASC Guidelines on Inclusion of Persons with Disabilities in Humanitarian Action. The green column shows typical elements of an SOP and other guidance in which disability inclusion is integrated well. The review grid includes columns for your notes as well as references that will support you in adapting your SOPs and other related guidance.

Please note, that disability inclusion in food security data collection is a somewhat new thematic. Hence, where references for good practices are not available, the recommended good practice is based on expertise from practitioners and the IASC Guidelines. This is a living document. If you come across references for good practice on disability inclusion in SOPs and other guidance for food security tools, please share them with us for the next updated version of this guidance. Contact us at Humanity & Inclusion: Ulrike Last (u.last@hi.org).

Recommended Steps for Use	
Step 1	Read the description and instructions above.
Step 2	Review and compare your document or tool with the guiding questions and recommended good practice. Does your document or tool include these elements? If so, score your document or tool using the dropdown menu as no adaptation needed.
Step 3	If your document or tool is not aligned with good practice, review your document or tool and assess whether it is partially aligned or not aligned. Score your document or tool using the dropdown menu accordingly.
Step 4	List the gaps you have identified in your document or tool using the column indicated.
Step 5	Use the references for good practices to find suggestions on how to adapt your document or tool for disability-inclusive approaches.
Step 6	Repeat steps 1-5 for each guiding question.



Review grid for Standard Operating Procedures (SOPs) and related guidance on implementing food security assessments

Use this review grid and step-by-step instructions for reviewing your organisation's SOP / other related guidance for conducting food security assessments. The review grid covers general SOP and guidance for all sections or forms for rapid needs assessments, feasibility assessments, vulnerability mapping and targeting, assessments of coping strategies and designing food security programmes.

The guiding questions are grouped by must-do actions as outlined in the IASC Guidelines on Inclusion of Persons with Disabilities in Humanitarian Action. The green column shows typical elements of an SOP and other guidance in which disability inclusion is integrated well. The review grid includes columns for your notes as well as references that will support you in adapting your SOPs and other related guidance.

Please note, that disability inclusion in food security data collection is a somewhat new thematic. Hence, where references for good practices are not available, the recommended good practice is based on expertise from practitioners and the IASC Guidelines. This is a living document. If you come across references for good practice on disability inclusion in SOPs and other guidance for food security tools, please share them with us for the next updated version of this guidance. Contact us at Humanity & Inclusion: Ulrike Last (u.last@hi.org).

Recommended Steps for Use	
Step 1	Read the description and instructions above.
Step 2	Review and compare your document or tool with the guiding questions and recommended good practice. Does your document or tool include these elements? If so, score your document or tool using the dropdown menu as no adaptation needed.
Step 3	If your document or tool is not aligned with good practice, review your document or tool and assess whether it is partially aligned or not aligned. Score your document or tool using the dropdown menu accordingly.
Step 4	List the gaps you have identified in your document or tool using the column indicated.
Step 5	Use the references for good practices to find suggestions on how to adapt your document or tool for disability-inclusive approaches.
Step 6	Repeat steps 1-5 for each guiding question.

A	B	C	D	E	F
Guiding questions	Recommended good practice	Select your score	List the gaps you identified in your tools	References for good practice	Your notes
Must do action: Empowerment and capacity development					
Does the SOP or guidance include a section on disability inclusion training for and building awareness among enumerators and food security data management staff?	The SOP or guidance mentions that a basic understanding of disability and disability-inclusive approaches (like gender) is a prerequisite for better quality data collection and analysis. See the further resources tab for links to recommended training materials.	Not yet scored			
Does the SOP or guidance provide instructions on including persons with disabilities as enumerators?	The SOP or guidance includes concrete action to ensure diversity of enumerators. Diversity of enumerators explicitly mentions persons with disabilities as part of the team.	Not yet scored			
Does the SOP or guidance include provision of reasonable accommodations for enumerators with disabilities?	The SOP or guidance mentions that where accessibility is lacking, reasonable accommodations may be provided on an individual basis to ensure persons with disabilities can work equally as enumerators. This means modifications that are necessary and appropriate, to avoid imposing a disproportionate or undue burden on persons with disabilities. For instance, the provision of a sign language interpreter for deaf enumerators and sighted guides for blind enumerators.	Not yet scored			
Does the SOP or guidance refer to legal obligations under the Convention on the Rights of Persons with Disabilities (CRPD) and/or introduce a rights-based approach to disability?	The SOP or guidance cites the CRPD (ratified by 188 countries, by 12/2023) as part of the legal frameworks relevant to food security, i.e. the obligations to respect and protect the rights of affected populations and their right to food and health includes persons with disabilities. The SOP or guidance emphasises that persons with disabilities are active rights-holders with inherent and alienable rights and that the rights of girls, boys, men and women with and without disabilities are respected, understood, protected, and fulfilled without discrimination.	Not yet scored			

If you want to review your standard operating procedures (SOPs)/ guidance, demographic

A	B	C	D	E	F
Guiding questions	Recommended good practice	Select your score	List the gaps you identified in your tools	References for good practice	Your notes
Must do action: Empowerment and capacity development					
Does the SOP or guidance include a section on disability inclusion training for and building awareness among enumerators and food security data management staff?	The SOP or guidance mentions that a basic understanding of disability and disability-inclusive approaches (like gender) is a prerequisite for better quality data collection and analysis. See the further resources tab for links to recommended training materials.	Not yet scored			
Does the SOP or guidance provide instructions on including persons with disabilities as enumerators?	The SOP or guidance includes concrete action to ensure diversity of enumerators. Diversity of enumerators explicitly mentions persons with disabilities as part of the team.	Not yet scored			
Does the SOP or guidance include provision of reasonable accommodations for enumerators with disabilities?	The SOP or guidance mentions that where accessibility is lacking, reasonable accommodations may be provided on an individual basis to ensure persons with disabilities can work equally as enumerators. This means modifications that are necessary and appropriate, to avoid imposing a disproportionate or undue burden on persons with disabilities. For instance, the provision of a sign language interpreter for deaf enumerators and sighted guides for blind enumerators.	Not yet scored			
Does the SOP or guidance refer to legal obligations under the Convention on the Rights of Persons with Disabilities (CRPD) and/or introduce a rights-based approach to disability?	The SOP or guidance cites the CRPD (ratified by 188 countries, by 12/2023) as part of the legal frameworks relevant to food security, i.e. the obligations to respect and protect the rights of affected populations and their right to food and health includes persons with disabilities. The SOP or guidance emphasises that persons with disabilities are active rights-holders with inherent and alienable rights and that the rights of girls, boys, men and women with and without disabilities are respected, understood, protected, and fulfilled without discrimination.	Not yet scored			

sections, feasibility assessment or distribution tools – go to one of the four available review grids (tab 3: standard operating procedures/ guidance, tab 5: demographic sections, and tab 8: assessments for feasibility of modalities and tab 9: to review food distribution tools). The content differs yet each of the tabs is structured the same way. The scenario 1 for reviewing SOPs, apply equally to a review of demographic sections, feasibility or distribution tools.

To review your SOP:

A	B	C	D	E	F
Guiding questions	Recommended good practice	Select your score	List the gaps you identified in your tools	References for good practice	Your notes
Must do action: Empowerment and capacity development					
Does the SOP or guidance include a section on disability inclusion training for and building awareness among enumerators and food security data management staff?	The SOP or guidance mentions that a basic understanding of disability and disability-inclusive approaches (like gender) is a prerequisite for better quality data collection and analysis. See the further resources tab for links to recommended training materials.	Aligned with good practice - no adaptation needed			
Does the SOP or guidance provide instructions on including persons with disabilities as enumerators?	The SOP or guidance includes concrete action to ensure diversity of enumerators. Diversity of enumerators explicitly mentions persons with disabilities as part of the team.	Not aligned with good practice - adaptations needed			
Does the SOP or guidance include provision of reasonable accommodations for enumerators with disabilities?	The SOP or guidance mentions that where accessibility is lacking, reasonable accommodations may be provided on an individual basis to ensure persons with disabilities can work equally as enumerators. This means modifications that are necessary and appropriate, to avoid imposing a disproportionate or undue burden on persons with disabilities. For instance, the provision of a sign language interpreter for deaf enumerators and sighted guides for blind enumerators.	Partially aligned with good practice - some adaptations needed			
Does the SOP or guidance refer to legal obligations under the Convention on the Rights of Persons with Disabilities (CRPD) and/or introduce a rights-based approach to disability?	The SOP or guidance cites the CRPD (ratified by 188 countries, by 12/2023) as part of the legal frameworks relevant to food security, i.e. the obligations to respect and protect the rights of affected populations and their right to food and health includes persons with disabilities. The SOP or guidance emphasises that persons with disabilities are active rights-holders with inherent and alienable rights and that the rights of girls, boys, men and women with and without disabilities are respected, understood, protected, and fulfilled without discrimination.	Aligned with good practice - no adaptation needed			

- Pick **tab 3 for SOPs** and have a look at the background sections of these tabs on top, containing information such as what this tab is for and which references were used.

A	B	C	D	E	F
Guiding questions	Recommended good practice	Select your score	List the gaps you identified in your tools	References for good practice	Your notes
Must do action: Empowerment and capacity development					
Does the SOP or guidance include a section on disability inclusion training for and building awareness among enumerators and food security data management staff?	The SOP or guidance mentions that a basic understanding of disability and disability-inclusive approaches (like gender) is a prerequisite for better quality data collection and analysis. See the further resources tab for links to recommended training materials.	Aligned with good practice - no adaptation needed			
Does the SOP or guidance provide instructions on including persons with disabilities as enumerators?	The SOP or guidance includes concrete action to ensure diversity of enumerators. Diversity of enumerators explicitly mentions persons with disabilities as part of the team.	Not aligned with good practice - adaptations needed			
Does the SOP or guidance include provision of reasonable accommodations for enumerators with disabilities?	The SOP or guidance mentions that where accessibility is lacking, reasonable accommodations may be provided on an individual basis to ensure persons with disabilities can work equally as enumerators. This means modifications that are necessary and appropriate, to avoid imposing a disproportionate or undue burden on persons with disabilities. For instance, the provision of a sign language interpreter for deaf enumerators and sighted guides for blind enumerators.	Partially aligned with good practice - some adaptations needed			
Does the SOP or guidance refer to legal obligations under the Convention on the Rights of Persons with Disabilities (CRPD) and/or introduce a rights-based approach to disability?	The SOP or guidance cites the CRPD (ratified by 188 countries, by 12/2023) as part of the legal frameworks relevant to food security, i.e. the obligations to respect and protect the rights of affected populations and their right to food and health includes persons with disabilities. The SOP or guidance emphasises that persons with disabilities are active rights-holders with inherent and alienable rights and that the rights of girls, boys, men and women with and without disabilities are respected, understood, protected, and fulfilled without discrimination.	Aligned with good practice - no adaptation needed			


- Read through the **instructions** detailing the steps to take, you will find on top of each of the tabs.

A	B	C	D	E	F
Guiding questions	Recommended good practice	Select your score	List the gaps you identified in your tools	References for good practice	Your notes
Must do action: Empowerment and capacity development					
Does the SOP or guidance include a section on disability inclusion training for and building awareness among enumerators and food security data management staff?	The SOP or guidance mentions that a basic understanding of disability and disability-inclusive approaches (like gender) is a prerequisite for better quality data collection and analysis. See the further resources tab for links to recommended training materials.	Aligned with good practice - no adaptation needed			
Does the SOP or guidance provide instructions on including persons with disabilities as enumerators?	The SOP or guidance includes concrete action to ensure diversity of enumerators. Diversity of enumerators explicitly mentions persons with disabilities as part of the team.	Not aligned with good practice - adaptations needed			
Does the SOP or guidance include provision of reasonable accommodations for enumerators with disabilities?	The SOP or guidance mentions that where accessibility is lacking, reasonable accommodations may be provided on an individual basis to ensure persons with disabilities can work equally as enumerators. This means modifications that are necessary and appropriate, to avoid imposing a disproportionate or undue burden on persons with disabilities. For instance, the provision of a sign language interpreter for deaf enumerators and sighted guides for blind enumerators.	Partially aligned with good practice - some adaptations needed			
Does the SOP or guidance refer to legal obligations under the Convention on the Rights of Persons with Disabilities (CRPD) and/or introduce a rights-based approach to disability?	The SOP or guidance cites the CRPD (ratified by 188 countries, by 12/2023) as part of the legal frameworks relevant to food security, i.e. the obligations to respect and protect the rights of affected populations and their right to food and health includes persons with disabilities. The SOP or guidance emphasises that persons with disabilities are active rights-holders with inherent and alienable rights and that the rights of girls, boys, men and women with and without disabilities are respected, understood, protected, and fulfilled without discrimination.	Aligned with good practice - no adaptation needed			

In column A you will find the **guiding questions**.




- Next to it you will find a column with **recommended good practice**. Compare your organization's SOP with the recommended practice.
- In the third column you can **score your SOP** status in three categories:
 - Aligned with good practice
 - Partially aligned with the good practice
 - Not aligned with the good practice
- Next to the scoring column you have a **space to enter your observations** and outcomes of the discussions about what gaps need addressing,

	A	B	C	D	E	F
1						
2	Review grid for demographic sections of data collection tools					
3	<p>Use this review grid and step-by-step instructions for reviewing your organisation's data collection tools or sections of data collection tools that capture demographic data.</p> <p>The guiding questions are grouped by must-do actions as outlined in the IASC Guidelines on Inclusion of Persons with Disabilities in Humanitarian Action. The green column shows elements of a data collection tool in which disability inclusion is integrated well. The review grid includes columns for your notes as well as references for adapting your data collection tool.</p> <p>Please note, that disability inclusion in food security data collection is a rather new thematic. Some of the recommended good practice is based on expertise from practitioners and the IASC Guidelines. This is a living document. If you come across references for good practice on disability inclusion in food security data collection, please share them with us for the next updated version of this guidance.</p>					
4		Recommended Steps for Use				
5	Step 1	Read the description and instructions above.				
6	Step 2	Review and compare your document or tool with the guiding questions and recommended good practice. Does your document or tool include these elements? If so, score your document or tool using the dropdown menu as no adaptation needed.				
7	Step 3	If your document or tool is not aligned with good practice, review your document or tool and assess whether it is partially aligned or not aligned. Score your document or tool using the dropdown menu accordingly.				
8	Step 4	List the gaps you have identified in your document or tool using the column indicated.				
9	Step 5	Use the references for good practices to find suggestions on how to adapt your document or tool for disability-inclusive approaches.				
10	Step 6	Repeat steps 1-5 for each guiding question.				

and how.

- To inform your changes we have added **references** (as far as the exist at

	A	B	C	D	E	F
1						
2	Review grid for demographic sections of data collection tools					
3	<p>Use this review grid and step-by-step instructions for reviewing your organisation's data collection tools or sections of data collection tools that capture demographic data.</p> <p>The guiding questions are grouped by must-do actions as outlined in the IASC Guidelines on Inclusion of Persons with Disabilities in Humanitarian Action. The green column shows elements of a data collection tool in which disability inclusion is integrated well. The review grid includes columns for your notes as well as references for adapting your data collection tool.</p> <p>Please note, that disability inclusion in food security data collection is a rather new thematic. Some of the recommended good practice is based on expertise from practitioners and the IASC Guidelines. This is a living document. If you come across references for good practice on disability inclusion in food security data collection, please share them with us for the next updated version of this guidance.</p>					
4		Recommended Steps for Use				
5	Step 1	Read the description and instructions above.				
6	Step 2	Review and compare your document or tool with the guiding questions and recommended good practice. Does your document or tool include these elements? If so, score your document or tool using the dropdown menu as no adaptation needed.				
7	Step 3	If your document or tool is not aligned with good practice, review your document or tool and assess whether it is partially aligned or not aligned. Score your document or tool using the dropdown menu accordingly.				
8	Step 4	List the gaps you have identified in your document or tool using the column indicated.				
9	Step 5	Use the references for good practices to find suggestions on how to adapt your document or tool for disability-inclusive approaches.				
10	Step 6	Repeat steps 1-5 for each guiding question.				

current) of good practices that are there to inspire your revision.

	A	B	C	D	E	F
	Guiding questions	Recommended good practice	Select your score	List the gaps you identified in your tools	References for good practice	Your notes
12	Must-do action: Data collection and monitoring					
13	Are boys, girls, women and men with disabilities included in the target population or sample?	The data collection tool recognises persons with disabilities as a population group that faces increased vulnerability and risk of food insecurity due to barriers in their social and physical environment and in accessing humanitarian assistance. The sample and sampling methodology explicitly includes persons with disabilities. When no secondary data on the prevalence of disability is available, an average of 16% should be used to estimate the population of persons with disabilities until more precise data is available.	Not yet scored	There is a question on chronic illness but not disability	UNHCR-Specific Codes Disability	
14	Are questions identifying persons with disabilities included in the demographic section of the questionnaire?	Questions for identifying persons with disabilities are located in the demographics or bio-data section of the data collection tool. Identification can be used in assessments, monitoring and for targeting assistance.	Not yet scored		REACH Guide on Use of Washington Group Questions in Multi-Sector Needs Assessments	
15	Does the questionnaire use the Washington Group sets of questions on disability at an individual and/or household level, for example the Short Set or the Enhanced Set of questions?	The data collection tool includes, at minimum, the Washington Group 6 questions (Short Set), 8 questions (Expanded Set) or 12 questions (Enhanced Set). Questions focus on function and not diagnosis or impairment, for example: Do you have difficulty walking or climbing steps? Would you say... (provide all options) - No difficulty - Some difficulty - A lot of difficulty	Not yet scored		UNHCR-Specific Codes Disability	

You want to review your questionnaires for food security needs assessments and distribution

	A	B	C	D	E	F
	Guiding questions	Recommended good practice	Select your score	List the gaps you identified in your tools	References for good practice	Your notes
12	Must-do action: Data collection and monitoring					
13	Are boys, girls, women and men with disabilities included in the target population or sample?	The data collection tool recognises persons with disabilities as a population group that faces increased vulnerability and risk of food insecurity due to barriers in their social and physical environment and in accessing humanitarian assistance. The sample and sampling methodology explicitly includes persons with disabilities. When no secondary data on the prevalence of disability is available, an average of 16% should be used to estimate the population of persons with disabilities until more precise data is available.	Not yet scored	There is a question on chronic illness but not disability	UNHCR-Specific Codes Disability	
14	Are questions identifying persons with disabilities included in the demographic section of the questionnaire?	Questions for identifying persons with disabilities are located in the demographics or bio-data section of the data collection tool. Identification can be used in assessments, monitoring and for targeting assistance.	Not yet scored		REACH Guide on Use of Washington Group Questions in Multi-Sector Needs Assessments	
15	Does the questionnaire use the Washington Group sets of questions on disability at an individual and/or household level, for example the Short Set or the Enhanced Set of questions?	The data collection tool includes, at minimum, the Washington Group 6 questions (Short Set), 8 questions (Expanded Set) or 12 questions (Enhanced Set). Questions focus on function and not diagnosis or impairment, for example: Do you have difficulty walking or climbing steps? Would you say... (provide all options) - No difficulty - Some difficulty - A lot of difficulty	Not yet scored		UNHCR-Specific Codes Disability	

(FGD, KII, other questionnaires, Feedback & Complaints, observation etc.) as well as the process of administering these.

Step 1: If you have a demographic section in the questionnaire, go to the **tab 5 ‘Review grid demographic section’**. (If not jump to step 2).

● **Pick tab 5** and have a look at the background section of this tab, you will find

	A	B	C	D	E	F
	Guiding questions	Recommended good practice	Select your score	List the gaps you identified in your tools	References for good practice	Your notes
12	Must-do action: Data collection and monitoring					
13	Are boys, girls, women and men with disabilities included in the target population or sample?	The data collection tool recognises persons with disabilities as a population group that faces increased vulnerability and risk of food insecurity due to barriers in their social and physical environment and in accessing humanitarian assistance. The sample and sampling methodology explicitly includes persons with disabilities. When no secondary data on the prevalence of disability is available, an average of 16% should be used to estimate the population of persons with disabilities until more precise data is available.	Aligned with good practice – no adaptation needed	There is a question on chronic illness but not disability	UNHCR-Specific Codes Disability	
14	Are questions identifying persons with disabilities included in the demographic section of the questionnaire?	Questions for identifying persons with disabilities are located in the demographics or bio-data section of the data collection tool. Identification can be used in assessments, monitoring and for targeting assistance.	Partially aligned with good practice – some adaptations needed		BEACH Guide on Use of Washington Group Questions in Multi-Sector Needs Assessments	
15	Does the questionnaire use the Washington Group sets of questions on disability at an individual and/or household level, for example the Short Set or the Enhanced Set of questions?	The data collection tool includes, at minimum, the Washington Group 6 questions (Short Set), 8 questions (Expanded Set) or 12 questions (Enhanced Set). Questions focus on function and not diagnosis or impairment, for example: Do you have difficulty walking or climbing steps? Would you say... (provide all options) – No difficulty – Some difficulty – A lot of difficulty – Cannot do at all	Not aligned with good practice – adaptations needed		UNHCR-Specific Codes Disability	

on top information such as what this tab is for and which references were used



	A	B	C	D	E	F
	Guiding questions	Recommended good practice	Select your score	List the gaps you identified in your tools	References for good practice	Your notes
12	Must-do action: Data collection and monitoring					
13	Are boys, girls, women and men with disabilities included in the target population or sample?	The data collection tool recognises persons with disabilities as a population group that faces increased vulnerability and risk of food insecurity due to barriers in their social and physical environment and in accessing humanitarian assistance. The sample and sampling methodology explicitly includes persons with disabilities. When no secondary data on the prevalence of disability is available, an average of 16% should be used to estimate the population of persons with disabilities until more precise data is available.	Aligned with good practice – no adaptation needed	There is a question on chronic illness but not disability	UNHCR-Specific Codes Disability	
14	Are questions identifying persons with disabilities included in the demographic section of the questionnaire?	Questions for identifying persons with disabilities are located in the demographics or bio-data section of the data collection tool. Identification can be used in assessments, monitoring and for targeting assistance.	Partially aligned with good practice – some adaptations needed		BEACH Guide on Use of Washington Group Questions in Multi-Sector Needs Assessments	
15	Does the questionnaire use the Washington Group sets of questions on disability at an individual and/or household level, for example the Short Set or the Enhanced Set of questions?	The data collection tool includes, at minimum, the Washington Group 6 questions (Short Set), 8 questions (Expanded Set) or 12 questions (Enhanced Set). Questions focus on function and not diagnosis or impairment, for example: Do you have difficulty walking or climbing steps? Would you say... (provide all options) – No difficulty – Some difficulty – A lot of difficulty – Cannot do at all	Not aligned with good practice – adaptations needed		UNHCR-Specific Codes Disability	

- Read through the **instructions** detailing the steps to take, you will find on top of each tab and follow:

	A	B	C	D	E	F
	Guiding questions	Recommended good practice	Select your score	List the gaps you identified in your tools	References for good practice	Your notes
12	Must-do action: Data collection and monitoring					
13	Are boys, girls, women and men with disabilities included in the target population or sample?	The data collection tool recognises persons with disabilities as a population group that faces increased vulnerability and risk of food insecurity due to barriers in their social and physical environment and in accessing humanitarian assistance. The sample and sampling methodology explicitly includes persons with disabilities. When no secondary data on the prevalence of disability is available, an average of 16% should be used to estimate the population of persons with disabilities until more precise data is available.	Aligned with good practice – no adaptation needed	There is a question on chronic illness but not disability	UNHCR-Specific Codes Disability	
14	Are questions identifying persons with disabilities included in the demographic section of the questionnaire?	Questions for identifying persons with disabilities are located in the demographics or bio-data section of the data collection tool. Identification can be used in assessments, monitoring and for targeting assistance.	Partially aligned with good practice – some adaptations needed		REACH Guide on Use of Washington Group Questions in Multi-Sector Needs Assessments	
15	Does the questionnaire use the Washington Group sets of questions on disability at an individual and/or household level, for example the Short Set or the Enhanced Set of questions?	The data collection tool includes, at minimum, the Washington Group 6 questions (Short Set), 8 questions (Expanded Set) or 12 questions (Enhanced Set). Questions focus on function and not diagnosis or impairment, for example: Do you have difficulty walking or climbing steps? Would you say... (provide all options) - No difficulty - Some difficulty - A lot of difficulty - Cannot do at all	Not aligned with good practice – adaptations needed		UNHCR-Specific Codes Disability	

- In column A you will find the **guiding questions**.
- Next to it you will find a column B with **recommended good practice**. Compare your organization's demographic section with the recommended practice.
- In the third column you can **score your** demographic section in three categories:
 - Aligned with good practice



	A	B	C	D
1	 			
2	Sample data collection for population data or demographics/bio-data sections			
3	Collect disability data in the demographics or bio-data section of your data collection tool. Use the Washington Group methodology and questions on function for collecting disability data.			
4	Below is an example questionnaire adapted from the REACH guide on using the Washington Group Short Set (SS) questions in multi-sector needs assessments.			
5	(available at Impact Initiatives: https://repository.impact-initiatives.org/wp-content/uploads/2022/05/Guide_WGQs_in_MSNA_s_toshare_final.pdf).			
6	b	Questions	Responses	Skip Logic
7	sex_enum	What is the sex of the enumerator?	Male	
8			Female	
9	Demographic Loop (repeated per person in the household)			
10	person_name	What is the name or nickname of the household member? (just so we know who we are talking about during the interview)	Text	
11	hh_head	Is the respondent the household head?	Yes	
12			No	
			Male	

- Partially aligned with the good practice
- Not aligned with the good practice

- You will find **two columns to add your notes, your observations** and outcomes of the discussions about what gaps need addressing, and how.
- To inform your changes we have added **references of good practices** that are there to inspire your revision.



- In case you are not sure how a recommended practice for demographic sections in questionnaires can look like **go to Tabs 6 and 7** where you will find **'Sample Demographic Sections'** for questionnaires administered to individuals (tab 6) and at the household level with one representative of the household (tab 7).
- It provides you with good examples of a demographic sections. It demonstrates the quality use of the Washington Group Set of Questions


	A	B	C	D	E	F	G
1	  						
2	Inclusion and accessibility checklist: adaptations for food security assessment and monitoring tools and processes						
3	<p>Make sure your data collection methods and tools are accessible and inclusive to persons with disabilities. Use this checklist for adapting your organisation's food security data collection to be accessible and inclusive to persons with disabilities.</p> <p>This checklist covers data collection methods typically used on both assessments and post-distribution monitoring. The same adaptations can be applied to a range of data collection methods, such as focus group discussions and key informant interviews, in both assessments and monitoring data collection.</p> <p>These steps are based on must-do actions in the IASC Guidelines on Inclusion of Persons with Disabilities in Humanitarian Action and standards in the Humanitarian Inclusion Standards for Older Persons and Persons with Disabilities.</p>						
4							
5		Checklist	Focus Group Discussions	Key Informant Interviews	Questionnaires	Feedback mechanisms	Observations
6	1	Train programme management staff , MEAL staff, practitioners and enumerators on disability inclusion and accessibility.	x	x	x	x	x
7	2	Budget accessibility measures and reasonable accommodations for the food security assessment data collection.	x	x	x		
8	3	Ensure persons with disabilities are included in the data collection sample.	x	x	x	x	
	4	Include persons with disabilities as community focal points in food security assessment and monitoring	x	x	c		


in a demographic section. It was developed by REACH, tab 6.

Step 2: Continue by going to **Tab 4 ‘Inclusion and accessibility checklist: Adaptations for food security assessment and monitoring tools, and processes’.**

- This checklist can be used for planning your data collection processes, and parts of it to review your questionnaires.
- The top sections provides you with background on this section of the guidance, containing a checklist to review FGDs, KIs, Questionnaires, Feedback mechanisms and observation tools used for assessments and monitoring distributions.
- There are specific columns containing recommendations for each type of data collection:
 - Focus Group Discussions
 - Key Information Interviews
 - HH or Individual level questionnaires
 - Feedback Mechanisms
 - Observations
- Checklist sections in **rows 1- 11** contain recommended actions that help you to adapt, plan and implement **accessible** quality data collection processes.
- Checklist sections in **rows 12- 13** contain information on obtaining informed consent.
- Checklist **section 14** provides recommendation on how to undertake FGDs so that information can be disaggregated and provide you with a better understanding on disability, gender and/or age specific risks, threats and/or capacities.
- Checklist **section 15- 17** help you to review questionnaires in order to capture disability specific barriers, capacities of persons with disabilities to withstand shocks and the impact of barriers on food security.
- **Section 18** provides a point of attention for using the Washington Group Set of Questions in demographic sections.



A	B	C
		
Question bank for food security assessments and monitoring: questions to persons with disabilities		
<p>Primarily use general questions and questionnaires when collecting data on food security. Disaggregate results and analysis by sex, age and disability to report level of food security/insecurity, and vulnerabilities and risks to food security faced by persons with disabilities, including women and girls with disabilities. Using the checklist provided in this tool, ensure data collection is inclusive and accessible to persons with disabilities (see the 'Inclusive assessments checklist' tab).</p> <p>Then, when more in-depth information is needed, use the example questions below to further probe respondents with disabilities and/or households with a member with disabilities to provide information on disability-specific determinants of, vulnerabilities and risks to food security. The questions are ideally suited for focus group discussions and key informant interviews but could also be included in questionnaires. The questions below can be used in rapid needs assessments (including in 48 hour assessments with persons with disabilities as key informants), designing food security programmes as well as monitoring.</p> <p>Prioritise questions and select the questions that are the most useful and relevant to add to your questionnaire. The questions are grouped by theme and should be applied to the relevant section of your organisation's assessment and monitoring tools. The questions can be applied to focus group discussions and to key informant interviews, especially in hard-to-reach communities where focus group discussions are difficult to organise. Consider adapting questions to be specific to the context your organisation is working in.</p> <p>Ensure that enumerators ask respondents with disabilities directly when collecting data on disability-specific risks, instead of from family or household members or other support persons. Information on disability-specific determinants gained from others, i.e. not directly from persons with disabilities, may be biased.</p> <p>When analysing data obtained using the questions below, ensure disaggregation of data and analysis by sex and age in order to reveal differences in access between e.g. men and women.</p>		

A	B	C
		
Question bank for assessing community knowledge, attitudes and practices related to disability: questions to community leaders, food security committees, local authorities and service providers		
<p>Limited knowledge, negative attitudes and harmful practices related to disability are significant barriers that persons with disabilities face in inclusion and equality in their communities and in accessing services. Assessing these barriers are an important step in food security needs and feasibility assessments. Findings can be used to plan targeted measures addressing attitudinal barriers that undermine food security of persons with disabilities. Such targeted measures could be, for example, awareness raising on inclusion and equality of persons with disabilities.</p> <p>Use the questions below to assess the knowledge, attitudes and practices related to disability among people in positions of power and service providers in the community. The questions should be addressed to community members that are involved in food security programming, such as community leaders and food security committees supporting identification of households for assistance, staff and volunteers working with registration and distribution, local authorities and service providers of markets, shops and financial institutions. Questions can be incorporated into, for example, focus group discussions or key informant interviews.</p> <p>*Note that the word 'disability' is not used in this question, because in many languages and cultures it is associated with negative perceptions of disability. Instead, when asking the question, describe people with difficulties with functioning in daily activities, for example persons with a lot of difficulties moving, hearing, seeing, concentrating or remembering, or persons who face challenges or obstacles in accessing services.</p>		

- **Section 19- 20** help to reflect on the analysis of the data to obtain information that reflects intersections between disability, age and sex, as well as those groups at heightened risks, such as women and girls with disabilities.
- In particular the **sections 14- 20 can guide your review of questionnaires, FGDs, KII and observation guides.**
- Based on your interest to review FGDs, KII, questionnaires and observation tool – you could adapt this tab, i.e. remove columns on feedback mechanism sections.

Step 3: Adapt the existing FGDs, KIIs or other questionnaires used in needs assessments or monitoring action, working with the question banks, **tabs 11 and 12**. They include probing questions that can help to understand better disability-specific determinants of, vulnerabilities, and risks to food security, when more information is needed. Note, there are two question banks, one for questions to be directed to persons with disabilities and/or households

with members with disabilities. The other one is focusing on the community

Prioritise questions and select the questions that are the most useful and relevant to add to your questionnaire. The questions are grouped by theme and should be applied to the relevant section of your organisation's assessment and monitoring tools. The questions can be applied to focus group discussions and to key informant interviews, especially in hard-to-reach communities where focus group discussions are difficult to organise. Consider adapting questions to be specific to the context your organisation is working in.

Ensure that enumerators ask respondents with disabilities directly when collecting data on disability-specific risks, instead of from family or household members or other support persons. Information on disability-specific determinants gained from others, i.e. not directly from persons with disabilities, may be biased.

When analysing data obtained using the questions below, ensure disaggregation of data and analysis by sex and age in order to reveal differences in access between e.g. men and women.

*Note that the word 'disability' is not used in these questions, because in many languages and cultures it is associated with negative perceptions of disability. Instead, when asking the question, describe people with difficulties with functioning in daily activities, for example persons with a lot of difficulties moving, hearing, seeing, concentrating or remembering.

	QUESTION	NOTES
Food basket / Food expenditure share		
1	Are there certain types of foods that you cannot eat because of your impairment, difficulties in functioning or health condition? If yes, what types of foods? Please describe reasons why you require these foods?	Probe for availability and access to specific dietary requirements arising from the respondent's disability or health condition.
Non-food item expenditure		
4	Do you need cooking materials, tools, utensils or fuel/energy sources that are accessible for your use and adapted to accommodate your impairment or difficulties in functioning? If yes, what kinds of cooking materials, tools, utensils or fuel/energy sources?	Some persons with disabilities may need assistive devices or adapted cooking materials, tools and utensils that enable them to prepare food. In addition to considering these disability specific needs in distribution of cooking materials, these may incur additional expenses which should be calculated into household expenditure. NOTE: this question should be posed to the person in the household that makes decisions on cooking materials etc.
Distribution mechanisms / feasibility assessments		
8	Are there specific food or other items you need for cooking and eating? If yes, what foods or items?	Persons with disabilities may face barriers in accessing markets and may prefer in-kind distribution.
Coping strategies		
13	What kinds of solutions would you suggest to solve the difficulties, obstacles and challenges that you mentioned in your previous answers?	This question is intended to identify solutions and engage with affected populations as partners in overcoming obstacles.

representatives.

- **Read the overview on the question banks** to understand which is the appropriate one to use. Each provides you with overall tips on how to integrate these questions and how and to who the enumerators should address those questions.
- For instance, if there are no probing questions on disability specific food basket/ food expenditure share in your existing questionnaires, and/or your

To Find Out More

You can contact us at inclusion@hi.org

Legal Disclaimer

Funded by the European Union and the Center for Disaster Philanthropy (CDP). Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or of the Directorate-General for European Civil Protection and Humanitarian Aid Operations (DG ECHO) or CDP. Neither the European Union nor the granting authority nor CDP can be held responsible for them.



**Funded by
European Union
Humanitarian Aid**



© Humanity & Inclusion (HI)

Humanity & Inclusion,
138 Avenue des Frères Lumière,
69371 Lyon cedex 08,
France

March 2024