

# Standard Operating Procedure (SOP)

Damage, Loss and Needs Assessment (DaLNA)  
in Khammouane Province, Lao PDR



Developed under the Khammouane Development Project (KDP),  
Implemented by the Department of Planning and Investment, Thakhek, Khammouane Province







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# List of Abbreviations

DaLNA	Damage, Loss, and Needs Assessment
PDMC	Provincial Disaster Management Committee
PDNA	Post-Disaster Needs Assessment
SOP	Standard Operating Procedures
ToR	Terms of Reference





## I. Purpose

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Disasters, particularly floods, have been causing adverse impacts to the people and the economy of most districts of Khammouane. When major disasters occur, it has become necessary to estimate the damages and losses to enable the provincial government to come up with the strategies, programs and projects needed for recovery and reconstruction as well as in mitigating the effects of future disasters, especially floods. This SOP is intended to guide the provincial government of Khammouane, its offices, instrumentalities, attached agencies as well as the district governments in undertaking a post-disaster DaLNA in cases of disasters affecting the province.



## II. Definitions

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A post-disaster DaLNA also known as post-disaster needs assessment (PDNA) will refer to the set of activities that will be undertaken by concerned departments in Khammouane in estimating the post-disaster damages and losses and the corresponding needs of the various sectors affected. The DaLNA is intended to enable the provincial government to respond to the impacts of a disaster for the community and the economy to recover as soon as possible. The methodology and activities to be undertaken by concerned departments in undertaking DaLNA (PDNA) are contained in the Guidance Notes for the various departments which are compiled in a handbook with the Provincial Disaster Management Council (PDMC).

The DaLNA is usually undertaken after the emergency phase which is the period immediately after the disaster has occurred wherein activities are focused on urgent search and rescue and immediate relief operations like the provision of temporary shelters, food, clothing and medical services to prevent further suffering of disaster victims. It is during this period where government resources are geared more on saving lives and properties.

District governments are the duly constituted authorities below the provincial level which will include the village governments or authorities.

Foreign development partners are international agencies that provide development assistance to Lao PDR such as the World Bank, Asian Development Bank and other bilateral agencies like the Japan International Cooperation Agency, the Australian Agency for International Development, and including the international non-government organizations.

### III. Timing

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The DaLNA after or at the end of the emergency phase. It shall be undertaken upon the order of the Office of the Provincial Governor based on the recommendation of the Head of the Provincial Disaster Management Committee (PDMC). Ideally, a DaLNA must be completed within in two (2) to four (4) weeks after the order has been given, depending on the magnitude and extent of the disaster effects.

### IV. Scope

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The DaLNA shall cover the assessment of damages and losses of the sectors affected, the analysis of disaster impacts on the people and the economy and the corresponding recovery and reconstruction needs. The Guidance Notes for Khammouane covering the major sectors shall be used in coming out with the DaLNA report.

### V. Funding

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Although the DaLNA is supposed to be a Government-funded activity, the provincial government can source some grants from the national government and international development partner agencies. However, since international development agencies/partners value the results of the DaLNA, they should be encouraged to contribute to the needs of the activities. To the extent possible, a representative from these development partners should be encouraged to participate.

### VI. Pre-DaLNA Activities

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After a disaster, the provincial and district governments are usually the first level of responders. They shall provide emergency assistance like search and rescue, food and water supply, temporary evacuation, health and other services to the people in the areas under their jurisdiction. They shall likewise initiate the assessment of the extent of damages, losses and needs of their areas and submit to the PDMC.

The PDMC shall facilitate and coordinate the provision of additional emergency assistance to the district governments based on its assessment of the impacts. The PDMC shall report to the Office of the Governor the overall effects of the disaster on affected districts and other areas based on the consolidated reports from the field. The PDMC report to the Governor shall include a recommendation whether or not a DaLNA is needed.





## VII. The SOP for Undertaking a DaLNA in Khammouane

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### A. Agencies Involved

The Departments that will be involved in undertaking a DaLNA will depend on the nature of the disaster event and the sectors that are affected. The order from the Office of the Governor will specify which Departments will participate in the DaLNA. Each Department shall create a DaLNA team with a team leader and the PDMC shall lead and coordinate the activities of the Departments. The following Departments and/or agencies shall be responsible for the assessment of damages, losses and needs of their respective sector or sub-sectors, if and when, ordered:

1. Department of Public Works and Transportation (DPWT)
2. Department of Agriculture and Forestry (DAF)
3. Department of Public Health (DPH)
4. Department of Education and Sports (DOES)
5. Department of Energy and Mining
6. Department of Industry and Commerce (DIC)
7. Department of Information, Culture and Tourism (DICT)
8. All other agencies.

The assessment teams of the various departments shall be joined by their counterparts in the district level in undertaking the DaLNA. Representatives from foreign and international development partners may join the DaLNA upon the approval of the provincial Government.

### B. Timeline of activities, outputs and person responsible

The above Departments or agencies shall be guided by the following schedule in undertaking the DaLNA.

## Damage, Loss and Needs Assessment in Khammouanne Province

No.	Activity/ies	Output/s	Person and Agency Responsible	No. of days
1	The PDMC recommends to the Office of the Governor the necessity of conducting a DaLNA based on its assessment and the reports from the districts	Letter of recommendation	The Head of the PDMC	1
2	Based on a recommendation of the PDMC, the Office of the Governor issues an order to concerned Department that a DaLNA should be undertaken to be headed by the PDMC	Memorandum Order to All Department and Agencies	The Governor	1
3	The PDMC schedules a meeting among the Departments, national ministries' representatives and international development partners who will be involved in the DaLNA.	A meeting is set with the concerned Departments and agencies	The Head of the PDMC	1
4	The PDMC coordinates with the concerned agencies and prepares the agenda for the forthcoming meeting.	Agenda and talking points are ready.	The Head of the PDMC	1
5	The agenda must include the identification of the broad policies and strategies for recovery and reconstruction.  Proposed arrangements like places to visit, transportation, finances must also be prepared.	Broad strategies identified  Proposed arrangements are prepared.	The Head of the PDMC	1
6	The PDMC convenes a meeting among the various Departments and agencies together with foreign development partners informing them of the arrangements of the forthcoming DaLNA.	An agreement is reached on the conduct of the DaLNA	The Head of the PDMC	1



No.	Activity/ies	Output/s	Person and Agency Responsible	No. of days
7	The concerned Departments and other members of the DaLNA activities shall assemble their trained assessment team with an appointed person to head the assessment team.	An Order creating the concerned Department's assessment team with a designated head.	The Head of Concerned Department/ Agency	1
	Prepare the baseline information and the other requirements needed like transportation arrangements, etc. based on the TOR included in the Guidance Notes.	The baseline information gathered and other requirements are ready.	The Head of the Assessment Team of the Concerned Department	
	The Departments/agencies shall inform their counterparts in the district levels to assemble their respective assessment teams and prepare for the conduct of the DaLNA in their areas.	A letter from the Department the district government	The Head of Concerned Department/ Agency	
8	The various assessment teams travel to the area/s.	Assessment team reached the areas	The Head of the PDMC	1
	The assessment teams from the Departments shall brief the district officials and the local counterparts on the DaLNA, agree on the timetables and areas to be visited and people to be consulted, among others.	Agreement on the areas to be visited and meetings are set with people to be consulted	The Head of the Assessment team of the Concerned Department/ Agency	
9	The various assessment teams shall: 1. Conduct field visits to affected structures to assess and estimate damages. 2. Discuss with their local government counterparts to estimate damages and losses. 3. Consult with affected farmers, business leaders and other sector associations to validate the damages and potential losses. 4. Prepare a draft damage and loss table for each of the provinces assessed. 5. Conduct a debriefing to the district officials on the damages and losses in the areas assessed.	A reliable damage and loss assessment for each of the districts assessed.	A reliable damage and loss assessment for each of the districts assessed.	10



No.	Activity/ies	Output/s	Person and Agency Responsible	No. of days
10	The assessment teams travel	The assessment teams are back	The Head of the Assessment team of the Concerned Department/ Agency	1
11	Sector Assessment Team to conduct a validation meeting among the team members to: 1. Cross-check data gathered in the field; and 2. Identify strategies for recovery and reconstruction	A reliable data from the field for the sector assessed and initial strategies for the transport sector formulated	The Head of the Assessment of the Concerned Department/ Agency	10
12	The PDMC to conduct a validation meeting among the sector teams to cross-check data gathered to avoid double counting.	A reliable data from the field for each sector assessed	The Head of the PDMC	3
13	The assessment teams of the Departments concerned shall prepare the DaLNA report of their respective sectors and submit for approval of their respective Department Heads. The DaLNA report should be in accordance with the Guidance Notes of the sector.	DaLNA report submitted to the Head of the Department	The Head of the Assessment team of the Department/ Agency	2
14	The Department Head reviews the DaLNA report	An approved DaLNA report for submission to the PDMC	The Head of Concerned Department/ Agency	2
15	The Department submits the DaLNA report to the PDMC	A sector DaLNA report from the Department submitted to the PDMC	The Head of Concerned Department/ Agency	2
16	1. The PDMC shall consolidate and analyze the DaLNA reports of the various Departments. 2. The PDMC shall prepare the draft DaLNA report which is a consolidation of the damages, losses and needs of the various sectors including the socio-economic impacts, proposed strategies for recovery and submit to the Office of the Governor for approval.	A final DaLNA report submitted to the Office of the Governor	The Head of the PDMC	5

No.	Activity/ies	Output/s	Person and Agency Responsible	No. of days
17	The PDMC shall organize a consultative meeting among the various Departments, national ministries and development partners to present the DaLNA report approved by the Governor.	The draft report validated by the various Departments and approved by the Governor	The Head of the PDMC	1
18	Based on the consultations, the PDMC shall finalize the DaLNA report and submit to the Office of the Governor for review and approval.	A final DaLNA report submitted to and approved by the Governor	The Head of the PDMC	5
19	The Office of the Governor shall distribute copies of the approved DaLNA report to all the Departments/ agencies, the MPI and other concerned national ministries and development partners.	A signed DaLNA report delivered	The Office of the Governor	2
Total				51 Days

The above steps should lead to the development of a reliable DaLNA which will be the basis of recovery planning, budgeting, financing and implementation. (Refer to the Guidelines in Post-disaster Recovery and Reconstruction Planning).



## VIII. General Notes on the SOP

### Flexibility

- A. Recognizing that various disasters may cause different effects in different areas and/or sectors, the assessment teams in the field should determine the appropriate timing and duration required to finish the DaLNA.
- B. The Department or agency responsible for the conduct of the DaLNA in a specific sector may include representatives from other government offices, development partners and concerned private groups as may be deemed appropriate by the Head of the said Department/agency.