

CONTENT

STEP 7: DESIGN THE STUDY

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The first step of any study is to make a plan for data collection and analysis. As your budget will be a major determinant of how much you can do, begin by establishing how much you are able to spend. Within that budget, prioritize your objectives, and set the scope and timeline. It is also important to think about which partners should be involved, and what their role should be. For example, if there are other organizations considering or already working on anticipatory action, it may make sense to build upon their knowledge or conduct joint studies. If anticipatory action is new in your country, the scoping study can be an excellent opportunity to start sharing knowledge with stakeholders and holding informed discussions on the concept. Each of these components – budget, objectives, scope, timing, and partner involvement – will be documented in the Terms of Reference (ToR) for the study. You find different sample ToR in the [toolbox](#) below with a focus on EAP development.

The study usually consists of three phases which should be broadly outlined in the ToR:

- A desk review phase to review existing data and reports that gathers secondary data and informs the in-situ data collection
- A primary data collection phase in which data is collected through stakeholder interviews such as government actors or NGOs (including community-based organizations), through visits to high-risk communities or through interviews and discussions with the National Society (especially senior management and disaster management department) and other Red Cross Red Crescent movement partners. In many cases, the primary data collection phase also includes a workshop to present initial findings and brainstorm design ideas.
- A report writing and validation phase, in which the information is consolidated in a report with design recommendations. This phase usually includes some rounds of feedback loops of which one can be a presentation of the final results to the National Society and potentially external stakeholders that were involved in the study.