

## Guidance Note

### How to use the NEAT+ with Excel

The Nexus Environmental Assessment Tool (NEAT+) is a project-level environmental assessment/screening tool designed for humanitarian practitioners. The NEAT+ was developed under the *Coordination of Assessments for Environment in Humanitarian Action* ([Joint Initiative](#)).

The NEAT+ has undergone extensive revisions from desktop and field testing and is ready for further piloting and use by interested organisations. This guidance note details how organisations can use or test the NEAT+ using Excel.

To use the NEAT+ with Microsoft Excel, you will need the following:

- **Microsoft Excel document 06.04 Neat + (Excel Data Entry)**, provided in the NEAT + toolkit. (accessible and downloadable here: <https://www.eecentre.org/resources/neat/>)

#### Step-by-step process:

1. On the *Sensitivity Introduction* tab of the Excel sheet, enter your project information and indicate which activity modules, if any, you would like to complete: Shelter, WASH, and/or Food Security and Livelihoods (*figure 1*).

| Key project information                         |                          |
|---|--------------------------|
| Please enter a unique nickname for this project | Test Camp bain de Pâquis |
| Please enter the date                           | 17-Jul-19                |
| Please enter the name of your organization      | UNOCHA                   |
| Please enter your name                          | H. Reighs                |
| Please enter your job title                     | Project officer          |
| Please enter the name of the location           | Geneva                   |
| Please enter the country where this location is | Switzerland              |

| Which activity modules would you like to complete?   |     |
|--|-----|
| Would you like to complete the Shelter/NFI module?   | Yes |
| Would you like to complete the WASH module?          | Yes |
| Would you like to complete the Food Security module? | Yes |

This module is broken down into four sub-modules:  
 Direct food assistance  
 Livestock  
 Agriculture  
 Irrigation

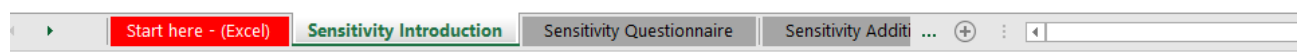


Figure 1: example of Sensitivity introduction tab

2. Start on the *Sensitivity Questionnaire* tab. You need to complete this first, as the environmental sensitivity analysis informs the subsequent sectoral level analysis (*Figure 2*). Consider the scenario at hand and/or a scenario that you are familiar with and complete this module accordingly. Some guidance on technical questions is available in the *Sensitivity Additional Info* tab (*Figure 3*).

# NEAT +

## Environmental Sensitivity Module Questionnaire

Please select the most appropriate answer from the light blue cell. Clarification is provided in pop up windows when clicking on the respective cell. When answering questions, consider the current state; however, if this will change in the immediate future (e.g. due to intervention), select the future option.

| Profile of area   |   |
|---|---|
| What is the population of the area being assessed?                        | 500-2,000   |
| What best describes the type of settlement(s) in the area being assessed? | Camp or informal settlement within or nearby host community |
| Are there displaced people in the area being assessed?                    | Yes   |
| What is the distance to the nearest international border?                 | 20-50km   |

| Conditions of the camp or camp-type settlement                 |  |
|--|--|
| How is the camp structured?                                    | Self-Settled Camp or Informal Settlement |
| How is the camp managed?                                       | Informally Managed                       |
| What is the distance to the nearest host community settlement? | 2-5km                                    |

| Profile of displaced population  |                        |
|--|------------------------|
| What proportion of the population in the area being assessed are displaced people? | 30-60%                 |
| What is the distance of the displaced people from their origin?                    | 100-250km              |
| Do the displaced people and host community share similar cultures?                 | Yes, some similarities |
| What is the certainty that the displaced people will remain in this location       | Very uncertain         |

| Crisis event                                     |                       |
|--|-----------------------|
| What best describes the crisis event?            | Climatic (slow-onset) |
| How much time has passed since the crisis began? | 90-365 days           |

| Infrastructure and buildings   |  |
|--|--|
| What type of area is the location being assessed?                          |  |
| What is the main building construction materials of host communities?      |  |
| What is the main building construction materials of displaced communities? |  |
| What is the building density in the area being assessed?                   |  |
| What type of access is there to the area being assessed?                   |  |
| Are there any access restrictions?   |  |

**Hint**  
Consider the initial event as well as the current phase of the humanitarian response cycle. For complex crisis with ongoing displacement, take the time from which the earliest group of displaced people arrive at the current location.

Start here - (Excel)
Sensitivity Introduction
Sensitivity Questionnaire
Sensitivity Additi ...

Figure 2: Example of Sensitivity Questionnaire tab

### Soil Types

The main differentiation between soil types is their particle size:


Gravel consists of very coarse particles which usually appear as small rocks (>2mm). It is generally separable.

Sand particles are coarse, but still coarse and distinguishable to the naked eye (2mm-0.05mm). It is generally loose and gritty.

Silt particles are fine, but still distinguishable by touch (0.05mm-0.002m). It is generally crumbly.

Clay particles are very fine and invisible to the naked eye (<0.002mm). It is generally form lumps and are malleable, holding their shape well.

Loam consists of a mixture of the sand, silt and clay, with humus (decayed organic matter). It is generally black/dark.







Gravel
Silt
Sand
Clay
Loam

Figure 3: Example of additional info (soil types)

- The *Sensitivity Summary* tab shows the outputs of the automated analysis functionality of the NEAT+. This includes a table of issues categorized high, medium and low concern (Figure 4), as well as more detailed narrative below this, with some ideas for mitigation activities. This narrative integrates cross-cutting issues of concern.

## Environmental Sensitivity Analysis Report

|                                       |  |                               |
|---------------------------------------|--|-------------------------------|
| Assessment of: 0                      |  | Date of Assessment: 00-Jan-00 |
| Assessment completed by: 0            |  | Location: 0                   |
| Organisation completing assessment: 0 |  | Country: 0                    |

| Issues of High Concern   | Issues of Medium Concern  | Issues of Low Concern  |
|--|---|--|
| The community may have low self-sufficiency. There may be a greater demand (and impact) on the local environment.                  | There may be a weakened or poor governance system. There may be low capacity for environmental management.              | The community may not be socially cohesive. This can prevent collective action and lead to social conflict.                                |
| The displaced population may be in a state of high uncertainty. There may be a lack of incentive to practice sustainable behavior. | The environment has fragile ecosystems. Loss of biodiversity may be an issue.   | The displaced population may have a poor understanding of local ecosystems. This makes it difficult to manage the environment effectively. |
| The environment has high biodiversity value. Vulnerable and/or rare flora and fauna may be at risk.                                | There are areas of high cultural significance. This can threaten social cohesion.                                       | The environment has a low regenerative capacity. The effects of land and soil degradation are more significant.                            |
| The community may be close to a protected/conservation area. There may be legal/social implications.                               | The community may have a high dependency on the natural environment. This can threaten livelihoods and social cohesion. | Indoor air pollution, caused by poor ventilation and cooking/heating, may be an issue.   |
| The community is close to an international border. Transboundary resource management and/or pollution may be a concern.            | Rates of deforestation may exceed regeneration capabilities. Deforestation may be a risk.                               | The water resources may have a low regenerative capacity. Water scarcity may be an issue.  |
| There is a risk of air pollution from nearby activities.   | There is low capacity to manage wastewater. Environmental sanitation and disease transmission may be an issue.          | This area may be at risk of soil erosion from wind.  |
| The water sources may be vulnerable to contamination. Water quality may be an issue.   | This area may be at risk of industrial hazards and/or pollution.  | This area may be at risk of flooding.  |
| There is low capacity to manage solid waste. Environmental sanitation and disease transmission may be an issue.                    | Natural resources may be scarce and in high demand. This can lead to social conflict.                                   |  |
| There is low capacity to manage sewerage and fecal sludge. Environmental sanitation may be an issue.                               | There may be high and/or unsustainable rates of extraction of resources from the local environment.                     |  |
| The area may have poor slope stability. Landslides or mudslides may be a risk.   |   |  |
| This area may be at risk of soil erosion from water.   |   |  |
| This area may be at risk of storm surges and/or coastal erosion.   |   |  |
| The area may have heightened exposure to climate-related risks and extreme weather events.   |   |  |
| Natural resource availability/accessibility may be affected by changing climatic conditions.                                       |   |  |

... Sensitivity Questionnaire Sensitivity Additional Info **Sensitivity Summary** Shelter Mo ... + : <

Figure 4: Example of an Environmental Sensitivity Analysis Report

| Affected Community   |   |
|--|---|
| Communities interact with the environment on multiple levels, with these interactions having environmental, as well as social and economic implications. Environmental impacts therefore also have socio-economic consequences. Vulnerable segments of society and the community are often disproportionately dependent and affected by the environment, and have unequal capacity for adaptation.       |   |
| The following has been identified as a potential concern:  |   |
| Large concentration and/or number of people.   |   |
| Additional Information   | Mitigation Tips   |
| A large and/or concentrated population can exceed the capacity of the local environment to absorb impact coming from the populations. This can lead to unsustainable pressure and potential permanent or long-term degradation of the surrounding environment and overconsumption of natural resources. Social issues are also created when there are high populations competing over limited resources. | <ul style="list-style-type: none"> <li>Explore alternative settlements and/or consider relocation of part of the camp/settlement occupants to another location</li> <li>Plan for sustainable use of resources before setting up any temporary settlement, especially regarding shelter construction materials, water management and waste disposal</li> <li>Plan for introduction and dissemination of fuel-efficient stoves</li> <li>As soon as practical, establish resource user groups to promote sustainable and fair use of available natural resources</li> <li>Plan for community green spaces such as tree covered areas or gardens that provide shade and a sense of community</li> </ul> |

Figure 5: Example of mitigation tips

- You can now proceed to the activity modules if relevant to your planned project activities. Ensure that the modules you complete correspond to the responses selected on the first tab. In case of discrepancies between provided answers in the sensitivity and activity modules, the automated assessment logic may be disrupted, leading to errors in the analysis. Repeat the below steps for each activity module you would like to complete.

5. Begin with the *(Sector) Introduction* tab. Indicate which sub-modules you would like to complete. A descriptor of each sub-module is available as a pop-up hint. Based on the completed environmental sensitivity analysis, a set of sector-specific considerations will appear for review in this tab.
6. Proceed through the *(Sector) Questionnaire* tab. Commentary will pop up based on your answers to inform the user about potential environmental issues based on the selection of each response (Figure 6). A summary of this commentary will be reflected in the final report.

| Question  | Response                 | Commentary  |
|---|--------------------------|---|
| <b>Shelter General Questions</b>  |                          |   |
| How many shelters are to be constructed, reconstructed or upgraded?             | 100-200                  | A greater number of shelters inherently presents a larger potential environmental impact. Environmental impacts of a greater priority.  |
| Is this a new or existing settlement?   | Existing settlement      | Based on the selected option, this is a low risk element of the activity.   |
| What type/phase of shelters would be constructed, reconstructed or upgraded?    | New transitional shelter | Constructing brand new shelters requires larger quantities of materials, leading to greater resource strain. Provisioning and regenerative capacity of local natural resources impacts from material selection and usage. |
| Are other organizations engaged in shelter and settlements programming nearby?  | Yes                      | The cumulative effects of various projects can present a larger potential environmental impact. Understand the potential combined environmental impacts and work collaboratively.   |
| Have national regulations for shelter and settlements activities been reviewed? | Yes                      | Based on the selected option, this is a low risk element of the activity.   |

Figure 6: Example of Activity Module (shelter questionnaire)

7. Finally, review the *(Sector) Summary* tab. This tab will indicate the results of the analysis of potential environmental impact for each completed sub-module, as well as the aggregated risk when considering environmental sensitivity (Figure 7 and 8).

| Environmental concern identified based on environmental sensitivity assessment   | Issue                           | Relevant sector        |
|--|---------------------------------|------------------------|
| This area has been identified as at risk of natural hazards such as landslides, erosions, flooding and/or storm surges. Additional risk assessments should be conducted. Minimize the exposure of the settlement and/or individual shelters to potential hazards. Disaster risk reduction infrastructure, systems or practices could also be considered. | Natural Hazards                 | Shelter (Siting)       |
| This area has been identified as being close to fragile/niche ecosystems, high value ecosystems or protected/cultural areas. Consider the feasibility of selecting another location. If alternative sites are not feasible, consider educating the community of the significance of these areas.   | Fragile and/or Niche Ecosystems | Shelter (Siting)       |
| This area has been identified as being vulnerable to industrial- or conflict-related hazards or pollution. Assess the safety and security of the site from residue contamination or hazards. Consider if safe and sustainable access to necessary resources such as water or land for cultivation is possible.   | Conflict or Industrial Hazards  | Shelter (Siting)       |
| This area has been identified as having weakened governance structures which can exacerbate tenure rights and/or insecurity. Tenure rights should be established, ideally formally, prior to interventions.  | Weak Governance                 | Shelter (Siting)       |
| Increased exposure to climate-related hazards (e.g. floods, storms, wildfires, droughts, sea level rises) has been identified as a concern. The siting of shelters and settlements should minimize vulnerability to these events, e.g. by avoiding sites near flood plains and rivers.   | Climate Hazards                 | Shelter (Siting)       |
| Potentially weakened governance structures have been identified. Local laws and regulations regarding health, safety and the environment for construction should always be adhered to - including during times of crises - even if these laws or regulations not widely practiced or enforced.   | Weak Governance                 | Shelter (Construction) |
| Erosion, deforestation or land degradation has been identified as a potential concern in this area. Clearing and excavation activities can exacerbate the effects of these environmental issues. Avoid or minimize the scale of these activities, and consider rehabilitative activities such as re-vegetation.  | Land Degradation and Erosion    | Shelter (Construction) |
| Wastewater management has been identified as a concern in this area. There may not be adequate infrastructure to manage wastewater, leading to environmental degradation and increased risk of vector transmission. An adequate management plan for wastewater from construction activities should be in place.  | Wastewater Management           | Shelter (Construction) |
| Solid waste management has been identified as a potential concern in this area. There may not be adequate public services or infrastructure to manage construction waste. Waste should be appropriately stored and transported, and a suitable location for final disposal identified.   | Solid Waste Management          | Shelter (Construction) |
| Deforestation has been identified as a potential issue. Energy usage and deforestation are closely related due to the use of wood and charcoal. Deforestation degrades local ecosystems, undermining community resilience and livelihood opportunities.  | Deforestation                   | Energy                 |
| Increased exposure to climate-related hazards and variability has been identified as a concern. Energy consumption contributes to climate change. Biomass extraction can exacerbate the effects of climate-related hazards (droughts and flooding) or variability (higher local temperatures).   | Climatic Hazards                | Energy                 |
|  |                                 |                        |

Figure 7: Example of an activity module summary report (shelter module)

## The NEAT+ Shelter/NFI Module Summary

### Shelter (Siting)

| Sensitivity Concern   | Environmental Sensitivity | Potential Activity Impact | Potential Environmental Risk |
|---|---------------------------|---------------------------|------------------------------|
| <b>Key sensitivity concerns</b>   |                           |                           |                              |
| The environment has high biodiversity value. Vulnerable and/or rare flora and fauna may be at risk.             | High                      | Medium                    | Medium                       |
| <b>Other sensitivity concerns</b>   |                           |                           |                              |
| The environment has a low regenerative capacity. The effects of deforestation are more significant.             | High                      | High                      | High                         |
| The environment has a low regenerative capacity. The effects of land and soil degradation are more significant. | High                      | Low                       | Medium                       |
| The water sources may be vulnerable to contamination. Water quality may be an issue.                            | Medium                    | Medium                    | Medium                       |

### Shelter (Design)

| Sensitivity Concern   | Environmental Sensitivity | Potential Activity Impact | Potential Environmental Risk |
|---|---------------------------|---------------------------|------------------------------|
| <b>Key sensitivity concerns</b>   |                           |                           |                              |
| There may be high and/or unsustainable rates of extraction of resources from the local environment.             | Low                       | High                      | Medium                       |
| <b>Other sensitivity concerns</b>   |                           |                           |                              |
| The environment has a low regenerative capacity. The effects of deforestation are more significant.             | High                      | High                      | High                         |
| Indoor air pollution, caused by poor ventilation and cooking/heating, may be an issue.                          | Low                       | High                      | Medium                       |
| There is a risk of air pollution from nearby activities.  | Low                       | High                      | Medium                       |
| There is low capacity to manage solid waste. Environmental sanitation and disease transmission may be an issue. | Low                       | High                      | Medium                       |

### Shelter (Materials)

| Sensitivity Concern  | Environmental Sensitivity | Potential Activity Impact | Potential Environmental Risk |
|--|---------------------------|---------------------------|------------------------------|
| <b>Key sensitivity concerns</b>  |                           |                           |                              |
| The environment has fragile ecosystems. Loss of biodiversity may be an issue.  | High                      | Sub-module not set        | Sub-module not               |
| The environment has a low regenerative capacity. The effects of deforestation are more significant.                    | High                      | Sub-module not set        | Sub-module not               |
| <b>Other sensitivity concerns</b>  |                           |                           |                              |
| Disaster waste may be an issue. Disaster waste can pose public health risks, and impede relief or recovery activities. | High                      | Sub-module not set        | Sub-module not               |
| There may be high and/or unsustainable rates of extraction of resources from the local environment.                    | Low                       | Sub-module not set        | Sub-module not               |

Figure 8: Example of an activity module summary report (shelter/NFI module)