

GUIDANCE NOTE- PROTECTION SEVERITY & PiN USING DATA POOR SCENARIO TOOL FOR 2027 HPC

Version 29.06.2026



Global Protection Cluster

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1. Purpose of the Tool and Key Assumptions



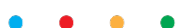
This tool is intended for contexts where neither household-level data nor area-level assessment data are available for protection severity and PiN analysis. In such data-poor situations, the tool provides a structured way to derive indicative severity, and PiN estimates using the results of the Protection Risks Severity exercise, ideally the one conducted in June for the relevant planning cycle. The tool is therefore designed as a fallback analytical option for situations where primary data is insufficient or absent, but where a protection risks exercise and population baseline data are available.

The starting point for this scenario is the protection risks assessment exercise (PRA). Users should identify the top five protection risks for the context, either as highlighted in the Protection Analysis Update (PAU) or directly from the Protection Risks Severity Excel tool. These risks serve as the basis for understanding the severity environment across locations and inform the final severity adjustment process within the workbook.

In line with the consolidated Protection Cluster approach, the tool allows for the estimation of both the overall Protection Cluster caseload and, where feasible, the specific caseloads of Child Protection, Gender-Based Violence, and Mine Action (*response types*)¹. The following assumptions should guide the application of the tool:

- The Protection Cluster Information Management Officer should calculate overall Protection Severity and PiN as the starting point of the analysis. These results should serve as the reference point for any subsequent analysis undertaken for individual response types.
- The tool should be used as a single, integrated analytical framework wherever possible. This helps ensure consistency in assumptions, data sources, severity classifications, and PiN estimates across Protection and its response types. Where dedicated information management capacity exists within individual response types, separate analyses may be conducted, but all results should ultimately be consolidated through the Protection Cluster coordination structure.
- As response types constitute components of the overall Protection response, the severity classifications and PiN estimate generated for individual response types should remain consistent with, and not exceed, those established for the overall Protection Cluster.
- Given the limited availability of primary evidence in data-poor contexts, expert judgement can be carried out, informed by contextual analysis. Any adjustments to severity classifications should be clearly documented and supported by a transparent justification and approved by the Protection Cluster coordinator.
- The Protection Cluster IMO is responsible for submitting the Protection Cluster Severity and PiN figures to OCHA, including response type-specific PiN and targets where these have been calculated.
- The results generated by the tool are intended to inform a single Protection Cluster analysis and should be presented under the Protection chapter of the HNRP. Response type-specific findings should be reflected within the Protection narrative rather than through separate sector chapters.

2. Overview of the Workflow



The data-poor scenario tool follows a simplified sequence. **First**, users transfer the required outputs from the Protection Risks Severity tool into the relevant sheets of this workbook. **Second**, they populate the affected population baseline, using People Exposed to Risks (PeR) figures by location and population group, along with demographic disaggregation where available. **Third**, they bring in the area-level severity values and apply expert judgement where needed. **Finally**, the tool allocates the affected population proportionally across severity phases using a predefined allocation table and calculates Moderate, Acute, and Total PiN.

¹ In the operations where the transition of House, Land and Property (HLP) to the Shelter, Land and Site Cluster has not been completed, the related HLP caseload should be considered in the process and in the inclusion within the HNRP chapter, according to the agreed protection cluster approach.



Unlike the household-level tool, this workbook does not use survey weights because it is not based on sampled household records. Instead, it relies on population-based allocation, meaning that the affected population itself functions as the scaling base, while the severity score determines how that population is distributed across the five severity phases.

3. Step-by-Step Use of the Tool



Follow the steps below for each of the worksheet in the tool.

3.1. PR data sheet

The first step is to prepare the PR-Data sheet. To do this, users should copy and paste the full ADM2 (or ADM1 or 3 depending upon the scope agreed) worksheet from the Protection Risks Severity tool into this workbook and rename the sheet as PR-Data. This provides the underlying area-level protection risk information that will be referenced throughout the analysis.

3.2. Risks Score sheet

The second step is to populate the Risks Score sheet. In this sheet, users should copy the administrative codes, names, and the final normalized severity score from the ADM2 worksheet of the Protection Risks Severity tool. The value to be copied is the column labelled "NORMALIZED SCORE", which is typically the second-to-last column in the ADM2 table. This score represents the final severity of protection risks by location and serves as the main severity input for the data-poor scenario.

3.3. PR Severity Map sheet

The third step is to prepare the PR Severity Map sheet. Users should copy and paste the overall map from the MAP worksheet of the Protection Risks Severity Excel tool into this sheet. After pasting, the map object should be right-clicked and renamed "*MapPRGeometry*". Since this map is already finalized, it does not need to be dynamically refreshed unless users want to rebuild or update it later.

3.4. Affected Population or People Exposed to Risks (PeR) sheet

The fourth step is to populate the Affected Population or PeR sheet. In this sheet, users should copy the People Exposed to Risks (PeR) figures by administrative location and population group. Where available, they should also include disaggregation by sex, age, and disability so that the final PiN can be broken down by these categories. This sheet provides the affected population baseline used to calculate PiN. In contexts where disaggregated people-exposed figures are not available, the relevant OCHA-affected population baseline may be used instead.

3.5. (1) Severity sheet

The fifth step is to fill the (1) Severity sheet. In this sheet, users should copy and paste the severity-by-location values so that each ADM2 area has a final initial severity score. The final severity score is calculated using the formula `=MAX(IF($E3:$I3="Phase 1 (Very Low)",1,IF($E3:$I3="Phase 2 (Low)",2,IF($E3:$I3="Phase 3 (Medium)",3,IF($E3:$I3="Phase 4 (High)",4,IF($E3:$I3="Phase 5 (Very High)",5))))))`. This formula checks the phase labels across a range of cells and converts each phase label into its numeric equivalent from 1 to 5. It then takes the maximum value found across that range. In practice, this means that the final area severity reflects the highest severity level identified among the selected protection risks for that location. This is consistent with a worst-case protection logic, where the most severe risk present in an area is used to define the initial severity classification.

3.6. Severity EJ sheet



The sixth step is to review the Severity EJ sheet. This sheet allows users to adjust the initial severity score using expert judgement and contextual knowledge, informed by the full set of 15 protection risks severity scores. This is particularly important in data-poor contexts, where severity cannot be cross-checked against household-level evidence. Users may revise severity upward or downward if there is strong contextual justification, but such changes should always be documented clearly.

3.7. (2) PiN sheet

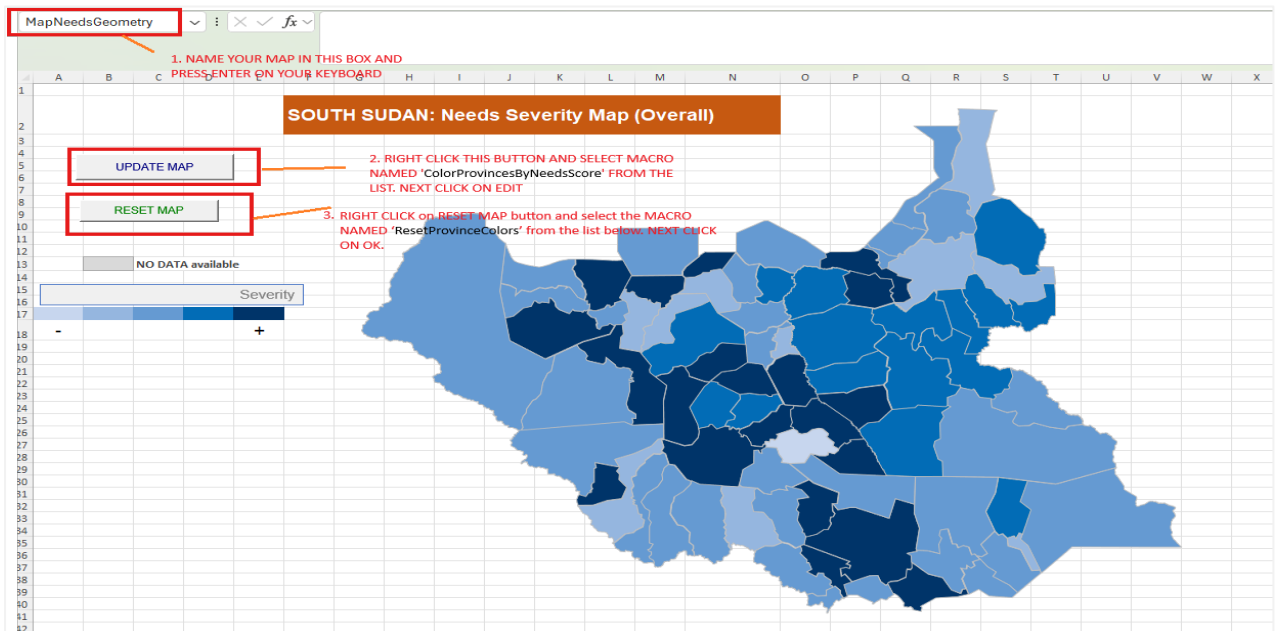
The seventh step is to use the (2) PiN sheet. In this sheet, the final adjusted severity scores are brought in and used to allocate the affected population proportionally across the five severity phases. The formula used is: `=E3 * VLOOKUP([@[Final Severity Score]], AJ3:AO7, 2, FALSE)`.

This formula multiplies the affected population in the current row by the phase-allocation weight associated with the final severity score. The allocation weights are stored in the PROPORTIONAL SCORE ALLOCATION² table. For example, if an area has a final severity score of 3, the lookup table may assign a certain share of the affected population to each severity phase. This method does not assume that the entire population in an area falls into one severity phase. Instead, it distributes the population proportionally across phases 1 to 5 according to the predefined allocation pattern for that severity score. This allows the tool to generate a more realistic severity distribution even in the absence of primary data.

Once the population has been distributed across the severity phases, the tool calculates **Moderate PiN**, **Acute PiN**, and **Total PiN**. Moderate PiN corresponds to the proportion of the affected population allocated to **Severity Phase 3**, while Acute PiN corresponds to the population allocated to **Severity Phases 4 and 5**. Total PiN is the sum of Moderate and Acute PiN, meaning the total population estimated to fall within severity phases 3, 4, and 5.

3.8. Needs Severity Map sheet (Optional)

The eighth and final step, which is optional, is to update the Needs Severity Map. To do this, users should copy and paste the final map from the Protection Risks tool into the Needs Severity Map sheet and rename the shape



'MapNeedsGeometry'. Once pasted, the map can be linked to the final severity results using the macro already built into the workbook. If users need to update the macro settings, they should review the VBA code and confirm that the referenced sheet names and row numbers match their workbook.

Map Setup and Macro Configuration

² See Annex A for explanation

Right-click the **UPDATE MAP** button and select *'Assign Macro..'* option. In the example file, the macro **ColorProvincesByNeedsScore** is already assigned to the map. After pasting the map into your workbook, assign the same macro to your new map by selecting **ColorProvincesByNeedsScore** from the available macros. Once assigned, click **Edit** to open the VBA Editor.

The following elements may need to be updated in the code:

1. **Update the PiN worksheet name (if changed):** If you have renamed the worksheet **"(2) PiN"**, update the following line in the code to match the new sheet name: *Set dataSheet = ThisWorkbook.Sheets("(2) PiN")*
2. **Update the map worksheet name (if changed):** If you have renamed the worksheet **"Needs Severity Map"**, replace the sheet name in the following line: *Set mapSheet = ThisWorkbook.Sheets("Needs Severity Map")*
3. **Adjust the row range in the FOR loop:** Update the start and end row numbers in the **FOR loop** to match the rows containing your administrative locations in the **"(2) PiN"** sheet. In the example file, location names and P-codes are stored between **rows 3 and 81**.
4. **Update the P-code column reference (if required):** In the example, administrative P-codes begin in **row 3**, which is reflected in the following line: *provinceCode = dataSheet.Cells(i, 3).Value* The number **3** represents the column containing the P-codes. Change it if your P-codes are located in a different column.
5. **Update the severity score column reference (if required):** In the example, severity scores are stored in **column 8 (Column H)** of the **"(2) PiN"** sheet: *score = dataSheet.Cells(i, 8).Value* If your severity scores are located in a different column, replace **8** with the appropriate column number.

Resetting the Map

To reset all map locations back to the default grey color, right-click the **RESET MAP** button and select *'Assign Macro..'* option. Select the macro **ResetProvinceColors** from the list of available macros. Click **OK** to assign the macro. Running this macro will restore the default grey color for all locations on the map.

4. Important Analytical Notes

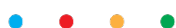


This tool is intended for data-poor scenarios only and should be used when household-level or area-based severity data are not available. Its outputs are indicative and rely on the assumption that the protection risks severity score can serve as a suitable starting point for estimating area severity. The quality of the results therefore depends heavily on the quality of the underlying protection risks exercise, the relevance of the selected risks, and the quality of the affected population baseline.

Because the method is not based on sampled household data, it does not use survey weights. Instead, the PeR / or affected population baseline acts as the scaling base, and the final severity score determines how this population is distributed across severity phases. This is different from the household-level tool, where severity is first calculated at household level and then aggregated using MSNA weights.

Users should also ensure that all expert judgement adjustments are documented clearly. In particular, if a severity score is adjusted upward or downward, the reason for the change, the evidence used, and the final agreed score should be recorded. This is important for transparency, validation, and future review.

5. Final Outputs



At the end of the process, the tool produces three main outputs for each administrative area and population group: final severity, Moderate PiN, and Acute PiN, as well as Total PiN. These outputs can then be used for planning, prioritization, and reporting in contexts where more detailed primary data is not available. While the method is simpler than the household-level or area-based tools, it provides a structured and transparent way to derive indicative protection severity, and PiN estimates in highly constrained data environments.

Annex 'A': Proportional Score Allocation Method

PROPORTIONAL SCORE ALLOCATION METHOD					
Severity Score	Phase 1 Weight	Phase 2 Weight	Phase 3 Weight	Phase 4 Weight	Phase 5 Weight
1	0.7	0.2	0.1	0	0
2	0.4	0.3	0.2	0.1	0
3	0.2	0.3	0.4	0.1	0
4	0.1	0.2	0.3	0.3	0.1
5	0	0.1	0.2	0.3	0.4

The Proportional Score Allocation Method is used to estimate how the population exposed to protection risks is distributed across severity phases (1–5) when only a single overall severity classification is available for an area. Rather than assigning the entire population to one severity phase, the method distributes people across multiple phases in a way that reflects the likelihood that households experience different levels of severity within the same area.

Under this approach, the severity phase assigned to an area receives the largest share of the population, while neighboring severity phases receive smaller shares. This reflects the reality that conditions within an area are rarely uniform and that some households may experience slightly lower or higher levels of severity than the area average.

For example, if an area is assigned a final severity score of **3**, the largest proportion of the population is allocated to **Phase 3** (40%), while smaller proportions are allocated to **Phase 2** (30%), **Phase 4** (10%), and **Phase 1** (20%). No population is allocated to **Phase 5** because it is considered unlikely that a large number of households experience conditions substantially worse than the assessed severity level. Similarly, if an area is classified as **Severity 5**, most of the population is allocated to **Phase 5**, while decreasing shares are allocated to lower severity phases.

The allocation pattern follows three key principles. First, the assigned severity phase should contain the largest share of the population. Second, adjacent severity phases may also contain affected households and therefore receive a proportion of the population. Third, phases that are further away from the assessed severity level receive progressively smaller proportions. This creates a balanced distribution that better reflects likely variations in needs within the population.

The proportional weights provided in the tool are illustrative defaults and can be adjusted if contextual information, historical evidence, or expert judgement suggests a different distribution of severity within the affected population. Any modifications should be documented and applied consistently across all geographic areas.

The resulting phase-level population estimates can then be aggregated to produce **Moderate PiN (Severity 3)**, **Acute PiN (Severity 4–5)** and **Total PiN (Severity 3–5)** figures for planning, prioritization, and response analysis.