

Needs Assessments in Emergency and Rehabilitation Situations (5 days)

Strategies, techniques and tools to prepare and conduct a needs assessment

Course overview

Whilst good information does not guarantee a good programme, poor information almost certainly guarantees a bad one. Assessments are a vital element of the programme planning process: they provide the information on which decisions will be made. The first part of our course on Project Cycle Management enables participants to learn about and test how to prepare and conduct a needs assessment. The course focuses on assessment strategies, the various tasks to be done throughout the whole process as well as techniques and tools used to improve the quality of information obtained during interviews with stakeholders.

The course is divided into two parts: 1) What to assess, i.e. the content of an assessment, and 2) How to assess, i.e. the process of an assessment. The course includes a one-day field exercise to practice the newly acquired knowledge and skills.

This is part of the Project Cycle Management (PCM) course, which provides a solid foundation on the three following core subjects:

- **Needs Assessments in Emergency and Rehabilitation situations (5 days)**
- Designing and Planning Projects (5 days)
- Monitoring and Evaluation (5 days).

Participants obtain a certificate in Project Cycle Management after attending the three courses. Each of these courses covers one main subject and can also be taken individually.

This course is also available in French. Ce cours peut également être animé en français.

Who should attend

The course will help:

- Programme coordinators and Team leaders
- Key field staff involved in assessments
- Managers supervising field assessments

Learning objectives: How you and your organization will benefit

At the end of the course, participants have understood the assessment concept and methods and are able to select and use appropriate data collection tools.

*Course
programme*

The training course is based on a series of modules, which can be adapted to the requirements of the course participants.

The emphasis is put on practice and exercises and includes:

- Group-work
- Brainstorming
- Questions and answers
- Role play
- Simulation
- Short presentations.

Day 1	Overview of approaches in needs assessments 1. Assessing how basic needs are covered <ul style="list-style-type: none">• Health pyramid• Household economy
Day 2	2. Assessment concept <ul style="list-style-type: none">• Project cycle• Aim of an assessment• Types of assessment 3. The assessment process <ul style="list-style-type: none">• Preparing a field visit• Conducting a field visit• Analysing findings from field visit
Day 3	4. Tips and tricks for successful field visits: Consultations, reliability of info, bias, marginalised groups, changes and trends, looking for the unexpected, impact, use of info, timing of visit 5. Data collection techniques <ul style="list-style-type: none">• Example of participatory tools• Interview technique• Introduction to sampling
Day 4+5	Field exercise in groups <ul style="list-style-type: none">• Preparation• Field visit and information collection• Analysis of findings and recommendations• Group reporting• Analysis and feedback on field exercise

*Individual
consultation*

Participants can obtain an individual consultation from the trainer during the course on how to further develop a project of their own.