Needs Assessment- Live online

What is this course about?

Needs assessments are a fundamental feature to adapt response in humanitarian and development settings. They help identifying factors, patterns and behaviors which might further deteriorate situation on the ground and provide vital insights on how to better address them and how to tailor an effective and efficient response to reduce risks and vulnerability. Needs assessment are key to design project and programs and are very often a donor requirement for a project proposal to obtain grants. This course will equip participants with the necessary tools to understand the framework of needs assessments and their role in project planning and design. The course will also focus on the involvement of communities and stakeholders in needs assessment, and it will explore technicalities related to sampling, statistical analysis and data interpretation.

Who is this course for?

This course is for humanitarian and development aid workers in management and field-based positions (project officers/managers, program managers, country directors, grants managers etc.) who want to gain a sound understanding of the importance of needs assessment within the context of proposal writing and monitoring as well as being equipped with the technical background needed.

Learning outcomes

By the end of the training participant will be able to:

- Understand the basic principles and concepts linked to needs assessment
- Understand the importance of using both secondary and primary data
- Plan a needs assessment according to its scope (e.g., baseline, proposal writing, internal monitoring, evaluation etc.)
- Prepare and plan a needs assessment
- Select the right methodology and tools to collect data
- Calculate the correct sampling according to the methodology chosen for the assessment
- Describe data and interpret the findings
- Acquire basic knowledge of quality standards in needs assessment
- Tailor needs assessment according to specific sectors (i.e Food Security, Protection, WASH)

How is this course delivered?

The course will be delivered in **Live Online modality**; it will use interactive methodologies and multimedia tools, virtual work groups, review and discussion of case studies, videos and lectures. The participants will be provided with a learning package at the end of the course and pre-lecture readings. The course content will be spread over five days utilizing ZOOM platform and it will include

2.5 hours of self-study and 17.5 hours of live online sessions (3.5 hours per day) facilitated by two senior trainers.

Timing will be adjusted based on the time zone of the participants.

At the end of the training participants that have successfully completed the training will be ensured a digital badge through the international platform HPASS (www.hpass.org).

	Session 1 Duration: 1.5 hours	Duration: 30 minutes	Session 2 Duration: 2 hours
31/03/22	**Needs assessment: basic principles, framework and concepts (I)** This module explains what a needs assessment is and why an NGO need one. Part of the class looks into the understanding of situation and contextual analysis, including relation between secondary data analysis and humanitarian firsthand needs assessment. It will also consider timing of a good assessment vs emergency onset as well as tools available.	Break	**Needs assessment: basic principles, framework and concepts (II)** This session clarifies the advantages of a joint needs assessment while looking into different purposes of assessments, for instance for donor proposal writing, its links with baselines, logframes and monitoring for different sectors within the humanitarian cluster set-up.
1/04/22	**Needs assessment: preparation and planning (I)** This module highlights the importance of an assessment plan and provides useful information and tools to define the objectives and the scope.	Break	**Needs assessment: preparation and planning (II)** In this second part of the module, you will learn how to calculate budget, to work out the logistics, to plan for relevant staff. A part of the sections will be dedicated on how to involve communities and stakeholders.
2/04/22	**Needs assessment: designing, sampling and data collection (I)** This module provides direction on how to design a needs assessment focusing on the type of methodology to use	Break	**Needs assessment: designing, sampling and data collection (II)** In this second part of the module, you will become familiar with different data collection tools and will learn how calculate the correct sampling using standardized sampling techniques.
8/04/22	**Needs assessment: data analysis, reporting and data sharing (I)** This module focuses on 'what to do' with the data you collected. It explains how to describe data, how to explain findings and interpret them.	Break	**Needs assessment: data analysis, reporting and data sharing (II)** This module explains how to use data to forecast programmatic decisions based on findings, such as the construction of a logframe and related monitoring plan. It also includes suggestions for a comprehensive and structured reporting and potential use of data for fundraising, advocacy etc.

9/04/22	Quality in needs assessment:		Adapting needs assessment to the sector:
	This module provides an overview of Core Humanitarian Standards (CHS) and principles to be taken into account to ensure quality in needs assessment.	Break	This module provides an overview of key analysis framework, sector -specific resources and tools to be used as a reference when planning a needs assessment.
			The sectors to be analyzed will be selected based on the preference of the participants. Final groupworks will be organized accordingly.