

REACH Multi-Sector Needs Assessment Training Agenda

25 June – 28 June 2019

Day one

Time	Training sessions	Facilitator
09:00 – 09:15	Welcome and introduction to 2019 MSNA	
09:15 – 10:30	MSNA Data collection process and overview	
10:30 – 11:00	Lessons learnt from data collection process from last year	
11:00 – 11:15	Coffee Break	
11:15 – 12:15	Safety and security, survey ethics, data protection and complaint mechanism	
12:15 – 13:00	Definitions and discussion of key terms	
13:00 – 14:00	Lunch Break	
14:00 – 14:30	Definitions and discussion of key terms	
14:30 – 15:45	Using Kobo Toolbox	
15:45 – 16:15	Lessons learnt from using Kobo Toolbox from last year	
16:15 – 16:30	Coffee Break	
16:30 – 18:00	Household survey questionnaire and practise using Kobo - Metadata + Biodata + Displacement	

Day two

Time	Training sessions	Facilitator
09:00 – 11:00	Household survey questionnaire and practise using Kobo – Cash & Markets + Shelter & NFIs	
11:00 – 11:15	Coffee Break	
11:15 – 13:00	Household survey questionnaire and practise using Kobo – WASH & Health	
13:00 – 14:00	Lunch Break	
14:00 – 14:30	Household survey questionnaire and practise using Kobo – Education & Protection	
14:30 – 16:15	Conducting key informant interviews and focus group discussions, with practise	
16:15 – 16:30	Coffee Break	
16:30 – 18:00	One-on-one map review for data collection	

Day three

Time	Training sessions	Facilitator
09:00 – 11:00	Special training for food security module on household survey questionnaire	
11:00 – 11:15	Coffee Break	
11:15 – 13:00	Special training on protection principles	
13:00 – 14:00	Lunch Break	
14:00 – 15:15	Special training on gender principles	
15:15 – 16:15	How to use “My Maps”	
16:15 – 16:30	Coffee Break	
16:30 – 17:45	How to use “My Maps”	
17:45 – 18:00	General question and answer session	

Day four

Time	Training sessions	Facilitator
09:00 – 11:00	Practise exercise: finding households	
11:00 – 11:15	Coffee Break	
11:15 – 12:00	Practise exercise: finding households	
12:00 – 13:00	Communication and reporting	
13:00 – 14:00	Lunch Break	
14:00 – 16:15	Survey leadership training	
16:15 – 16:30	Coffee Break	
16:30 – 17:00	Next steps	