

● training courses for practitioners

supporting practitioners to **reinforce resilience**
across south & south-east asia



baseline surveys

Build baseline survey capacity with Banyaneer.

Every project manager knows that baseline surveys are important. After all, baselines are crucial to determine eventual project impact (through comparison with an endline). Good baselines can also be helpful to assist in project planning.

Our experience however shows that most baseline surveys do not meet basic quality criteria. Coupled with survey support, this training course ensures that you get the data you need, while building the skills of your team to conduct future surveys. It is an investment in capacity-building.

A common dilemma...

When planning a project, one has to understand the needs and the capacities of supported communities. Many tools exist to gather an overview, such as the vulnerability and capacity assessment (VCA). Amongst those tools, baseline surveys tend to be the least understood.

Many organizations therefore outsource these surveys - adding costs but not always value. Critically, the project team does not gain the much-needed skills, thus perpetuating the pattern of dependence on external consultants.

Whether carried out by external consultants or project teams, the baselines we have come across are often afflicted by sampling, design and analytical constraints - limiting their use for eventual outcome and impact analysis.

The solution

Instead of simply outsourcing a baseline survey, invest in the skills of your team: We have developed a course that lets your

staff conduct the survey now and in future. Rather than just learning key skills and principles in the classroom, participants also consolidate their knowledge in practice. The course is therefore designed as an on-demand team package, applied in conjunction with an actual baseline survey. While the overleaf curriculum gives you an idea of the training course, we can adjust the content to specific needs. We will also run a brief online pre-/post test amongst participants to ensure that the course is as targeted and effective as possible.

We encourage the combination with initial baseline support. This means that Banyaneer provides the sampling, questionnaire design and data analysis as well as the training course. The immediate benefit is a robust and high-quality baseline survey. Over the longer term, you will save costs (by minimizing the need for external inputs) while having a team with even greater capacity.

Ask us today about our packages for training, baseline support and remote follow-on support. To get an idea as to how we can assist you, send us an e-mail to training@banyaneer.com.

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Time	Day 1	Day 2	Day 3	Day 4	Day 5
08.30 - 10.30	Monitoring: Why, what, how, when? <ul style="list-style-type: none"> Welcome, introductions, expectations, course and baseline objectives Key principles and functions of monitoring 	Sampling design <ul style="list-style-type: none"> Key terms explained: sample size, interval, confidence level, margin of error, stratification, power, significance Basic tools for macro- and micro-level sampling 	Baseline questionnaire <ul style="list-style-type: none"> Introducing the draft questionnaire for the upcoming baseline survey Understanding the questions, logic flow, utility for monitoring 	Survey test run (1) <p>Prior to the actual survey, it is crucial to test the draft questionnaire. This helps training course participants to become confident in the sampling approach and in interviewing.</p>	Survey test run (2) <p>The second test run adds further confidence to participants interviewing skills and serves as a final test of a possibly revised questionnaire.</p>
10.45 - 12.15	Monitoring: logframes & indicators <ul style="list-style-type: none"> Brief review of project planning Theory of change Logframes and indicator hierarchies SMART indicators 	Sampling design <ul style="list-style-type: none"> Practical sampling exercises (group work) Expected output: participants are able to design a simple but valid sample framework 	Baseline questionnaire <ul style="list-style-type: none"> Role plays Mutual interviewing Each participant 'works' once as respondent, once as enumerator 	<p>Importantly, the survey test run also ensures that the questionnaire 'works' - that all questions can be easily understood by the respondents.</p>	
13.15 - 14.45	Monitoring: tools & systems <ul style="list-style-type: none"> Qualitative tools: an overview Use of secondary data Monitoring and cross-cutting issues Triangulation and mixed methods Developing and using M&E plans 	Questionnaire design <ul style="list-style-type: none"> What do you want to know? Links between logframe, indicators and questions Types of questions, logic flow Review, test, revision Group exercise: groups are to design a brief questionnaire for a single indicator 	Collecting data <ul style="list-style-type: none"> Introducing iSurvey/droidSurvey and considerations of electronic data collection Getting familiar with the electronic questionnaire Uploading data, basic analysis options 	<p>The test run should be conducted in a community close to the training venue and that has not been sampled for the actual baseline.</p> <p>The test run should be held for most of the day and concludes with a joint review (and possibly the revision of the questionnaire if needed).</p>	Survey test run: review <p>Upon return to the training venue, we will review the test run and resolve any issues that remain unclear</p>
15.00 - 17.00	Surveying: the basics <ul style="list-style-type: none"> The purpose of surveys and use of data What makes a good survey Common problems - and how to overcome them The stages of the survey process 	Questionnaire design <ul style="list-style-type: none"> Presentation of group work questionnaires Review & possible improvements 	Collecting data <ul style="list-style-type: none"> Test run sampling design: understanding calculations and practical steps How to set up a questionnaire in iSurvey (may be extended into the evening) 		Training & supervising enumerators <p>The final course module will provide guidance on how to train volunteers as enumerators, and point to critical aspects in supervision of data collection.</p>