

Module 1: Baseline Assessments for Field Team Practitioners

PLANNING AND PREPARATION

The table below gives a checklist of the things you need to do before you carry out your baseline assessment training and fieldwork, and an approximate timescale for doing them. Both the list and the timescale should be tailored according to particular circumstances, and responsibility for ensuring each task is carried out should be assigned to named individuals.

Checklist and approximate timeframe for baseline training and assessment preparation

KEY



Baseline Training (Week 5)



Baseline Fieldwork (Weeks 6 and 7)



Baseline Analysis (Week 8)

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
Participant identification and invitation								
Discuss and agree upon number of livelihood zones to be covered during two weeks of fieldwork and number of field teams and participants -- also identify participants								
Formally invite national participants for a five-week exercise starting on Day 1, Week 5								
Formally invite regional participants to act as team leaders during a five-week exercise starting in Week 5								
Secondary data analysis								
Prepare list of secondary information to be gathered								
Collect secondary information								
Organise secondary information into folders by livelihood zone								
Administrative preparation for training								
Prepare timetable for one-week training workshop								
Send training materials to office where training is taking place for photocopying								
Send list of materials and stationery required for training to office where training is taking place								
Purchase materials and stationery for entire exercise								
Book a venue for the week - 1 large room								
Book an LCD projector for the week								
Identify two villages for one-day pilot practice on the fourth day of training (and obtain permission to visit if necessary) – notify village leaders (request meeting with about 10 men and women)								
Organise vehicles for one-day pilot practice on fourth day of training (Day 4, Week 5)								

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
Organise translators for one-day pilot practice on fourth day of training (Day 4, Week 5)								
Photocopy materials								
Preparation for team leader meeting (day after baseline training and before fieldwork begins)								
Prepare team leader meeting agenda								
Prepare team leader CD & folder content and compilation								
Prepare team leader fieldwork notes (including timetables)								
Finalise baseline storage spreadsheet				At end of training				
Distribute team materials and stationery for fieldwork				At end of training				
Organising baseline fieldwork (Weeks 6 and 7)								
Organise per diems for team members and leaders								
Organise vehicles and drivers for two weeks of fieldwork								
Organise translators for two weeks of fieldwork								
Organise one laptop and flash drive per field team for two weeks of fieldwork and one week of analysis								
Preparation for baseline analysis (Week 8)								
Book a venue for the week - 1 large room for plenary sessions plus 1 small meeting room per field team								
Book an LCD projector for the week								
Prepare timetable for one-week baseline analysis								

 Baseline Training (Week 5)

 Baseline Fieldwork (Weeks 6 and 7)

 Baseline Analysis (Week 8)