Module 2: Baseline Assessment

SESSION 14: REVIEW OF FIELD FORMS

FACILITATOR NOTES

Presentation	None
Handouts	• *Interview Form 1 – Zone or district key informant interview* • *Interview Form 2 – Market visit and trader interview* • *Interview Form 3 – Community level interview* • *Interview Form 4 – Wealth group interview*
Time	1 hour 30 minutes

Purpose and content

- To ensure participants are familiar with all the interview forms used in the field and to go through those parts of the forms that have not been covered in previous sessions
- To ensure that all the interview forms are tailored to local circumstances

Objectives

By the end of this session, participants should be able to:

- Use the four interview forms with reasonable confidence to carry out their first interviews at the district-, community and household-representative level.

When to run this session

This is Session 14 in the Baseline Assessment Training Module. It should come directly before participants embark on interviewing practice in the field, as it involves a review of the interview forms they will use.

Handouts

You will need copies of the four interview forms:

- *Interview Form 1 – Zone or district key informant interview*
- *Interview Form 2 – Market visit and trader interview*
- *Interview Form 3 – Community level interview*
- *Interview Form 4 – Wealth group interview*

Key learning points

This session aims to help familiarise participants with the forms to be used in the field, which have to a large extent been covered in previous sessions. There are therefore no key learning points associated with this session.

Session plan

Session plan summary		
Activity	*Methodology*	*Timing*
Review of field forms	Discussion in plenary or in groups	1 hour 30 minutes

How you decide to run this session depends on the number of facilitators available. If you have more than one facilitator, participants can divide into groups and a facilitator can lead each group through the forms. Otherwise, the whole session can be run in plenary.

The idea is to run through the four interview forms, making sure that:

(i) Participants are familiar with all the topics covered and the way in which questions should be asked; and

(ii) The forms are tailored to local circumstances, for example in terms of seasons, measurements and characteristics of the local economy.

This sounds like a tall order for one session. However, remember that most of the subjects on most of the forms have already been comprehensively covered in previous training sessions. In such cases, the idea of this session is to remind participants of the questions to be tackled and of the way in which the forms are laid out, and to make sure they feel comfortable with and confident in using the different formats.

Where topics have not already been covered in other sessions, go through the questions to be asked, tailoring to local circumstances if necessary, and make sure participants are clear about what information they need and how they are going to get it. In the tables below, these topics are shaded.

1. ***Interview Form 1 – Zone or district key informant interview***.

   The following table summarises which topics are covered in other sessions in the Baseline Assessment Training Module and identifies those (shaded) that should be reviewed in this session.

Coverage of topics in Interview Form 1	
Topic	**Covered in Session…**
Description of livelihood zones	4: Livelihood Zoning
Markets	5: Market Assessment
Crop production	*NOT YET COVERED*
Livestock production	*NOT YET COVERED*
Hazards and timeline; Interventions	6: The Reference Year
Seasonal calendar	7: Seasonal Calendars
Seasonality: early warning indicators	*NOT YET COVERED*
Wealth group descriptions and	8: Wealth Breakdowns

breakdown	
Village selection	*NOT YET COVERED*

2. ***Interview Form 2 – Market visit and trader interview*.**

   This will have been covered in **Session 5: Market Assessment**, so you should hopefully only need to provide a reminder of the topics and questions covered.

3. ***Interview Form 3 – Community level interview.***

   Again, much of this form will have been covered in previous sessions as follows:

Coverage of topics in Interview Form 3	
Topic	**Covered in Training Session…**
Crop production	*NOT YET COVERED*
Livestock production	*NOT YET COVERED*
Livestock migration	*NOT YET COVERED*
Markets	5: Market Assessment
Seasonal calendar	7: Seasonal Calendars
Hazards and timeline; Interventions	6: The Reference Year
Wealth group descriptions and breakdown	8: Wealth Breakdowns
Selection of representatives of households from different wealth groups	*NOT YET COVERED*

4. ***Interview Form 4 – Wealth group interview*.**

   Although a long form, this should not take a great deal of time as it will already have been thoroughly reviewed in **Session 13: Household Representative Interviews**.