

Module 2: Baseline Assessment
SESSION 1: INTRODUCTION TO THE FIELD PROCESS

FACILITATOR NOTES

Presentation	<i>Introduction to the Field Process.ppt</i>
Handouts	<i>H2.1 Handout – Introduction to the Field Process</i>
Practitioners' Guide Reference	Chapter 3 INTRODUCTION
Guide to HEA Reference	Chapter 4: How is HEA done? , particularly <u>Section 4.1 Why is HEA information collected through rapid appraisal?</u> Chapter 5: Is HEA Reliable?
Time	50 minutes

Purpose and content

To introduce the methods used for collecting HEA information in the field, the types of interviews to be done at different stages of the assessment and the types of information that will be collected at each stage.

Objectives

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

- Describe the main reasons why HEA assessments use rapid appraisal methods rather than household questionnaires.
- Describe the different levels at which HEA assessments are conducted (district, community and household) and what information is collected at each level.

When to run this session

This session introduces the process of information collection in the field as a whole and so should be one of the very first training sessions.

You may want to precede it with an introduction to the training schedule itself and with one of the ice breakers which help participants begin to get to know each other.

Useful background information

It would be useful for you and other facilitators to read the relevant sections in *A Guide to HEA*. These are:

- **Chapter 4: How is HEA done?**, particularly
Section 4.1 Why is HEA information collected through rapid appraisal? and
- **Chapter 5: Is HEA Reliable?**

You should also read the Introduction to **Chapter 3** in the *Practitioners' Guide to HEA*.

Participants should be asked to read this background material before (if possible) or after the session.

Handouts

- *H2.1 Handout – Introduction to the Field Process.*
This gives a summary of the issues to consider when comparing rapid appraisal and household questionnaire surveys, and of the different levels at which HEA information is collected. It should be given out at the end of the session.

Key learning points

- HEA assessments are carried out using rapid appraisal methods rather than household sample surveys, not only for reasons of cost and timeliness but because the facility to cross-check and clarify tends to ensure greater accuracy and reliability.
- HEA assessments are generally carried out at three levels, involving interviews with district key informants, with community (usually village) leaders and with household representatives of different wealth groups.

Session plan

Session plan summary		
Activity	Methodology	Timing
1. Why does HEA use rapid appraisal rather than household questionnaire surveys?	Small group work	15 minutes
	First half of presentation	10 minutes
2. At what levels are different 'pieces' of HEA information collected?	Brainstorming	15 minutes
	Second half of presentation	10 minutes
Total		50 minutes

ACTIVITY 1: WHY DOES HEA USE RAPID APPRAISAL METHODS RATHER THAN HOUSEHOLD QUESTIONNAIRE SAMPLE SURVEYS? (25 MINUTES)

1. Ask participants to divide into groups, and ask them to list the issues involved when considering whether to choose rapid appraisal methods and household questionnaires. They will include:
 - Timeliness
 - Cost
 - Quality of information
 - The sort of information required (quantitative vs qualitative)
 - Flexibility in implementation
 - The calibre of personnel and training required
 - The representativeness of the results (i.e. sampling)

2. Ask one group to feedback their suggestions with other groups filling in the gaps.
3. Go through the first half of the presentation as a way of bringing together the issues discussed, and to get across the key reasons why HEA assessments use rapid appraisal methods rather than household questionnaires.

**ACTIVITY 2: INTRODUCING THE THREE LEVELS AT WHICH HEA INFORMATION IS COLLECTED
(DISTRICT, COMMUNITY, HOUSEHOLD REPRESENTATIVES) (25 MINUTES)**

1. As a whole group, brainstorm for ideas on the different pieces of information needed for a baseline HEA assessment:
 - Livelihood zones
 - Wealth breakdown and asset ownership
 - Determining the reference year
 - Food and income sources
 - Expenditure patterns
 - Seasonality
 - Coping strategies in a bad year
2. Then introduce the three different levels at which information is collected in HEA:
 - District
 - Community (e.g. village leaders)
 - Household representatives
3. Go through the original list under (i) and ask participants to tell you at which level each is collected. Make a note next to each; for example:

• Livelihood zones	DISTRICT
• Wealth breakdown and asset ownership	COMMUNITY
• Determining the reference year	DISTRICT/COMMUNITY
• Food and income sources	HOUSEHOLD REPS
• Expenditure patterns	HOUSEHOLD REPS
• Seasonality	COMMUNITY/HOUSEHOLD REPS
• Coping strategies in a bad year	HOUSEHOLD REPS
4. Go through the rest of the presentation as a way of bringing the discussion together.
5. Distribute the handout at the end of the session. This provides participants with a summary of all the issues discussed.