**Basic Training on Needs Assessments for NGOs:**

**ACJR Partners – Central Darfur State**

**Introduction:**

This program aims to empower national and local NGO staff and relevant stakeholders with essential skills for conducting effective needs assessments. It emphasizes the importance of these assessments for humanitarian aid workers, community leaders, and stakeholders to ensure well-targeted and impactful interventions. Additionally, it empowers local actors to lead and sustain development initiatives, enhancing community resilience and sustainability.

**Training overview:**

This training is designed to equip local and national NGO staff, community leaders and line ministries’ staff with the professional skills and knowledge necessary to effectively implement localization principles. Needs Assessment is a critical approach in humanitarian aid and development sectors, ensuring that interventions are community-driven, sustainable and resilient. This capacity building is part of the Dutch Relief Alliance, DRA - Sudan Joint Program. Led by Plan International Sudan with additional institutional support for NNGOs in Zalingei, Central Darfur State. Bringing together participants from various stakeholders to foster collaboration in humanitarian interventions effectively.

**Objectives:**

By the end of this training, participants will be able to:

1. Understand the definition, importance, and goals of needs assessment.
2. Identify and apply key commitments and their implications for local NGOs.
3. Recognize the importance of needs assessment in the localization approach.
4. Develop strategies for effective community engagement and participation in needs assessment.
5. Conduct comprehensive community mapping and needs assessments.
6. Ensure cultural sensitivity and inclusivity in all need’s assessment activities.

**Methodology:**

Our training will utilize a mix of interactive and participatory methods to ensure a comprehensive learning experience:

* Workshops and Seminars: Facilitated sessions to introduce key concepts and strategies.
* Group Discussions: Opportunities for participants to share experiences and insights.
* Case Studies: Real-world examples to illustrate best practices and challenges.
* Role-Playing: Simulated scenarios to practice needs assessment techniques.
* Field Exercises: Practical activities to apply community mapping and needs assessment skills.

**Table of Contents:**

**Day1:** Introduction to Needs Assessment

* Opening remarks by the DRA Sudan JP Coordinator, introduction by participants and facilitators, agreeing on certain training rules, commitments, etc.
* Definition, importance, and goals.
* Understanding Needs Assessment
* Types of needs assessments.
* Key commitments and their implications for local NGOs.

**Day 2:** Community Engagement in Needs Assessment 2. Strategies for Effective Community Engagement

* Recap of day 1
* Techniques for engaging communities in needs assessment.
* Participatory approaches to decision-making.

**Day 3:** Conducting Needs Assessments 3. Community Mapping and Needs Assessment

* Recap day 2
* Identifying and understanding community needs.
* Tools and methods for data collection.
* Analyzing and interpreting assessment data.

**Day 4:** Cultural Sensitivity and Inclusivity 4. Ensuring Cultural Sensitivity

* Recap day 3
* Importance of cultural sensitivity in needs assessment.
* Techniques for ensuring inclusivity and cultural appropriateness.
* Case studies and role-playing exercises.
* Recommendations by participants and facilitators
* Conclusion remarks by DRA representatives or consortia coordinators at the state level.
* Distribution of certificates and closing ceremony.

***The roles and responsibilities of Facilitators should prepare detailed tasks to cover the training as outlined above:***

* *Prepare this training material (Presentation), handouts, case studies, and exercises.*
* *Clearly define goals for what participants should learn and skills they should acquire.*
* *Outline the flow of the session and determine how long each segment should take.*
* *Step-by-step instructions for engaging participants, sparking discussions, and reinforcing learning points.*
* *Present case studies or examples of successful localization efforts.*
* *Use a mix of lectures, group work, role-plays, and discussions to keep participants engaged.*
* *Be mindful of cultural differences and ensure inclusivity.*
* *Prepare questions and prompts to facilitate discussions and ensure active participation.*
* *Include methods for collecting participant feedback and evaluating the effectiveness of the training.*
* *Submit a detailed training report after three days of the training.*

***Criteria of selecting the consultant***

* TOT certification.
* At least 3- 5 years of experience in coordinating, participating in needs assessment in the humanitarian context.
* Proven experience in facilitating large – scale training sessions.
* Proven communication/presentation skills.
* Proven Very good skills in quality report writing