**rapid Seed System Security Assessment (RSSSA)**

**Training Plan**

**Note to users**

This training plan is a proposed guide. The training should be adapted to the context in terms of content and timing.

**Materials NEEDED INCLUDE:**

* Flip charts
* Markers
* PowerPoint projectors
* Copies of questionnaires for participants

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| 1. **Introduction** | |
| **10 minutes** | * Introduce participants * Objectives of the training   + Participants will become familiar with Seed Systems   + Participants will be able to navigate the various response options   + Participants will become familiar with the RSSSA tools and will practice them   + The tools will be tested   + The program for field work will be finalized * Agenda of training * Norms for the training   *Other considerations:*   * Housekeeping- per diem, lunch, transport etc. * Have a flip chart for parking lot – issues that need to be addressed but not at the moment |

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| 1. **Seed System Basics** | |
| **50 minutes** | *Open up the powerpoint:*  ***RSSSA\_Training Session 1.pptx***   * What is Seed? (**10 minutes)** - slides 1-14   *For the Is this seed? exercise show Slides 5-12. Ask participants if they see seed in each image. 5-10 are all seed even if informal. 7 is not because the seed is rotten. 8 is coffee and at this stage of processing cannot be planted.*   * Seed Security Framework (**30 minutes) -** slides 15-26 * Slides 17-25, Identifying seed security problem [*go through the slides and have participants identify whether the problem is one of availability, access, seed health/quality of variety suitability/quality. Discuss other seed security problems faced by* participants] * Seed Systems (Channels) (**10 minutes)** - slides 27-36 * Goals of Seed System Work (**5 minutes)** - slides 37- 41 |

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| 1. **Introduction to Seed System Assessment** | |
| **55 minutes** | *Open up the powerpoint:* ***RSSSA\_Training Session 2.pptx***   * Rationale for Seed System Assessment **(5 minutes)** - slides 4-6 * History of SSA **(10 minutes)** - slides 7-12 * Seed System Assessment Content **(15 minutes)** - slides 13-26 * Seed Assessments Responses **(25 minutes) -** slides 27- 40 |
| 1. **Gender and Seed** | |
| **170 minutes** | *Open up the powerpoint:* ***RSSSA\_Training Session 3.pptx***   * Case for Gender Equality Quiz and Discussion **(20 minutes)** - slides 4-13 * What is Gender? **(30 minutes without optional activity. Optional activity will take an additional 60 minutes)** - slides 14-18 * Equality vs Equity **(15 minutes)** - slides 19-21 * How does gender effect seed systems? **(40 minutes)** - slides 22-35 * Gender Integrated Response Options **(65 minutes)** - slides 36-46 |

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| 1. **REVIEW OF SPECIFIC GUIDES AND QUESTIONNAIRES** | |
| **20 minutes**  **75 minutes**  **30 minutes**  **30 minutes** | 1. **Review interview techniques and focus group procedures.** *The role play script is here: Role Play. Conducting and Interview:*   Interview techniques *– Brief role play of good interview and bad interview. Before the session ask for two volunteers and show them the role play. The first role play presents an enumerator who is aggressive and insensitive. The second shows a more empathetic enumerator. Present role play. At the end of the role play ask if people noticed a difference in the two styles of interview. Then ask for specifics.*   1. **Individual interview**  * Present individual interview to group**(15 minutes)** * *Hand out individual interview. If conducting surveys digitally, distribute the devices and make sure enumerators are familiar the operations and can find the survey.* * Discussion of sampling methods * Practice of individual interview conducting an interview with a hypothetical farmer **(30 minutes)** - *Each participant fills out his/her questionnaire* * Practice in pairs**(30 minutes)** - *fill out questionnaire* * *Tell participants that they should review their surveys before leaving the HH to ensure that all questions have been answered and that the responses are logical. Ensure that there is agreement for the translation of certain terms into the local language.*  1. **Focus groups**  * Present focus group guide to group **(20 minutes)**   *Hand out focus group guide. Review questions. Identify facilitator and note taker in group. Discuss good facilitaiton techniques for a focus group*   * Taking notes, using flip chart…. **(10 minutes)**  1. **Key informants**   *Present the following questionnaires to participants. For all surveys keep in mind:*   * *In situations where in-person contact is not advisable, surveys should be administered by phone. Respondent’s attention is shorter in phone surveys versus face-to-face interviews; therefore, a phone survey should last around 20 minutes, and no more than 30 minutes.* * *Questionnaires should be administered by enumerators fluent in the local language.* * *Initially introduce oneself as an employee of \_\_\_\_\_\_\_ undertaking a survey to understand the seed and input supply situation in the zone. Tell the respondent that the survey will last around 30 minutes. Ask if they would be willing to cooperate. Tell them that all responses are confidential and have no bearing on who may or may not receive project benefits in the future. Thank them for their participation.* |

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| **5 minutes** | * *The survey is intended to be administered prior to planting for the upcoming season*   1. Agrodealer * *Sample agrodealers or input suppliers (e.g., cooperatives) who supply seed to farmers in the area.* * *Agrodealers are often very occupied during business hours. Check to make sure what time would be most appropriate for the interview*  1. Grain Trader  * *A mix of smaller retail grain traders and larger grain wholesalers who serve the area should be selected to interview.*  1. Seed Producer 2. **Mapping seed flows**   *This tool will be used after data collection during the analysis phase. It could be filled out during the Analysis and Interpretation Workshop.* |
| 1. **Field Test** | |
| **½ day** | *Test the HH questionnaire and focus group tools in a nearby community. Give each enumerator the opportunity to conduct a HH interview.* |
| 1. **Modification of Tools** | |
| **60 minutes** | *Review processes – Clarify questions, clarify terminology* |
| 1. **Fieldwork Logistics** | |
| **60 minutes** | * Finalization of exact zones * Timing of work per site * Cars * Facilitators * Translators * Enumerators * Lodging * Finance |

Role play: Conducting an interview

**Role play 1**

**A census taker (E) Surveys a villager (V) in her home:**

**E -** I have an important survey for you to take. The government needs the information.

**V -** I'm busy collecting water for cooking.

**E -** Your cooking can wait. I don't have time to come back at your convenience.

**V -** Well, if you insist.

**E -** What's your name?

**V -** [Say your first name]

**E -** You don't have a surname?

**V -** [Answer with your last name]

**E -** Very well, how much money did you earn last year?

**V -** I'm not sure.

**E -** Don't try to hide information. The government will find out. Let's see... you grow small millet and cowpeas like everyone else in the village.

**V -** Well, yes.

**E -** Of course. I don't need to ask the other questions. I already know the answers [turns around and leaves].

**V -** Goodbye.

**Role play 2**

**An enumerator (E) Surveys a villager (V) in her home:**

**E -** Hello madam. My name is \_\_\_\_\_\_. I'm conducting a survey for CRS about the agricultural situation in your village.

**V -** I was about to fetch water for cooking.

**E -** It will only take you 5 minutes. If you could give us some time, that would be very kind. Your answers will be kept confidential.

**V -** Good.

**E -** I'll write your answers on this sheet, so we can call back later. Is that all right?

**V -** Yes.

**E -** First of all, what's your name?

**V -** Miriam.

**E -** And your last name.

**V -** Coulibaly.

**E -** And Miriam, are you the head of the household?

**V -** No, he's my husband.

**E -** Good. Does your family farm?

**V -** Yes.

**E -** What are your most important crops?

**V -** Millet and groundnuts.

**E -** Thank you very much. I appreciate your time. Your answers will be very helpful.

**V -** You're welcome.

**E -** Au Revoir.

**V -** Au Revoir.