



FINAL REPORT

Somalia Shelter Cluster Training Workshop
Modules 1 and 2
April 18-30, 2015

Table of Contents

Structure of Final Report	3
Training Team	3
Training Participants	3
Executive Summary Module 1: Monitoring and Evaluation	4
Executive Summary Module 2: Localized Solutions	5
Pre/Post Training Survey Results	6
Module 1: 18-23 April 2015	6
Module 2: 25-30 April 2015	7
Training Session Summary & Outputs	8
Module 1: 18-23 April 2015	8
Module 2: 25-30 April 2015	27
Annexes.....	33

Structure of Final Report

The final report for the Somalia Shelter Cluster Training Workshop follows the same structure as the inception report. The report provides an executive summary per module, a summary of discussions and outputs per session, an analysis of participant evaluation results, recommendations for field trainings, and an analysis of increased knowledge among participants per module. Daily evaluation results are presented at the beginning of each day section with key indicators for the day reported. All photos are also included as an annex to the report.

Training Team

The training team consisted of one overall facilitator along with a number of technical facilitators for individual sessions. The overall facilitator was responsible for constructing the agenda, supporting organization of the sessions and materials, and leading some of the working group sessions. Below is a list of the individuals in the training team.

Overall facilitator	Clay Westrope
Shelter Cluster facilitator	Martijn Goddeeris
CRAterre facilitator	Olivier Moles
REACH facilitator	Vincent Annoni
DRC facilitator	Chiara Jasna Vaccaro
NRC facilitator	Timothy Mutunga
mFieldwork facilitator	Leith Baker
CaLP facilitator	Michael Ochieng
Protection facilitator	Catherine Hingley

Training Participants

Training participants were regional leads for cluster members based in Somalia. These individuals have a great deal of experience in the shelter sector and will be the frontline users of all cluster tools. Thus, these were the key individuals to both provide training while also receiving feedback on the tools and processes developed to date. All training participants were selected based on their background and a standardized application process. Module 1 consisted of 31 participants with a diverse mix of individuals from monitoring and evaluation and engineering backgrounds while Module 2 consisted of 21 participants from mainly an engineering background.

Executive Summary Module 1: Monitoring and Evaluation

The first module of the Shelter Cluster Training Workshop focused on providing an overview of various aspects of the Shelter Cluster Standard Operating Framework (SOF), with a particular focus on monitoring and evaluation. The main objective of the training was for participants to have a greater understanding of the cluster program cycles and the tools, process, and concepts that could be applied to monitor and evaluate shelter projects throughout these cycles. The workshop also sought to gather feedback and guidance from the participants on the tools and processes that the cluster has produced since 2013. The sessions during this module can be divided into two types: (1) cluster frameworks, tools, and processes; (2) concepts that should be applied or integrated into these cluster-produced frameworks, tools and processes.

Sessions on the overall cluster framework and related processes included trainings on the SOF, the monitoring and evaluation framework, and the cluster mapping exercise. The SOF served as the framework upon which the training was designed with the intention of introducing, refining, and finalizing elements contained within it. One major element of the SOF is the monitoring and evaluation framework, which this training sought to introduce participants to, while also eliciting feedback on identification of core indicators and the feasibility of different aspects of the process. One aspect of the monitoring and evaluation framework includes the cluster mapping exercise, which serves as a baseline in IDP settlements by providing the location and functionality of infrastructure while also recording the density and perimeters of the settlement. The workshop introduced participants to the analysis and reporting aspects of the process.

The various concepts to which the training sought to introduce participants included protection mainstreaming, housing, land, and property (HLP), community participation, modalities for shelter assistance, and quality control. Technical specialists for each of these topics were invited to present the fundamentals of the topic and work with the participants to apply the concepts to their work in shelter. Working group sessions sought to provide an opportunity for practical application of the concepts.

Many of the working group sessions throughout the workshop had outputs that will directly inform further development and refinement of the SOF and its related tools. One major output included the identification and profiling of five of the main shelter typologies currently being implemented in Somalia. The working groups worked to identify strengths and weaknesses of each typology that was then further built upon in the second module. The working group session on the mapping exercise reports also elicited important feedback on anomalies in the reports for each settlement area that could be improved upon in future reporting. Drawing on the concepts that were presented throughout the training and sessions on indicators used at different stages of the monitoring and evaluation framework, participants also agreed upon a list of core indicators that would be used within the framework. Participants included individuals from cluster partner agencies currently implementing shelter projects throughout Somaliland, Puntland, and Somalia with backgrounds ranging from monitoring and evaluation to shelter engineering.

Overall, the workshop succeeded in introducing individuals to key concepts and processes adopted by the cluster and used the opportunity to gain consensus and feedback on tools developed over the past three years. As the evaluation section below shows, participants felt more confident and understood concepts better by the end of the training. The workshop covered a great deal of information, upon which future trainings will need to build upon.

Executive Summary Module 2: Localized Solutions

Module 2 of the Shelter Cluster Training Workshop consisted of topics focused on identifying local solutions to shelter assistance. The main objective of the training was for participants to understand the concepts associated with localized solutions to building back safer, with a particular focus on earth construction. The workshop was designed around a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis framework in which participants used each newly presented concept to analyze a particular shelter typology and decide what the SWOT might be when applying the particular concept.

The training was facilitated by a representative of CRAterre – an organization with decades of experience in earth construction and the promotion of local solutions to construction. This representative presented the concepts of Local Building Culture, Linking Relief, Rehabilitation, and Development (LRRD), Building Back Safer, and Earth Construction. Each session built upon the previous, culminating in the creation of overall recommendations for ways in which humanitarian shelter in Somalia can better exhibit the concepts presented during this module.

In addition to the presentation of these concepts, the facilitator also conducted a practical session on earth construction. The session included training on three different field tests for soil to identify soils that would be best for different purposes (e.g. adobe, plaster, wattle and daub, soil-stabilized block, etc.). Participants were able to test different soils from around Somalia and decide for themselves how the soil could be used, or improved, for different types of shelter construction.

The two major outputs from this training included further defining and profiling the five different shelter typologies for Somalia. Based upon the working groups during this module, recommendations for improving the typologies were developed. The recommendations for each typology ensures that the typologies conform to the different concepts outlined in this module were. As mentioned before, the other output was the overall recommendations that could be used as guidelines for all shelter implemented in Somalia.

Overall, the participants found the training very interesting and claimed that it encouraged them to think in a different way. While full understanding of the concepts was not achieved during the training, due to their complexity, the basics were presented for further development and follow-up in future trainings. Field workshops focused on shelter construction using the concepts presented in this module would be very beneficial for cluster partners.

Pre/Post Training Survey Results

Module 1: 18-23 April 2015

Overall, participants exhibit an increase in both knowledge and understanding of key concepts when comparing pre and post training measurements. The greatest gains can be seen in knowledge of the concepts, while confidence in understanding of these concepts is not as strong. This suggests that participants would benefit from a follow-up training presenting the outputs of this workshop and the finalized Strategic Operating Framework (SOF), once it is completed, to solidify understanding of the critical elements of the cluster's processes and tools.

Knowledge of the SOF and its contents rose from 73% before the training to 95% after the training. For those that had knowledge of the SOF both before and after the training, there was a strong understanding of its contents, as participants were able to correctly identify elements contained within in almost every instance.

65% of participants reported having heard of the Humanitarian Response Plan (HRP) before the training, compared with 80% after the training. This does not represent a very large increase, but is likely due to the fact that this did not end up being a large focus of the training. A small number of participants could correctly name the priorities contained within the HRP 2015.

The mapping exercise – a clear focus of the training and an activity that many of the participants had been tangentially involved with – had only marginal gains in implementation confidence levels. 73% reported feeling very confident or confident to conduct the mapping exercise before the training, with 77% reporting as such following the training. There was a fairly sizeable decrease in those participants that did not feel confident – from 8% to 0%, suggesting at least some moderate understanding of the concepts and processes involved.

One session that was reported as being too fast for participants in the daily evaluations – analysis using pivot tables – shows stronger than expected confidence in implementation. 90% reported feeling very confident or confident in using pivot tables to conduct analyses before the training, with 67% reporting as such after the training. This decrease can be attributed to more individuals having now been introduced to this tool and registering a confidence level, whereas before they would not have answered the question about confidence. 10% reported being somewhat confident before the training, followed by 33% after the training, suggesting a relative rise in confidence to conduct this analysis. The relative speed at which this initial session was covered in the first module was addressed on the last day of the second module with an additional four hour session dedicated solely to analysis for the mapping exercise.

The use of indicators and their significance was a large focus of the training. Before the training, 26% of participants had heard of indicators, while 100% had by the end of the training. Those participants that had heard of indicators – both before and after the training – were able to correctly explain how indicators can be used.

56% of participants had heard of other shelter assistance modalities before the training, followed by 89% after the training. Only a few were able to correctly identify what these modalities might be before the training, but nearly all were able to do so after the training.

Module 2: 25-30 April 2015

Overall, there was an increase in understanding of the basics of each of the topics, but the nuances and larger questions of impact and rationale for different methods and approaches presented during this training were not clearly evident in the responses of the participants.

The concept of Local Building Culture was understood before the training as focusing on the use of local building materials and encouraging the use of local materials for construction. This was also often seen as means to be more participatory, rather than building on local knowledge. After the training, there was a greater understanding of the central tenet of LBC, which is promoting existing knowledge with technical improvements. There was a much greater understanding among more participants that this concept does not have to do with participation, but rather using appropriate building practices for the location. An understanding of assessment and how it might be conducted, however, was not widespread. Around one-fourth of the participants correctly explained how LBC could be assessed.

In the case of Linking Relief, Rehabilitation, and Development (LRRD), there was seemingly the same knowledge as before the training – a clear conception of linking emergency response with longer-term development goals. However, there was not a clear connection with shelter programming or how LRRD could be used to design more effective and sustainable shelter programming.

For the concept of earth construction, there was only a marginal increase in understanding of how and why earth construction is important to consider in shelter programming. There is a strong understanding of the concept of earth construction, but not the reasons why one might choose this type of construction and the outcomes it can have.

Six days is a very short period of time to present complex concepts and link them with practical examples and exercises. There is clearly a greater understanding of the basic concepts that should be built upon in follow-up trainings in the field. Field demonstrations would help to solidify understanding and introduce the nuances and rationale behind the application of these concepts.

Training Session Summary & Outputs

Module 1: 18-23 April 2015¹

Saturday 18 April

Daily Evaluation Key Results	
The content was organized and easy to follow.	
Strongly Agree	39.13%
Agree	56.52%
Disagree	4.35%
Strongly Disagree	0.00%
The time allotted for the training was sufficient.	
Strongly Agree	13.04%
Agree	69.57%
Disagree	17.39%
Strongly Disagree	0.00%
The meeting room and facilities were adequate and comfortable.	
Strongly Agree	43.48%
Agree	52.17%
Disagree	4.35%
Strongly Disagree	0.00%
Did the workshop contain too much/too little/the right amount of theory/presentations?	
Too Little	4.35%
Right Amount	73.91%
Too Much	21.74%
Did the workshop contain too much/too little/the right amount of exercises/working groups?	
Too Little	13.04%
Right Amount	82.61%
Too Much	4.35%

Summary and Recommendations

Given that these results are for the first day of the training, it is not surprising that a relatively significant proportion of participants felt that the training contained too much theory, too few working groups, was a bit difficult to follow, and that the time allotted for the sessions was not sufficient. For the field training, many of these sessions will be withdrawn and a more logical progression of topics will be applied for the first day with working groups and presentations.

Time	Session	Session Type	Facilitator
8:30-9:00	Opening Remarks	Greeting	Kris/Felicitas
<i>Bushra Halepota, UNHCR Somalia Representative, welcomed the training participants.</i>			
Field Training Recommendations: Have a high-level government counterpart or agency representative welcome participants.			
9:00-9:15	Facilitator Introductions	Greeting	Martijn, Clay
<i>Martijn introduced himself and provided background on the motivation and rationale for the training. Clay introduced himself and described his role as the overall facilitator for the training.</i>			
Field Training Recommendations: Martijn and local facilitator to introduce themselves.			

¹ All presentations for Module 1 can be found in Annex 16 of this report.

² All presentations for Module 2 can be found in Annex 17 of this report.

³ Daily evaluation key results are presented when participants identified weaknesses in the training sessions.

9:15-9:45	Participant Introductions	Icebreaker/Energizer	Clay
<p><i>Clay asked the participants to break into groups of two and ask the following questions of each other:</i></p> <ul style="list-style-type: none"> <i>What is your name?</i> <i>What is your current job?</i> <i>What do you like most about your job?</i> <i>What do you hope to learn from this workshop?</i> <p><i>After 5 minutes, Clay asked each group to stand and present the responses from their partners.</i></p>			
<p>Field Training Recommendations: This session can be deleted from the filed trainings, as many of the participants will already know each other and their expectations can be recorded as part of the participant expectations session.</p>			

9:45-10:15	Pre-Training Survey	Assessment	Clay
<p><i>Clay administered the pre-training survey to measure participants' understanding of key concepts and processes before the training. This was done using a questionnaire on the SurveyMonkey platform and each participant used his/her computer.</i></p>			
<p>Field Training Recommendations: This should be administered for each field training using the revised pre/post training survey that will be included with the training modules.</p>			

10:15-10:3	Participant Expectations	Full group exercise	Clay
<p><i>Clay asked all training participants to record up to three expectations for the training on post-it notes/paper. After 5 minutes, Clay asked a few participants to share their expectations and the facilitators answered any questions that arose.</i></p> <p><i>Clay asked the participants to post each of the expectations on one of two boards in the front of the room. The responses on these boards stayed up for the remainder of the training and participants were asked whether the training addressed these expectations at the end.</i></p>			
<p>Field Training Recommendations: This was an important method to ensure participants had a voice and a hand in designing their own training. This should be replicated in the field trainings.</p>			

10:30-11:00	Coffee Break/Prayers	Break	N/A
<p><i>Participants were invited for a coffee break in the hotel.</i></p>			
<p>Field Training Recommendations: Coffee breaks and prayer time can be minimized to 15 minutes for the field trainings.</p>			

11:00-11:30	Objectives for Workshop	Presentation	Clay
<p><i>Clay presented the overall objectives and an overview of the structure of the training:</i></p> <ul style="list-style-type: none"> <i>Participants will have a greater understanding of the SOF and its elements</i> <i>Participants will contribute to the further development and refinement of SOF and M&E tools</i> <i>Participants will be able to use the best practices on site planning, HLP, protection, cross-cutting issues, and shelter typologies in program design and implementation</i> <i>Participants will have a greater understanding of the M&E framework and its role in program design, management, and learning.</i> <i>Participants will be able to manage M&E activities in the field using the standardized tools and processes</i> <i>Participants will be able to understand the importance of core indicators within the M&E Framework and will be able to integrate the core indicators within their shelter/NFI projects.</i> <i>Participants will understand what data to collect throughout the project cycle and be able to analyze data related to core indicators.</i> 			
<p>Field Training Recommendations: This can be minimized in the field trainings to just generally reviewing the agenda each day.</p>			

11:30-12:00	Cluster & SOF Overview	Presentation	Martijn
<u>Learning Objectives:</u> <ol style="list-style-type: none"> 1. Participants will understand how the cluster SOF is relevant to their work. 2. Participants will understand how their active participation during this workshop is vital to ensuring the tools and processes contained within the SOF are feasible and comprehensive. 			
<i>Martijn provided a brief overview of the shelter cluster, the cluster strategic operational framework, and how the training workshop is structured to refine the SOF based on participant feedback.</i>			
<u>Field Training Recommendations:</u> This should be shortened to a very brief overview of the cluster SOF and how the training feeds into it. This should be no more than 15 minutes.			

12:00-12:30	Introduction to Mobile Data Collection	Presentation	Leith
<u>Learning Objectives:</u> <ol style="list-style-type: none"> 1. Participants will understand what mobile data collection is and how it is used. 2. Participants will understand generally the challenges of mobile data collection and how it has been adapted for the cluster. 			
<i>Leith provided an overview on mobile data collection and the overall lessons learned from its implementation with the Shelter Cluster.</i>			
<u>Field Training Recommendations:</u> This session should be tailored to the specific mobile data collection that field staff will be undertaking. This could be included as part of another session (e.g. mapping exercise), as an overview may not be needed in the field.			

12:30-12:45	Introduction to REACH	Presentation	Vincent
<u>Learning Objectives:</u> Participants will understand how REACH works with the cluster and the foundation of its expertise.			
<i>Vincent provided a brief introduction to REACH and its role within the Somalia Shelter Cluster.</i>			
<u>Field Training Recommendations:</u> This session is not needed for the field training sessions, as many of the staff are familiar with REACH through assessments and the information can be presented in other sessions.			

12:45-13:00	Question & Answer	Review	Clay
<i>Clay read any questions that had been put in the question box and answered the questions with the help of the other facilitators.</i>			
<u>Field Training Recommendations:</u> This will only be needed at the end of each day right before the daily evaluation. No need for this twice daily.			

13:00-14:00	Lunch	Break	N/A
<i>Participants were invited for lunch in the hotel.</i>			

14:00-14:15	Fruit Salad	Icebreaker/Energizer	Clay
<i>Form all the participants in a circle and ask each to sit on their chair or cushion. Make sure that there are no extra cushions or chairs. Starting with yourself (standing in the middle of the circle with no chair or cushion), allocate the name of a fruit to each person in turn. There should be four fruit names, for example, mango, apple, pineapple, orange. Explain that when you call out the name of a fruit (for example, mango), all the mangoes should stand up and change places. They are not allowed to sit back in the same chair. However, the caller in the middle should also try to sit down on a vacant chair. Because there is one fewer chair than people, this means that one person will end up without a chair. That person must stand in the middle and call out the name of a fruit. Again, all the people with that fruit name must change places, and so on. At any time, the caller can shout "fruit salad". Then everyone must change places! Continue for a few rounds.</i>			
<u>Field Training Recommendations:</u> These energizers should be used when needed. The field training modules will include a list of energizers that can be used whenever the facilitator feels it is necessary.			

14:15-14:45	M&E Framework Development	Presentation	Martijn, Vincent
<u>Learning Objectives:</u> <ol style="list-style-type: none"> 1. Participants will understand the rationale behind the M&E Framework being developed. 2. Participants will understand the process and resources used to develop the M&E Framework. 			
<i>Martijn provided an overview of the M&E framework and its rationale within the context of the Shelter Cluster. He discussed the realities of remote management, the security context, use of mobile technology, and how the M&E Framework contributes to accountability. Vincent explained generally how the framework was developed (process, consultations, benchmarks from shelter agencies).</i>			
Field Training Recommendations: This session is not needed, as there should be only a single M&E framework session focused on monitoring methods and tools for the field. This will include working groups as well, but the focus will be on monitoring.			

14:45-15:45	Mapping & Density Checks	Presentation	Martijn
<u>Learning Objectives:</u> Participants will understand in detail how mobile data collection and mapping are integrated into the processes and tools of the Shelter Cluster.			
<i>Martijn provided a detailed accounting of the ways in which mobile data collection is used in the cluster, outlining its use at each stage of the SOF. He focused on presenting the tools and processes developed for the mapping and density checks exercises and discussed lessons learned. Martijn also provided a quick overview of the mapping exercise and how it is rolled out at field level.</i>			
Field Training Recommendations: The mapping exercise session in the field training should focus more on how to read the reports and on the density checks. This should be a practical session without much of the introductory information that was presented here.			

15:45-16:15	Coffee Break/Prayers	Break	N/A
<i>Participants were invited for a coffee break in the hotel.</i>			

16:15-17:15	Mapping & Density Checks Exercise	Working Groups	Martijn
<u>Learning Objectives:</u> <ol style="list-style-type: none"> 1. Participants will understand the elements of the mapping exercise and the density checks 2. Participants will understand how to analyze the maps that have been produced and how to find anomalies 			
<i>Martijn provided A0 maps of all areas. In 4 groups, the participants looked at the maps and presented initial findings from the maps. The goal was for the groups to question the maps that have been produced and fill in the gaps, answering whether the data make sense. Participants also identified different analysis/control groups that should be considered for each location. These groups are intended to serve as stratifications in the analysis for further understanding of the populations in each settlement area. Each group presented these groups. For example, rural/urban settlements, new/old settlements, access/no access to services, etc.</i>			
Field Training Recommendations: The emphasis on density checks from this session should be integrated into the session on the mapping exercise. A similar exercise can be done in the field training, but it needs to be better explained. Participants reported not completely understanding the task to be completed. The field teams could have a good perspective to provide useful feedback on the reports. Additionally, this session was done before the session on analysis for the mapping exercise. It would be useful to first have an in-depth session on the analysis to ensure that participants understand what data is available, followed by this session where analysis/control groups are identified.			

17:15-17:45	Group Work Presentation	Plenary Discussion	Martijn
<i>Looking at maps and density checks to discuss anomalies and ways to improve</i>			

17:45-18:00	Question & Answer	Review, Assessment	Clay
<i>Clay read any questions that had been put in the question box and answered the questions with the help of the other facilitators.</i>			
Field Training Recommendations: This should be done at the end of each day.			

Sunday 19 April

Daily Evaluation Key Results	
The objectives of the training were clearly defined.	
Strongly Agree	56.52%
Agree	39.13%
Disagree	4.35%
Strongly Disagree	0.00%
Participation and interaction were encouraged.	
Strongly Agree	65.22%
Agree	26.09%
Disagree	4.35%
Strongly Disagree	4.35%
The content was organized and easy to follow.	
Strongly Agree	39.13%
Agree	56.52%
Disagree	4.35%
Strongly Disagree	0.00%
The training objectives were met.	
Strongly Agree	30.43%
Agree	60.87%
Disagree	4.35%
Strongly Disagree	4.35%
The time allotted for the training was sufficient.	
Strongly Agree	30.43%
Agree	56.52%
Disagree	8.70%
Strongly Disagree	4.35%
The meeting room and facilities were adequate and comfortable.	
Strongly Agree	39.13%
Agree	56.52%
Disagree	0.00%
Strongly Disagree	4.35%
Did the workshop contain too much/too little/the right amount of theory/presentations?	
Too Little	8.70%
Right Amount	69.57%
Too Much	21.74%
Did the workshop contain too much/little/right amount of discussions?	
Too Little	8.70%
Right Amount	78.26%
Too Much	13.04%

Summary and Recommendations

Participants found the mapping exercise analysis session useful and interesting, but confusing. They also felt that this session tried to cover too much information in a short period of time. In this way, participants also did not feel that the objectives of the training were met, as they did not feel fully comfortable in conducting the analysis themselves. This was addressed on the last day of the second

module in which four additional hours were spent reviewing the analysis tool and how to use pivot tables to run analyses using this tool.

Participants also felt that the M&E Framework project cycle overview and indicators sessions were not useful in the way they were structured and that they included too much presentation and not enough interaction. Here again, training participants did not feel that the objectives were completely met.

For the field trainings, the analysis portion will need to focus on how to read the reports and the density checks. There should be a short session on how to use pivot tables, in order to inform understanding of the overview data, but this session should not be as detailed as in this module. The M&E Framework session will need to focus on monitoring and not project cycle and indicators.

Time	Session	Session Type	Facilitator
8:30-8:45	Review of Previous Day & Overview of Current Day	Review	Clay
<i>Clay provided a brief review of the previous day and an overview of the sessions for the current day.</i>			
Field Training Recommendations: This should be retained for the field trainings and actually implemented, as it is important to consistently review and tie together concepts throughout the training.			

8:45-10:30	Mapping Project Cycle & Analysis	Presentation/Working Groups	Martijn
Learning Objectives: <ol style="list-style-type: none"> Participants will understand every step of the cluster mapping exercise from implementation to analysis, including the use of the standard analysis tools and data cleaning. Participants will be able to conduct analysis of cluster mapping data using the analysis tool. 			
<i>Martijn provided a detailed presentation of the cluster mapping exercise with an overview of the exercise, the steps involved, and what is required to conduct it, including the use of pivot tables. This included how to clean data. Examples from Baidoa were provided. Martijn guided the participants in groups of 2-3 people to use the collected data from Baidoa to run analyses using the analysis tool on Excel. An additional session going into further detail and providing more clarity on this process was conducted on the last day of the second module.</i>			
Field Training Recommendations: This session will focus more on reading the reports and conducting the density checks and will not go into detail on the analysis process.			

10:30-11:00	Coffee Break/Prayers	Break	N/A
<i>Participants were invited for a coffee break in the hotel.</i>			

11:00-12:15	Mapping Report Exercise	Working Group	Martijn
Learning Objectives: <ol style="list-style-type: none"> Participants will understand how data is analyzed and translated into a report. Participants will contribute to a concrete action plan of further actions that need to be carried out for each settlement. 			
<i>Martijn divided the participants into 5 groups, based upon their region of focus:</i> <ol style="list-style-type: none"> Hargeisa/Burao Bossasso/Gaalkacyo Jowhar/Marka Baidoa/Luuq Dhobley/Diff/Afmadow/Kismaayo <i>Each group reviewed their respective mapping exercise reports and completed a template outlining what further actions need to be taken in the target areas/settlements. These actions were presented during the following plenary discussion.</i>			
Field Training Recommendations: Feedback from field teams will be important to include, so a			

portion of the mapping exercise session should be devoted to reading the reports and finding inconsistencies/anomalies in how the information is being reported.

12:15-13:00	Mapping Report Presentation	Plenary Discussion	Martijn
<i>Martijn had a representative from each group present the feedback from the settlement/area action template to the group. Each group used a flipchart to record the key actions from the template to share with the group. The feedback was consolidated and sent to Martijn.</i>			

13:00-13:15	Question & Answer	Review	Clay
<i>Clay read any questions that had been put in the question box and answered the questions with the help of the other facilitators.</i>			

13:15-14:15	Lunch	Break	N/A
<i>Participants were invited for lunch in the hotel.</i>			

14:15-14:30	Elephants & Giraffes	Icebreaker/Energizer	Clay
<i>Everyone stands in a circle. One person calls out the name of a participant followed by "elephant" or "giraffe". For "elephant", the named person holds out their arm like a trunk. The people on each side make the ears using their outside arms. For "giraffe", the named person raises both arms above their head with the hands clasped to make the giraffe's head. The two people on either side extend their outside legs forwards to make the giraffe's legs. Anyone who is slow or does the wrong thing has to call out the next name and animal.</i>			

14:30-15:30	Protection Mainstreaming	Presentation Exercise	& Catherine
<p><u>Learning Objectives:</u></p> <ol style="list-style-type: none"> 1. Participants will understand why protection is important to include and measure in an M&E framework. 2. Participants will understand how protection issues should be taken into account. <p><i>Catherine presented a brief presentation on protection mainstreaming and the mandate of humanitarians to take action. Participants then engaged in an activity that allowed them to see how vulnerability differs among different types of individuals. Each participant was assigned to be a different individual (e.g. child, government worker, policeman, prostitute) and then given different statements about which their person either exhibited or not. If the statement was relevant for their individual, they would step forward. The individuals that were the least vulnerable had moved the farthest by the end of the activity.</i></p> <p><u>Field Training Recommendations:</u> This was a very popular session among participants and proved to be a great illustration of vulnerability. Protection should be an aspect included in the field trainings.</p>			

15:30-16:00	Project Cycle Overview	Presentation	Vincent
<p><u>Learning Objectives:</u></p> <ol style="list-style-type: none"> 1. Participants will understand the project cycles for each assistance modality/shelter type. 2. Participants will understand how project monitoring is integrated at each stage of the project cycle in the M&E Framework. 3. Participants will understand the role of indicators in project monitoring and how they are used and tracked at each project cycle stage. 4. Participants will understand the utility of core indicators for standardization of the M&E Framework. <p><i>Vincent presented each of the project cycles for the cluster The importance of indicators and their use through the project cycle was discussed. This was built upon later in the training with the M&E tools and guidance for each stage.</i></p> <p><u>Field Training Recommendations:</u> The focus on indicators here will need to be revised for the field trainings to include more project monitoring methods and at which stages of the project cycle these</p>			

should be implemented.

16:00-16:30	Coffee Break/Prayers	Break	N/A
<i>Participants were invited for a coffee break in the hotel.</i>			

16:30-17:15	Indicators & Monitoring	Working Group	Vincent
<p><u>Learning Objectives:</u></p> <ol style="list-style-type: none"> 1. Participants will understand how indicators are used to measure progress and outcomes for each stage of the project cycle. 2. Participants will understand what a core indicator is. 3. Participants will begin to identify which indicators could be considered core indicators. <p><i>Vincent divided the participants into 4 groups and each group was tasked with matching a set of indicators with its appropriate stage of a specific project cycle:</i></p> <ol style="list-style-type: none"> 1. <i>NFI</i> 2. <i>Emergency</i> 3. <i>Transitional</i> 4. <i>Permanent</i> <p><i>Below are the different stages of the project cycle:</i></p> <ol style="list-style-type: none"> 1. <i>Needs</i> 2. <i>Baseline</i> 3. <i>Registration</i> 4. <i>Monitoring/Construction Monitoring</i> 5. <i>Post Distribution Evaluation/Post Construction Evaluation</i> <p><i>Participants were also asked to identify which indicators should be considered core indicators.</i></p> <p><u>Field Training Recommendations:</u> The focus on indicators here will need to be revised for the field trainings to include more project monitoring methods and at which stages of the project cycle these should be implemented.</p>			

17:15-17:45	Group Work Presentation	Plenary Discussion	Vincent
<i>Vincent had a representative from each group present the core indicators identified by his/her group.</i>			

17:45-18:00	Question & Answer	Review, Assessment	Clay
<i>Clay read any questions that had been put in the question box and answered the questions with the help of the other facilitators. Clay then passed out the daily feedback form for participants to complete before leaving the training for the day.</i>			

Monday 20 April

Daily Evaluation Key Results	
The topics covered were relevant to me.	
Strongly Agree	31.82%
Agree	63.64%
Disagree	4.55%
Strongly Disagree	0.00%
The training objectives were met.	
Strongly Agree	31.82%
Agree	63.64%
Disagree	4.55%
Strongly Disagree	0.00%
The time allotted for the training was sufficient.	
Strongly Agree	31.82%
Agree	54.55%

Disagree	13.64%
Strongly Disagree	0.00%
The training room and facilities were adequate and comfortable.	
Strongly Agree	36.36%
Agree	59.09%
Disagree	0.00%
Strongly Disagree	4.55%

Summary and Recommendations

Overall, participants found the sessions on this day to be useful and relevant. There were some individuals that felt the modalities session was not relevant to them, but this was likely also due to the fact that it was a presentation and many participants felt that the presentation was too long and was not interactive enough. For the field trainings, the modalities topic should be practically covered with a focus on monitoring the different modalities. The shelter typologies session should build on the work done during this workshop and present the different typologies reviewed and profiled coupled with some discussion of on-site quality control.

Time	Session	Session Type	Facilitator
8:30-8:45	Review of Previous Day & Overview of Current Day	Review	Clay
<i>Clay provided a brief review of the previous day and an overview of the sessions for the current day.</i>			

8:45-9:15	Review of Indicators Group Work	Plenary Discussion	Vincent
<i>Vincent consolidated and reviewed the work that the groups conducted at the end of the previous day on indicators. He facilitated a discussion about the appropriateness of the chosen indicators and whether they are placed in the correct stage of the project cycle.</i>			
Field Training Recommendations: This session will not be needed for the field trainings.			

9:15-10:15	Project Reporting in Somalia	Presentation	Martijn
<u>Learning Objectives:</u>			
<ol style="list-style-type: none"> 1. Participants will understand the importance of project reporting and monitoring, especially in a context such as Somalia. 2. Participants will understand the challenges and best practices of project reporting and monitoring in the Somalia context. 3. Participants will understand how to use and read the 4W matrix. 			
<i>Martijn presented how project monitoring is done in the Somalia context along with its rationale, challenges and best practices, using examples where possible. This was done practically by reviewing the 4W matrix.</i>			
Field Training Recommendations: This session should be integrated into the monitoring session in the field training where project monitoring is discussed. The discussion of project reporting doesn't need to be included.			

10:15-10:45	Choosing Assistance Modalities	Presentation & Exercise	Michael
<u>Learning Objectives:</u>			
<ol style="list-style-type: none"> 1. Participants will understand the different assistance modalities supported by the shelter cluster. 2. Participants will understand which modalities are appropriate at which times in which contexts. 			
<i>Michael provided an overview of assistance modalities in Somalia and the criteria used for choosing modalities in specific situations. Participants were then asked to identify the minimum conditions and the advantages and disadvantages of either direct cash or electronic/paper from the point of view of</i>			

<i>the beneficiary and your organization. Participants were also asked to identify who needs to monitor these modalities, how they would be monitored, and what one would need in order to monitor.</i>			
Field Training Recommendations: This session should be replaced with a session on monitoring different modalities. It would be useful to have an expert (e.g. CaLP) develop the session for this.			
Outputs: Modalities session photos (Annex 5)			

10:45-11:00	Coffee Break/Prayers	Break	N/A
<i>Participants were invited for a coffee break in the hotel.</i>			

11:00-12:15	Modality Case Studies	Presentation	Issa, Abdi, Michael
Learning Objectives: Participants will understand how the theoretical ideas regarding choosing modalities are applied in the field.			
<i>The facilitators presented three separate case studies on the selection of assistance modalities in Somalia:</i>			
<ol style="list-style-type: none"> 1. <i>Voucher mechanisms in Mogadishu (DKH)</i> 2. <i>Cash for transitional shelters in Baidoa (NRC)</i> 3. <i>Somalia case study (Michael - CaLP)</i> 			
<i>These presentations are available among the other PowerPoint presentations for the training.</i>			
Field Training Recommendations: This session can be replaced by the practical session on modality monitoring.			

12:15-12:30	Question & Answer	Review	Clay
<i>Clay read any questions that had been put in the question box and answered the questions with the help of the other facilitators.</i>			

12:30-13:30	Lunch	Break	N/A
<i>Participants will be invited for lunch in the hotel.</i>			

13:30-13:45	I Like People	Icebreaker/Energizer	Clay
<i>One person stands in the middle of a circle of chairs. The person standing says, "I like people who like..." e.g., "I like people who like chocolate." Everybody who likes chocolate then has to move across the circle to another chair. The person who is left standing then chooses their own like.</i>			

13:45-14:45	Shelter Typologies	Presentation	Timothy
Learning Objectives: Participants will understand the common definitions for different shelter typologies.			
<i>Timothy presented the 'global' definitions (Shelter Centre, ICRC, etc.) and terminologies on what constitutes emergency, temporary, transitional and permanent shelter in Somalia. He also presented the document he has produced with NRC.</i>			
Field Training Recommendations: The shelter typologies session should build on the work done during this workshop and present the different typologies reviewed and profiled coupled with some discussion of on-site quality control.			

14:45-15:00	Question & Answer	Review, Assessment	Clay
<i>Clay read any questions that had been put in the question box and answered the questions with the help of the other facilitators. Clay then passed out the daily feedback form for participants to complete before leaving the training for the day.</i>			

EVENING	Shelter Typologies Exercise	Working Group	N/A
Learning Objectives:			
<ol style="list-style-type: none"> 1. Participants will contribute to the definition of shelter typologies in Somalia 			
<i>Classification of the different shelter typologies used in Somalia. Based on the global terminologies</i>			

presented in the preceding session, groups discussed which types are relevant and appropriate for Somalia. Thereafter, having agreed on the different types, they classified the different shelter types constructed in Somalia into the different typologies. The output was profiles of 5 different shelter typologies. These fact sheets/profiles include key information on: time taken to build, BOQs, cost per unit, durability and lifespan, liveability, possible upgrades, protection issues, and environmental impacts. They also include photos of examples of these typologies. The five different typologies profiled were:

1. Hybrid in Mogadishu
2. Hybrid in Puntland
3. ISSB in Doolow
4. Stone block in Gaalkacyo
5. Stone with mud mortar in Gaalkacyo

Field Training Recommendations: This will be a presentation of the different typologies agreed upon and profiled during the workshop.

1. **Outputs:** Fact sheets/profiles on shelter typologies in Somalia (Annex 6), Shelter typologies benefits and limitations (Annex 7)

Tuesday 21 April

Daily Evaluation Key Results	
The objectives of the training were clearly defined.	
Strongly Agree	38.10%
Agree	57.14%
Disagree	4.76%
Strongly Disagree	0.00%
Participation and interaction were encouraged.	
Strongly Agree	57.14%
Agree	38.10%
Disagree	4.76%
Strongly Disagree	0.00%
The time allotted for the training was sufficient.	
Strongly Agree	19.05%
Agree	66.67%
Disagree	14.29%
Strongly Disagree	0.00%
The meeting room and facilities were adequate and comfortable.	
Strongly Agree	42.86%
Agree	52.38%
Disagree	0.00%
Strongly Disagree	4.76%

Summary and Recommendations

This day mostly consisted of discussions about indicators and their use in the M&E Framework. Following a presentation on the different typologies from the day before, REACH focused on having the participants identify the core indicators from each stage of each of the project cycles. Overall, it seems that the participants found these sessions to be useful, but lacking in some interaction and that they did not efficiently use the time. These sessions should be replaced by sessions on project monitoring in the field trainings.

Time	Session	Session Type	Facilitator
8:30-9:00	Working Group Meeting	Working Groups	N/A
<i>Each working group met to discuss and finalize their presentation on the shelter typologies from the</i>			

<i>day before.</i>

9:00-9:15	Review of Previous Day & Overview of Current Day	Review	Clay
<i>Clay provided a brief review of the previous day and an overview of the sessions for the current day.</i>			

9:15-10:15	Group Work Presentation	Plenary Discussion	Timothy
<i>Timothy had each team present the characteristics that their team derived and had a discussion about how to apply these characteristics to the current typologies used in Somalia.</i>			

10:15-10:45	Coffee Break/Prayers	Break	N/A
<i>Participants were invited for a coffee break in the hotel.</i>			

10:45-12:45	NFI and Shelter Score	Presentation/Working Groups	Martijn
<p><u>Learning Objectives:</u></p> <ol style="list-style-type: none"> 1. Participants will understand how to use the NFI and shelter scoring tools from the Congo 2. Participants will agree on the thresholds and vulnerability criteria for Somalia <p><i>Martijn presented the tool as used in the Congo and provide a practical demonstration. Martijn then divided the participants into 5 groups to discuss thresholds and scoring in Somalia. The objective was to agree on thresholds and vulnerability criteria for Somalia.</i></p> <p>Field Training Recommendations: This session will be replaced with a presentation on the NFI score derived from the work during this workshop. The session will provide an overview on the tool and how the scores are used.</p> <p>Outputs: NFI score tool (this document is still under review with the TWG)</p>			

12:45-13:00	Question & Answer	Review	Clay
<i>Clay read any questions that had been put in the question box and answered the questions with the help of the other facilitators.</i>			

13:00-14:00	Lunch	Break	N/A
<i>Participants were invited for lunch in the hotel.</i>			

14:00-14:15	Tick Tock	Icebreaker/Energizer	Clay
<i>Participants sit in a circle. The facilitator takes two markers and hands one to the person on their right saying, "this is a tock". The person who takes it from the trainer says, "A what?". The trainer replies, "a tock". The person then continues the process to their right. Then the trainer turns to their left and hands the second marker to that person, saying "this is a tick", etc. Continue until a tick meets a tock and see what happens!</i>			

14:15-16:15	NFI and Emergency Shelter Exercise	Presentation/Working Group	Vincent
<p><u>Learning Objectives:</u></p> <ol style="list-style-type: none"> 1. Participants are able to distinguish NFI and Emergency Shelter indicators and their relevance to various tools and throughout the project cycle. 2. Participants will review and revise the core indicators for NFI and Emergency Shelter programming <p><i>Vincent first reviewed the NFI and Emergency project cycle and discussed key data to collect across each project stage. Further discussion emphasized the role of core indicators in data collection throughout each stage of the project cycle. Vincent then divided the participants into 4 groups and each group was tasked with reviewing the consolidated efforts from Sunday's session of matching indicators. Using the indicators for each project cycle stage, participants refined the core indicators for each</i></p>			

project cycle (NFI and Emergency) and for each stage: (1) Needs, (2) Baseline, (3) Registration, (4) Monitoring, (5) Post Distribution Evaluation. Participants presented their core indicators to the group at the plenary discussion stage.

Field Training Recommendations: As with the other M&E Framework sessions, this session should focus on project monitoring and its link with the M&E Framework.

16:15-16:45	Coffee Break/Prayers	Break	N/A
<i>Participants were invited for a coffee break in the hotel.</i>			

16:45-17:15	Multi-Sector M&E	Presentation	Nicola
Learning Objectives: <ol style="list-style-type: none"> 1. Participants will have an overview of M&E in general outside of the cluster 2. Participants will understand how M&E is used in multi-sector contexts 			
<i>Nicola presented the M&E system used for the BRCiS Consortium and how these systems might be applicable to the shelter sector.</i>			
Field Training Recommendations: This session should not be included in the field training.			

17:15-17:30	Question & Answer	Review, Assessment	Clay
<i>Clay read any questions that had been put in the question box and answered the questions with the help of the other facilitators. Clay then passed out the daily feedback form for participants to complete before leaving the training for the day.</i>			

Wednesday 22 April

Daily Evaluation Key Results	
The objectives of the training were clearly defined.	
Strongly Agree	33.33%
Agree	54.17%
Disagree	8.33%
Strongly Disagree	4.17%
Participation and interaction were encouraged.	
Strongly Agree	45.83%
Agree	50.00%
Disagree	0.00%
Strongly Disagree	4.17%
The topics covered were relevant to me.	
Strongly Agree	45.83%
Agree	50.00%
Disagree	0.00%
Strongly Disagree	4.17%
The content was organized and easy to follow.	
Strongly Agree	29.17%
Agree	66.67%
Disagree	0.00%
Strongly Disagree	4.17%
The materials distributed were helpful.	
Strongly Agree	33.33%
Agree	58.33%
Disagree	0.00%
Strongly Disagree	8.33%
This training experience will be useful in my work.	
Strongly Agree	33.33%

Agree	62.50%
Disagree	0.00%
Strongly Disagree	4.17%
The training objectives were met.	
Strongly Agree	37.50%
Agree	54.17%
Disagree	4.17%
Strongly Disagree	4.17%
The time allotted for the training was sufficient.	
Strongly Agree	16.67%
Agree	75.00%
Disagree	4.17%
Strongly Disagree	4.17%
The meeting room and facilities were adequate and comfortable.	
Strongly Agree	37.50%
Agree	58.33%
Disagree	0.00%
Strongly Disagree	4.17%
Did the workshop contain too much/little/right amount of theory/presentations?	
Too Little	0.00%
Right Amount	83.33%
Too Much	16.67%
Did the workshop contain too much/little/right amount of exercise/working groups?	
Too Little	0.00%
Right Amount	87.50%
Too Much	12.50%

Summary and Recommendations

This training day consisted of a number of seemingly disparate topics that seems to have left the participants feeling as if there was not a central logic to the flow of the sessions. Indeed, the day began with a session on indicators, followed by HLP, then quality control, and then protection. While there is a certainly a link, the day served as a “catch-all” for the sessions that did not fit elsewhere. Most participants found the quality control and protection mainstreaming sessions useful, despite the fact that many felt that there was some lack of structure. For the field trainings HLP and protection must be presented in a practical manner – perhaps with reference to monitoring – and quality control should be a separate session focusing on field quality monitoring.

Time	Session	Session Type	Facilitator
8:30-8:45	Review of Previous Day & Overview of Current Day	Review	Clay
<i>Clay provided a brief review of the previous day and an overview of the sessions for the current day.</i>			

8:45-10:45	Transitional and Permanent Shelter Exercise	Presentation/ Working Group	Vincent
Learning Objectives: <ol style="list-style-type: none"> 1. Participants are able to distinguish Transitional and Permanent Shelter indicators and their relevance to various tools and throughout the project cycle. 2. Participants will review and revise the core indicators for Transitional and Permanent Shelter programming 			
<i>Vincent reviewed the Transitional and Permanent project cycle and discussed key data to collect across each project stage. Further discussion emphasized the role of core indicators in data collection throughout each stage of the project cycle. Vincent then divided the participants into 4 groups and each</i>			

<i>group was tasked with reviewing the consolidated efforts from Sunday's session of matching indicators. Participants presented their core indicators to the group at the plenary discussion stage.</i>			
Field Training Recommendations: This session will be replaced by the session on project monitoring.			

10:45-11:15	Coffee Break/Prayers	Break	N/A
<i>Participants were invited for a coffee break in the hotel.</i>			

11:15-11:45	Housing, Land and Property	Presentation	Martijn/Timothy
Learning Objectives: Participants will understand the key elements of the Land Rights and Due Diligence Standard for Somalia			
<i>Martijn and Timothy presented the key elements of the Land Rights and Due Diligence Standard for Somalia. Each group discussed how they mainstream HLP in their shelter programming and how they might improve this using the principles in the Due Diligence Standard for Somalia. Drawing on the discussions, nearly 80% of the Due Diligence Standard is currently being used in Somalia programming.</i>			
Field Training Recommendations: This session should be included in the field trainings.			

11:45-12:15	Quality Control/Construction Monitoring	Presentation	Chiara
Learning Objectives:			
1. Participants will understand how to improve the quality of work in construction implementation			
2. Participants will understand how to make these good construction practices work together with the M&E Framework in the field.			
<i>Chiara presented the key construction monitoring/reporting indicators from the M&E Framework and discussed how these indicators can be used to ensure quality control. We looked at the construction monitoring and the post construction evaluation indicators, particularly with regard to the Construction Contract and Quality Control sections.</i>			
Field Training Recommendations: This should be integrated as a stand alone session in the field training.			

12:15-12:45	Quality Control/Construction Monitoring Exercise	Working Group	Chiara
<i>Chiara divided the participants into 5 different teams. The participants, based on their respective regional work location, identified the steps required at the baseline/assessment, planning/design, and implementation phases for quality control. These were shared by each group and discussed with all training participants.</i>			
Outputs: Quality control session photos (Annex 8)			

12:45-13:00	Question & Answer	Review	Clay
<i>Clay read any questions that had been put in the question box and answered the questions.</i>			

13:00-14:00	Lunch	Break	N/A
<i>Participants were invited for lunch in the hotel.</i>			

14:00-14:15	Look Up, Look Down	Icebreaker/Energizer	Clay
<i>The object of this activity is to be the only person left in the circle. Have everyone gather in a circle and look at the ground. When the leader says, "look up", each person should look into another participant's eyes. If eye contact is made (if the person you are looking at is looking directly at you), both of you must cover one eye. When the leader says "look down", everyone looks down. Continue following directions. When a participant loses sight in both eyes, they must leave the circle.</i>			

14:15-15:15	Community Participation	Presentation	Martijn
--------------------	--------------------------------	---------------------	----------------

Learning Objectives:			
1. Participants will understand the concepts in the Good Enough Guide			
2. Participants will understand why an accountability framework is important in Somalia			
<i>Martijn presented the Emergency Capacity Building (ECB) accountability framework and discussed its importance in the context of Somalia.</i>			
Field Training Recommendations: The concepts in this session should be integrated into the monitoring sessions.			

15:15-16:15	Protection Exercise	Mainstreaming	Working Group	Catherine
<i>Participants were assigned to groups according to different shelter types and protection concerns and were asked to brainstorm issues that needed to be taken into account on boards following a reading of the specific protection concern in materials provided. The groups collected and synthesized these comments with Catherine's assistance.</i>				
<i>Participants were asked to identify what would need to be taken into account for transitional and permanent shelter for child protection and disability by outlining the risks and improvements that could be made.</i>				
Field Training Recommendation: Protection concepts should be integrated into the monitoring sessions.				
Outputs: Protection mainstreaming session photos (Annex 9)				

16:15-16:30	Coffee Break/Prayers	Break	N/A
<i>Participants were invited for a coffee break in the hotel.</i>			

16:30-17:30	Protection Group Presentation	Mainstreaming	Plenary Discussion	Catherine
<i>The groups were required to present their responses during a final protection mainstreaming exercise.</i>				

17:30-17:45	Question & Answer	Review, Assessment	Clay
<i>Clay read any questions that had been put in the question box and answered the questions with the help of the other facilitators. Clay then passed out the daily feedback form for participants to complete before leaving the training for the day.</i>			

Thursday 23 April

Daily Evaluation Key Results	
The meeting room and facilities were adequate and comfortable.	
Strongly Agree	35.00%
Agree	60.00%
Disagree	5.00%
Strongly Disagree	0.00%

Summary and Recommendations

The decision-making tree was by far the most popular and most useful session, according to participants. Participants were pleased with the other sessions and reported favorably for all other indicators of the training, other than the room and facilities being adequate and comfortable. This was often reported as less than satisfactory, likely due to the heat and lack of effective air circulation in the room.

Time	Session	Session Type	Facilitator
8:30-8:45	Review of Previous Day &	Review	Clay

	Overview of Current Day		
<i>Clay provided a brief review of the previous day and an overview of the sessions for the current day.</i>			

8:45-10:15	Review of Core Indicators	Presentation/Plenary discussion	Vincent
<u>Learning Objectives:</u> Participants will understand and agree upon core indicators for project cycles.			
<i>Vincent reviewed the past week's efforts to refine the core indicators for each project cycle.</i>			
Field Training Recommendations: This session will not be needed in the field trainings.			
Outputs: Core indicators (Annex 10)			

10:15-10:45	Coffee Break/Prayers	Break	N/A
<i>Participants were invited for a coffee break in the hotel.</i>			

10:45-11:45	Plans for Moving M&E Framework Forward	Presentation	Martijn
<u>Learning Objectives:</u>			
1. Participants will understand how the M&E Framework will be piloted during the 2015 CHF cycle.			
2. Participants will understand how their agencies may utilize the M&E Framework on upcoming projects.			
<i>Martijn presented the plans for the current and upcoming stages of further refining and piloting the M&E Framework in the field.</i>			
Field Training Recommendations: This session will not be needed in the field trainings.			

11:45-12:00	Question & Answer	Review	Clay
<i>Clay read any questions that had been put in the question box and answered the questions with the help of the other facilitators.</i>			

12:00-13:00	Lunch	Break	N/A
<i>Participants were invited for lunch in the hotel.</i>			

13:00-13:15	It's Raining, It's Pouring!	Icebreaker/Energizer	Clay
<i>The group is going to make rain! Here's how! The leaders explain that through an ancient series of movements, the gods would recreate the sounds of rain hoping for a plentiful crop and future growth. The group will recreate this activity by doing five simple things in sequence:</i>			
<ul style="list-style-type: none"> <i>Have the group rub their hands together</i> <i>Have half the group snap their fingers slowly</i> <i>Have the other half begin snapping their fingers quickly</i> <i>Have the group lightly slap their thighs</i> <i>Finally have them pound their chests</i> 			
<i>Now, put all of this together!</i>			

13:15-14:15	Developing a Decision-Making Tree for Somalia	Presentation	Martijn
<u>Learning Objectives:</u> Participants will understand the basic concepts of a decision-making tree and how it might be used to select the correct assistance modality.			
<i>Martijn presented the concept of a decision-making tree and the process by which implementers can use this tool to decide on the appropriate shelter program design. He presented the parameters and approaches matrix concept and then provided examples.</i>			
<i>Groups came up with the following parameters and approaches during the presentation:</i>			
<i>Parameters</i>			

<ul style="list-style-type: none"> • <i>Kind of emergency</i> • <i>Needs</i> • <i>Land tenure</i> • <i>Functioning markets</i> • <i>Acceptance of local actors</i> • <i>Climate</i> • <i>Access</i> • <i>Intentions</i> • <i>Scale</i> • <i>Local resources available</i> <p><i>Approaches</i></p> <ul style="list-style-type: none"> • <i>Community participation</i> • <i>Modalities</i> • <i>Local authority involvement</i> • <i>HLP</i> • <i>Site planning</i> • <i>Integration</i> • <i>Involvement of landlords</i>
<p>Field Training Recommendations: This is a very effective session that would be strengthened with some additional examples and more clarity during the working group session on what is expected of the participants.</p>

14:15-15:15	Developing a Decision-Making Tree for Somalia	Working Groups	Martijn
<p>Learning Objectives: Participants are able to develop a decision-making tree based upon the concepts learned throughout the training.</p>			
<p><i>Martijn divided the participants into 5 different teams based on their respective regional work location. The participants developed a decision-making matrix based on their respective context and presented it to the group for comment.</i></p>			
<p>Outputs: Decision-making tree session photos (Annex 11)</p>			

15:15-16:00	Group Work Presentation	Plenary Discussion	Martijn
<p><i>Martijn had each group present their decision-making tree and the group discussed the benefits and limitations of each. The goal was to have agreement on a decision-making tree that the cluster can use.</i></p>			

16:00-16:30	Final Review & Q&A	Review, Assessment	Clay
<p><i>Clay reviewed the key concepts that have been covered and the most salient take-home messages from the week. Clay also elicited feedback from the participants as to what they feel like the main elements were and what they got out of it.</i></p>			
<p><i>Clay read any questions that had been put in the question box and answered the questions with the help of the other facilitators.</i></p>			
<p><i>Clay also re-visited the participant expectations from the first day and briefly discuss whether the training met those expectations.</i></p>			
<p><i>Clay passed out the daily feedback form for participants to complete before leaving the training for the day.</i></p>			

16:30-17:00	Post-Training Survey	Assessment	Clay
<p><i>Clay administered the post-training survey to measure participants' understanding of key concepts and processes after the training. This was done using a questionnaire on the SurveyMonkey platform and</i></p>			

each participant's computer.

Module 2: 25-30 April 2015²

Saturday 25 April

Daily Evaluation Key Results	
Did the workshop contain too much/little/right amount of exercises/working groups?	
Too Little	0.00%
Right Amount	78.57%
Too Much	21.43%
Did the workshop contain too much/little/right amount of discussions?	
Too Little	0.00%
Right Amount	78.57%
Too Much	21.43%

Summary and Recommendations

This first day of Module 2 consisted of quite a lot of time on introductions and an orientation to the structure of the training for the rest of the week. This is perhaps why many participants thought that the training consisted of too many exercises and discussions without many outputs. In the field trainings, these introductory sessions should be shortened and/or taken out.

Time	Session	Session Type	Facilitator
9:30-9:45	Opening Remarks	Greeting	TBD
9:45-10:15	Participant Introductions	Introductions	Clay
10:15-10:45	Pre-Training Survey	Assessment	Clay
10:45-11:00	Sustainable Shelter & HRP	Presentation	Martijn
11:00-11:30	Introduction to CRATERRE	Presentation	Olivier
11:30-11:45	Coffee Break/Prayers	Break	N/A
11:45-12:15	Objectives & Overview	Presentation/Discussion	Olivier
12:15-12:45	Participant Expectations	Full group exercise	Olivier
12:45-13:45	Lunch	Break	N/A
13:45-14:00	Energizer	Icebreaker/Energizer	Clay
14:00-14:45	Typology Projects & Local Building Links	Working Group	Olivier
This session sought to familiarize the participants with the different shelter typologies in Somalia and discuss how these typologies might link to local building practices. This session was intended to prepare participants for the typology-based SWOT analyses in the following sessions.			
14:45-15:45	Typology Presentations	Working Group Presentations	Olivier, Clay
15:45-16:15	Coffee Break/Prayers	Break	N/A
16:15-16:30	SWOT Analysis Explanation	Presentation	Clay
16:30-16:45	SWOT Analysis Using Local Building Links	Working Group	Olivier
For the first two days of this module, participants were instructed to conduct SWOT analyses after each new concept that was presented. Participants were broken into groups focused on specific shelter typologies (shown below) and conducted the SWOT analysis based upon these typologies. Each session built upon the analyses of the previous, ending with a final session that organized these observations into elements of the guidelines that were produced at the end of Module 2, found in the CRATERRE report (Annex 12).			

² All presentations for Module 2 can be found in Annex 17 of this report.

Groups:			
<ul style="list-style-type: none"> • CGI • New Hybrid – Puntland • Stone Blocks – Gaalkacyo • Stone & Mud Mortar – Gaalkacyo 			
16:45-17:00	SWOT Analysis Presentations	Working Group	Olivier
17:00-17:30	Question & Answer	Review, Assessment	Clay

Sunday 26 April³

Summary and Recommendations

There were not a significant number of participants that reported disagreement with any of the key indicators for this day. Participants found the Building Back Safer sessions especially interesting and useful. Some participants did comment that the SWOT analyses seemed to be repetitive and they did not see the use in them, but overall, participants did seem happy with the content that was presented. For the field training, the SWOT analysis will be replaced by only presentations on the different topics.

Time	Session	Session Type	Facilitator
8:30-8:45	Review of Previous Day & Overview of Current Day	Review	Olivier/Clay
8:45-9:15	LRRD	Presentation/Exercise	Olivier
9:15-9:45	SWOT Analysis of LRRD	Working Group	Olivier
See explanation above and summary of SWOT below.			
9:45-10:15	Introduction to Local Building Culture (LBC) Concept	Presentation/Exercise	Olivier
10:15-10:30	Coffee Break/Prayers	Break	N/A
10:30-11:00	SWOT Analysis Using LBC	Working Group	Olivier
See explanation above and summary of SWOT below			
11:15-11:30	Building Back Safer	Presentation	Olivier
11:30-12:00	SWOT Analysis Using BBS	Working Group	Olivier
See explanation above and summary of SWOT below.			
12:00-13:00	Lunch	Break	N/A
13:00-13:15	Energizer	Icebreaker/Energizer	Clay
13:15-14:00	Organize SWOTs	Working Group	Olivier/Clay
See explanation above and summary of SWOT below.			
14:00-14:30	Review SWOT Categorization	Group Discussion	Olivier
As shown in CRAterre's report (Annex 12), and the SWOT analysis session photos (Annex 13), participants identified processes and products related to shelter along social, economic, environmental, cultural, and technical categories. These elements were based upon the different concepts presented over the previous two days – LBC, LRRD, BBS, and Local Building Links. Participants reviewed what they had developed over the previous two days and consolidated them into categories, such as comfort, affordability, training, attractiveness, hazard resistance, or poverty alleviation. These processes and products formed the basis of the guidelines that will be discussed below.			
14:30-14:45	Coffee Break/Prayers	Break	N/A

³ Daily evaluation key results are presented when participants identified weaknesses in the training sessions. For days in which no weaknesses were identified, no results are presented. Annexes 3 and 4 provide the detailed results.

14:45-15:15	Difficulty/Importance Analysis	Working Groups	Olivier
As shown in CRAterre's report (Annex 12) on pages 15 and 16, participants translated the SWOT analyses that they had done in the previous sessions into prioritized recommendations. These are draft recommendations, but are based directly on the processes used and concepts presented during this module.			
15:15-15:45	Project Presentations	Plenary Discussion	Olivier
15:45-16:00	Question & Answer	Review, Assessment	Clay

Monday 27 April⁴

Summary and Recommendations

There were not a significant number of participants that reported disagreement with any of the key indicators for this day. Nearly 100% of participants reported believing the soil testing exercise was useful for their work and something that they enjoyed. The presentation on earth construction was not as well-liked, but it was still seen as important and useful for their work.

Time	Session	Session Type	Facilitator
8:30-8:45	Review of Previous Day & Overview of Current Day	Review	Olivier/Clay
8:45-9:00	Select Topics to be Discussed in Ongoing Sessions	Full Group Activity	Olivier
9:00-9:30	Introduction to Earth and Construction	Presentation	Olivier
9:30-10:00	Earth Construction and Experience from Participants	Discussion	Olivier
10:00-10:15	Coffee Break/Prayers	Break	N/A
10:15-11:30	Introduction of Earth Practical Session	Presentation	Olivier
11:30-12:30	Practical Session on Earth	Practical Exercise	Olivier
As seen in the photos (Annex 14), this session included soil testing of 6 different soils from Somalia. Using the field tests presented in the morning session (grain size distribution, cigar test, and cake test), participants identified which soils would be best for which types of earth construction. Pages 33-38 of CRAterre's report (Annex 12) provides the results of these tests			
12:30-13:30	Lunch	Break	N/A
13:30-13:45	Energizer	Icebreaker/Energizer	Clay
13:45-15:30	Practical Session on Earth	Practical Exercise	Olivier
15:30-15:45	Coffee Break	Break	N/A
15:45-16:00	Question & Answer	Review	Clay
16:00-16:30	Open Session	Participant Presentations	N/A

⁴ Daily evaluation key results are presented when participants identified weaknesses in the training sessions. For days in which no weaknesses were identified, no results are presented. Annexes 3 and 4 provide the detailed results.

Tuesday 28 April⁵

Summary and Recommendations

There were not a significant number of participants that reported disagreement with any of the key indicators for this day. Some of the open-ended comments from participants, however, claim that the technical information was interesting and useful, but that they would have preferred it be presented through more practical sessions. In such a short training, this would not have been possible, but this signals that more practical sessions on earth construction and technical solutions would be useful and supported by the participants.

Time	Session	Session Type	Facilitator
8:30-8:45	Review of Previous Day & Overview of Current Day	Review	Olivier/Clay
8:45-10:15	Discussion on Technical Solutions for Earth Construction	Presentation/Plenary Discussion	Olivier
This session covered different technical solutions to common issues with earth construction. For example, the facilitator discussed how to make a foundation flood resistant, how to install a water-resistant barrier to prevent water from being soaked up a wall, termite prevention techniques, how to fortify window and door frames in an earthen house, and how to ensure that a roof is effectively tied down while preventing earth erosion. Further details can be found in the PowerPoint presentation for this session.			
10:15-10:30	Coffee Break/Prayers	Break	N/A
10:30-12:30	Technical Discussion on Issues Identified by Participants	Discussion	Olivier
This session covered topics that had been identified by participants as important for the Somalia context. Topics included: how to improve roof wind resistance, positioning of the house for optimal wind resistance, optimal roof slope, techniques for good ventilation, and techniques for good insulation. Further details can be found in the presentation for this session in Annex 17.			
12:30-13:30	Lunch	Break	N/A
13:30-13:45	Energizer	Icebreaker/Energizer	Clay
13:45-14:45	Technical Discussion on Issues Identified by Participants	Discussion	Olivier
14:45-15:00	Coffee Break/Prayers	Break	N/A
15:00-15:45	Technical Discussion on Issues Identified by Participants	Discussion	Olivier
15:45-16:00	Question & Answer	Review, Assessment	Clay
16:00-16:30	Open Session	Participant Presentations	N/A

⁵ Daily evaluation key results are presented when participants identified weaknesses in the training sessions. For days in which no weaknesses were identified, no results are presented. Annexes 3 and 4 provide the detailed results.

Wednesday 29 April⁶

Summary and Recommendations

There were not a significant number of participants that reported disagreement with any of the key indicators for this day. Compared with the day before, participants found the presentations and discussions on this day highly interesting and engaging. Despite the lack of practical sessions, the participants enjoyed the topics and concepts that were presented.

Time	Session	Session Type	Facilitator
8:30-8:45	Review of Previous Day & Overview of Current Day	Review	Olivier/Clay
8:45-9:30	Introduction to Assessing Local Building Practices	Presentation/ Discussion	Olivier
9:30-10:45	First Assessment of Existing LBC In Area of Intervention	Working Group	Olivier
10:45-11:00	Coffee Break/Prayers	Break	N/A
11:00-12:45	Discussion on Assessment of LBC	Discussion	Olivier
This session covered the basics of assessing local building culture. The session reviewed how to assess LBC and that its objective is to understand local building practice and factors that are influencing the housing evolution in a given context. The key concept presented was the assessing LBC allows the assessor to identify key components that may lead to improving local living conditions while improving local community resilience.			
12:45-13:45	Lunch	Break	N/A
13:45-14:00	Energizer	Icebreaker/Energizer	Clay
14:00-14:45	Wrap-Up on Technical Topics (Product) & Future Projects (Process)	Guided Discussion	Olivier, Martijn, Clay
This session reviewed any additional topics that participants wanted to discuss based upon the previous presentations of technical solutions.			
14:45-15:00	Coffee Break/Prayers	Break	N/A
15:00-15:45	Wrap-Up on Technical Topics (Product)	Guided Discussion	Olivier, Martijn, Clay
15:45-16:00	Question & Answer	Review, Assessment	Clay
16:00-16:30	Open Session	Participant Presentations	N/A

⁶ Daily evaluation key results are presented when participants identified weaknesses in the training sessions. For days in which no weaknesses were identified, no results are presented. Annexes 3 and 4 provide the detailed results.

Thursday 30 April

Summary and Recommendations

There was not an evaluation administered on this day, as the sessions consisted of wrap-up and review sessions.

Time	Session	Session Type	Facilitator
8:30-8:45	Review of Previous Day & Overview of Current Day	Review	Olivier/Clay
8:45-12:30	Working Groups on Recommendations & Mapping Exercise	Working Groups	Olivier, Martijn, Clay
<p>Based on feedback from participants, this session was used to provide more in-depth discussion on recommendations based on the SWOT analyses from Module 2 and on the analysis tool for the cluster mapping exercise from Module 1.</p> <p>For the recommendations session, participants reviewed the prioritized recommendations found in CRAterre's report (Annex 12) on pages 15 and 16 and developed guidelines for shelter implementation in Somalia that take into account concepts discussed during the two modules. The resulting document (Annex 15), provides a set of draft guidelines for shelter interventions. These guidelines will need to be further discussed with the TWG and will likely be added to and refined.</p>			
12:30-13:00	Conclusions & Recommendations	Review, Assessment	Olivier
13:00-13:30	Post-Training Survey	Assessment	Clay
13:30-14:30	Lunch	Break	N/A

Annexes

1. Module 1 Pre/Post Survey Data
2. Module 2 Pre/Post Survey Data
3. Module 1 Session Evaluation Data
4. Module 2 Session Evaluation Data
5. Modalities session photos
6. Fact sheets/profiles on shelter typologies in Somalia
7. Shelter typologies benefits and limitations
8. Quality control session photos
9. Protection mainstreaming session photos
10. Core indicators
11. Decision-making tree session photos
12. CRAterre report
13. SWOT analysis session photos
14. Soil testing photos
15. Guidelines for shelter interventions