



## SMART Methodology: Training Policy

Since 2007, the SMART Global Project has led the development and implementation of one of the world's leading household-level nutrition assessment methodologies. The SMART Global Project capacity building strategy aims to initiate ownership and enable health and nutrition partners to implement SMART surveys autonomously, and has achieved a significant level of knowledge transfer with over 500 people trained in the past two years alone. A rise in humanitarian crises, high staff turnover, new and untrained people entering the sector, and the shift from NGOs to national Ministry of Health staff responsible for nutrition assessments confirm the relevance of maintaining capacity building opportunities.

This document outlines the training policy that the SMART Global Project is implementing starting January 1<sup>st</sup>, 2016. It also provides information on types of SMART trainings, costs for face-to-face trainings, and the rationale behind this approach. The adoption of cost recovery policy for training is aimed at recovering actual costs of training provision and is not a profit-making approach. For these reasons, targeted, high quality learning activities on nutrition assessments will continue to be an integral part of the SMART Global Project.

### Training Levels

Three levels of Trainings in the SMART methodology exist:

1. Master Trainers.
2. Survey Manager.
3. Enumerator.

| Levels         | Brief Description                                                                                                                                                                                                                                      |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Master Trainer | SMART Master Trainers are individuals who have the technical ability and experience in conducting surveys and the skillset to train other Survey Managers in the SMART methodology.                                                                    |
| Survey Manager | Survey managers are responsible for planning and managing a survey from start to finish and for ensuring a proper supervision of team members in the field.                                                                                            |
| Enumerator     | Enumerators are either survey team leaders and/or measurers. Each survey team leader is responsible for the overall quality of data collection of their team; measurers are primarily responsible for taking high quality anthropometric measurements. |

Enumerator Trainings are the responsibility of each individual organisation carrying out a SMART survey. The SMART Global Project has developed an Enumerator Curriculum – a set of materials specifically designed for training enumerators – individuals who are collecting the data in the field. It is available in its entirety for free on the SMART Methodology website:

<http://smartmethodology.org/survey-planning-tools/smart-capacity-building-toolbox/enumerator/>

Additionally, the Survey Manager Curriculum is also available for free on the SMART Methodology website:

<http://smartmethodology.org/survey-planning-tools/smart-capacity-building-toolbox/survey-manager/>

The SMART Global Project facilitates face-to-face trainings for both Survey Managers and Master Trainers:

1. **Survey Manager Training:** Participants will gain knowledge and practical experience in how to define survey objectives, determine sample size & sampling strategy, recruit and train survey teams, supervise field teams, undertake high quality anthropometric measurements, assess data quality, interpret results, and, finally, formulate recommendations and policy measures.

**Duration:** 7 days of training (5 days for HQ-level training).

**Criteria of eligibility:**

- Persons from organisations / institutions directly responsible for the planning, supervision and/or data analysis of nutritional surveys.
- Persons from organisations / institutions with experience in conducting nutritional surveys, but who need to improve their capacity using the SMART Methodology.
- Persons with a basic understanding of malnutrition and statistical principles.
- Prioritisation of participants who will implement surveys within maximum 6 months following a capacity building event.

2. **Master Trainer Course:** This course focuses on the development of training skills in order to be able to communicate the complex statistical concepts of SMART. Development of Master Trainers is intended to ensure a sustainable cohort of technical professionals with the ability to co-facilitate trainings and build capacity in conducting SMART surveys. Individuals selected to become Master Trainers would be expected to commit to both internal and inter-agency training efforts in the SMART Methodology and act as a technical focal point for the methodology within their place of employment. They will also have the responsibility of proactively communicating with the SMART Global Project and to disseminate any new technical information on the methodology for future trainings.

**Duration:** 4 days classroom learning and by practical micro-training sessions.

**Criteria of eligibility:**

In order to be eligible as a candidate for a master trainer course, participants must meet the following:

- Have demonstrated experience in managing surveys from start to finish.
- Attendance of a SMART Survey Manager Training led by ACF Canada with a post-test grade of Distinction, or ability to demonstrate an equivalent level of knowledge through a process of testing.
- Have demonstrated experience in training individuals in nutrition assessment technical content.

After the completion of the Master Trainer course, it is expected that the individual will be available to:

- Co-facilitate a minimum of one SMART Methodology training along with a member of the SMART Global Team.
- Take part in one SMART field survey in the year that follows the Master Training course. The participant must find themselves an opportunity with their agency or with a partner agency.

## Upcoming Face-to-face Trainings

Capacity building events are organised based on needs and context. Particular geographic areas are prioritised when emergency survey needs arise. All SMART trainings and information are updated on our website calendar: <http://smartmethodology.org/smart-calendar/>

## How to participate – Application procedure

### Survey Manager Training

Candidates will be invited to fill out a pre-selection form on the SMART website once a training has been confirmed, which will be reviewed by the facilitators of the SMART training. It is intended to help better understand a candidate's profile and ensure that most appropriate individuals are selected to benefit from the training. Only completed applications received before the deadline will be considered.

Due to volume of applications for Survey Manager Trainings, only selected participants and those on the waitlist will be contacted. If you do not hear from us by the deadline indicated, then kindly consider that you have not been selected and you are welcome to apply for the next planned training.

All pre-selected participants will receive a welcome pack email indicating clear deadlines for confirmation of attendance along with information on training logistics and payment procedures (see Cost Recovery section below). Participation to the training will be confirmed only once the payment has been received. Please note that it is the responsibility of each participant to organize their own travel, lodging and visas for the duration of the training, if applicable.

As a participant, we ask you to comply with the following requirements:

- Please verify that you have authorization from your organization and the administrator password to your laptop, in order to be able to install other software on your laptop during the training if needed.
- Make sure that you are fully excused from your day-to-day work requirements and are not expected to answer work-related emails throughout the day during the training.
- Be prepared to attend evening sessions if needed.
- Arrive on time in the morning (8:30am on all training days).
- Make sure you are available until 17:30 on the last training day, with your travel arrangements booked accordingly.

### Master Training

In addition to the above, SMART Master Training application also includes:

- A 3 to 5 minute video clip of the applicant delivering training. This must be from a live training environment.
- A letter of support from the supervisor acknowledging the obligations of the candidates if they are accepted to the course:
  - To co-facilitate a minimum one inter-agency SMART training per year.
  - To act as a technical focal point for SMART within their agency.
  - To proactively maintain communication with the SMART Global Project for any technical information.
  - To take part in one SMART survey.

### Cost for SMART Trainings

Due to a decrease in direct funding for the SMART Methodology training program, a cost-recovery element for trainings will be adopted as of 2016. Training provision by the SMART Global Project will be based on the use of attendance charges to recover the delivery and head office costs associated with trainings. Principal costs include the provision of facilitators, administrative and logistical arrangements, hiring of venues, stationary, catering costs, and printing of course materials. In order to cover these costs, the SMART Global Project requires to obtain a financial contribution from the participants based on the actual costs of providing the training.

In order to increase the sustainability of its training program and make it more responsive to demand, recovering the full costs of SMART trainings through charging for attendance will in future expand the scope of users of the SMART Methodology, while improving survey data quality used for decision-making.

### Training Fees

The SMART Global Project has been monitoring the costs of SMART capacity building events since 2010. Training fees (per participant) are based on the average level of actual costs incurred for the different training levels and duration of training courses, including:

- **Training logistics:** This includes costs associated with venue, catering for participants during training days, stationary, local transport costs for a standardization test (Survey Manager Training), and printing of training materials.
- **Trainers' costs:** SMART trainings usually require 1 lead trainer and 1-2 co-facilitators depending on the level of training. Costs incurred refer to staff salaries of the SMART Global Project, travel, accommodation and per diem of the training staff.

**Table 1. Training fees for SMART Trainings (per participant).**

| Levels               | Fee (USD) |
|----------------------|-----------|
| 7-day Survey Manager | \$1,200   |
| 4-day Master Trainer | \$800     |

**For tailored SMART training for internal agency needs, please contact the SMART team for pricing details.**

## Payment Method

Payment of training fees (in USD) can be made **by bank transfer**. An invoice will be provided to all pre-selected participants and registration will only be confirmed upon receipt of the full payment according to the deadline indicated. An email confirming registration will be sent after receipt of the required fees.

## Cancellation Policy

Registration cannot be transferred between participants. In order to allow time for training spaces to be allocated, refunds are only available on a case-by-case basis. Bank transfer fees will not be refunded.

## Contact Information

For further information, please visit the SMART website [www.smartmethodology.org](http://www.smartmethodology.org) or contact the SMART team at [info@smartmethodology.org](mailto:info@smartmethodology.org)