

NSCA 2.0 Stakeholder Training
Day 3 / Session 6: Building the Team
 Mix & Match Worksheet

Purpose of Exercise: Begin to think through team structure for an NSCA in workshop participant's country of interest, ensuring full coverage of assessment team tasks and considering available staffing options.

Task: Connect the dots! Assign core assessment tasks to team roles. You may use roles provided or define new titles in available space. Make sure that all core tasks are checked off / accounted for. Next start to think through how you might staff each role, using any mix of current staff from the implementing organization (in the abstract or assigned), government personnel, partner staff, consultants, volunteer professionals, or other.

Country: _____

Estimated size of NSCA: _____

Core Assessment Team Tasks:

- ☐ Overall project management
- ☐ Coordination with governance team and steering committee structure
- ☐ Assessment design and survey revisions
- ☐ Field logistics coordination
- ☐ Central-level interview coordination
- ☐ Financial management
- ☐ Local recruitment
- ☐ Train data collectors
- ☐ Implement supply chain workshop
- ☐ Data review and quality assurance management
- ☐ Central-level key informant interviewer(s)
- ☐ Data analysis and report writing
- ☐ Dissemination of results
- ☐ Data collection (x 40-60)

Team Roles:

- Project lead
- Assessment manager
- Technical lead
- Data manager
- Data validator(s)
- Logistic coordinator(s)
- Financial lead
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Total: _____

Potential staffing options:

- Current organization staff:
 - _____
 - _____
 - _____
 - _____
 - _____
- MOH staff or seconded govt personnel:
 - _____
 - _____
- Partnering staff from other orgs/donors:
 - _____
 - _____
- Consultants:
 - _____
- Volunteer professionals
- University students
- Other: _____

Be sure to consider: Cost, capacity, availability, stakeholder engagement, ensuring unbiased process and results