**Secondary Needs Assessment (SNAS)**

Relevant Policies:

1. Manual for Management of Community Learning Center (CLC) Department of Non-Formal Education January 2014 MoEYS
2. No. 40 MoEYS/Adm The Guideline of Community Learning Center Management and Leading

Policies to Consider:

1. The Establishment and Management of Community Learning Center (CLC) 2429

The purpose of the Needs Analysis is to engage the correct actors at the correct stage, in the correct target area in order to ensure the highest level MoEYS and commune engagement in a process that will ultimately be handed over to both, post donor-exit.

The target area will be defined in a process of prioritization, beginning at the provincial level. The prioritization can occur on whatever scale desired by donor. Identify the most engaged communes and commune chiefs, implementing CLC activities solely in areas of high community engagement and interest in ownership. The needs assessment is the donors’ first opportunity to convey the responsibilities as well as benefits to be incurred by participant communities. If these economic responsibilities are not communicated with the appropriate level of severity, and social benefits not conveyed with adequate emphasis on beneficiary advantages, the CLC will not survive the exit of the donor.

The following actors must be engaged in the process of prioritization with the ultimate objective of identifying the communes with the highest levels of engagement, commitment and perseverance. High levels of advocacy will be required by commune chiefs at the POE and DOE levels, as the operational costs of CLCs will ultimately be the responsibility of the commune investment plan on an annual basis if not met fully through effective advocacy and budgeting by the CLC at the POE/DOE level.

1. Provincial Office of Education
2. District Office of Education
3. Dept. of Non-Formal Education
4. Commune Chiefs representing all interested communes within target districts

**Conducting the Needs Analysis:**

1. Organize a meeting at the provincial level with all stakeholders
2. Position your organization as seeking information rather than announcing a development project; this approach will help maintain result accuracy. Project introduction occurs after results have been collected, direct to communities identified as prioritized
3. Distribute the Basic Needs Assessment Survey **(BNAS)** ask that commune chiefs gather results within their communities as thoroughly as possible
4. Allow commune chiefs time to hold community meetings to organize answers and results
5. Conduct situation report with community members to ID current NGO support programs in target region. as to ensure no duplication of service provision
6. Return to collect BNAS