

USING THE NUTRITION PROGRAM DESIGN ASSISTANT (NPDA) IN THE FIELD
Guide to Preparing An Agenda

Version September 2010

INTRODUCTIONand up to..... COMPLETION OF STEP 1.			
Possible Sessions	Session Description	Estimated Time	Techniques/Materials
Session #1: Introduction to activity	a) Introduction and icebreaker b) Review objectives of using the NPDA tool c) Review expectations	45 minutes to 1 hour	
Session #2: Overview of NPDA tool	a) Review Background, Use, etc. of NPDA b) Review NPDA Table of Contents c) Review a LIST of the data, qualitative information and other sources of information that have been gathered and will be used	1 hour to 1-1/2 hours	
Session #3: Review participant nutrition knowledge	Ensure participants understand Key Concepts and (Annex 1) Terminology before beginning the NPDA steps.	1 hour	OPTIONS: <ul style="list-style-type: none"> • Review pre-test • Conduct post-test & review • Game show
Session #4 (optional): Insert data tables for STEP 1 and STEP 3	Data for STEP 1 and STEP 3 is distributed among small groups of participants / staff, along with printouts of tables for STEP 1 and STEP 3. Participants insert data for use during NPDA process. (Option is to prepare prior to beginning to use the NPDA, print out and make copies for use during the NPDA process.)	2 to 3 hours	Facilitation Print-outs of Excel files for STEP 1 Print-out of Word files for STEP 3
Session #5: Synthesis STEP 1. Section A: Anthropometry data	Work through STEP 1. Section A as a large group	Amount of time devoted to this Step will depend upon staff skills in looking at data for decision-making, and whether or not the Workbook tables are filled out in advance of the NPDA decision-making activity.	Photocopies of pages 16 – 33 of NPDA Workbook: STEP 1, Part III, Synthesizing Data

INTRODUCTIONand up to..... COMPLETION OF STEP 1.			
Possible Sessions	Session Description	Estimated Time	Techniques/Materials
Session #5 cont'd: Work through STEP 1. Section B: IYCF	Work through STEP 1. Section B as a large group	Amount of time devoted to each Section of STEP 1 will also depend upon staff familiarity with each technical area.	(Same as above)
Session #5 cont'd: Work through STEP 1. Section C: Maternal	Work through STEP 1. Section C as a large group	(see above)	(Same as above)
Session #5 cont'd: Work through STEP 1. Section D: Micronutrients	Work through STEP 1. Section D as a large group	(see above)	(Same as above)
Session #5 cont'd: Work through STEP E: Underlying disease	Work through STEP 1. Section E as a large group	(see above)	(Same as above)

COMPLETING STEP 2			
Session Title	Session Description	Estimated Time	Session Materials
Session #6: Review STEP 1 and prepare for STEP 2.	<ul style="list-style-type: none"> Summarize the complete list of priority interventions identified from STEP 1, using form in NPDA Workbook pg 35. Using the questions provided in the workbook, discuss the list of priority interventions identified and note on Flipchart A any <i>Key Points for Program Design Consideration</i> Discuss any potential adjustments to the list, based on <i>Key Points for Program Design Consideration</i> 	45 minutes to 1 hour	Photocopies of page 35 On-going flipchart: <i>Key Points for Program Design Consideration</i>
Session #7: STEP 2. Determine Initial Program Goal/Objectives	Large group drafting of Goal and Strategic Objectives and Intermediate Objectives. Post flipcharts of Goal, etc. visibly on walls and refer to through during STEPS 3-6.	(varies depending upon prior experience setting goals and objectives)	Flipcharts Example from NPDA Reference Guide pg.30

COMPLETING STEP 3			
Possible Sessions	Session Description	Estimated Time	Session Materials
Session #8: STEP 3. Review Health and Nutrition Services	Review information gathered from STEP 3 Workbook tables. (Option A) Work through health and nutrition information in STEP 3 in small groups: <ul style="list-style-type: none"> • Cross-cutting policies, etc. • Infant & Young Child Feeding • Maternal nutrition • Micronutrient status of children • Underlying disease burden NOTES: <ul style="list-style-type: none"> • Critical pieces of information on health and nutrition services that were identified • Any comments that are <i>Key Points for Program Design Consideration</i> Small group presentations with large group summary comment and discussion (Option B) Work through the STEP 3 information as a large group and prepare NOTES on flipchart.	1 to 2 hours	Photocopies of workbook pages 39-48
Session #8 cont'd: STEP 3. Review Health and Nutrition Services	Briefly review available MATERIALS AND EQUIPMENT. Note and save information for discussion during STEP 6.	30 minutes to 1 hour	Workbook page 49

COMPLETING STEP 4, SECTIONS A. CROSS-CUTTING TO D. MICRONUTRIENTS			
Possible Sessions	Session Description	Estimated Time	Session Materials
Session #9: STEP 4. Preliminary Program Design: Prevention Section A: Cross-cutting approaches	<p>Facilitator presents details of selected cross-cutting approaches (descriptions in pgs. 35-44 of NPDA Reference Guide).</p> <p>Facilitator guides analysis of any links to available health services, from STEP 3.</p> <p>Facilitator presents any externally gathered information on potential for success in local context.</p> <p>Facilitator guides large group discussion, reviewing the questions on pgs 51-53 of the NPDA Workbook.</p> <p>Preliminary selection of cross-cutting approach is made and noted on Program Approach(es) flipchart.</p>	At a minimum, a half day is needed for STEP 4. More time will be needed per the number of approaches under consideration for each Section.	<p>May be selected previously, may review a limited number, or may review all</p> <p>Summary info on success / non-success in local context or similar</p> <p>On-going flipcharts: <i>Key Considerations for Program Design</i></p> <p><i>Follow On Action Steps</i></p> <p>Begin on-going flipchart: <i>Program Approach(es)</i></p>
Session #9 cont'd: STEP 4. Section B: Infant and Young Child Feeding	<p>Facilitator requests a volunteer participant to read aloud the information on one of the previously SELECTED approaches, contained in pages 47-53. (Repeat as needed to refresh information on all selected approaches).</p> <p>Large group discussion of key approach or approaches to include in program with facilitated analysis of overlap between approach(es) selected for cross-cutting and IYCF.</p> <p>Discuss possible FOLLOW ON ACTION STEPS to further develop these approaches into a detailed plan (note on Flipchart)</p>	(see above)	<p>NOTE: facilitator previously selects key approaches to highlight</p> <p>On-going Flipcharts: <i>Key Considerations for Program Design</i></p> <p><i>Program Approach(es)</i></p> <p><i>Follow On Action Steps</i></p>

<p>Session #9 cont'd"</p> <p>STEP 4. Section C: Maternal Nutrition</p>	<p>Facilitator requests a volunteer participant to read aloud the information on one of the previously SELECTED approaches, contained in pages 54-57. (Repeat as needed to refresh information on all selected approaches).</p> <p>Large group discussion of key approach or approaches to include in program, with facilitated analysis of overlap between approach(es) selected for cross-cutting, IYCF and maternal nutrition.</p> <p>Discuss possible FOLLOW ON ACTION STEPS to further develop these approaches into a detailed plan (note on Flipchart)</p>	<p>(see above)</p>	<p>NOTE: facilitator previously selects key approaches to highlight</p> <p>On-going Flipcharts:</p> <p><i>Key Considerations for Program Design</i></p> <p><i>Program Approach(es)</i></p> <p><i>Follow On Action Steps</i></p>
<p>Session #9 cont'd:</p> <p>STEP 4. Section D: Micronutrient Status of Children</p>	<p>Facilitator requests a volunteer participant to read aloud the information on one of the previously SELECTED approaches, contained in pages 57-61. (Repeat as needed to refresh information on all selected approaches.)</p> <p>Large group discussion of key approach or approaches to include in program, with facilitated analysis of any overlap between approach(es) selected for cross-cutting, IYCF and micronutrients.</p> <p>Discuss possible FOLLOW ON ACTION STEPS to further develop these approaches into a detailed plan (note on Flipchart)</p>	<p>(see above)</p>	<p>NOTE: facilitator previously selects key approaches to highlight</p> <p>On-going Flipcharts:</p> <p><i>Key Considerations for Program Design</i></p> <p><i>Program Approach(es)</i></p> <p><i>Follow On Action Steps</i></p>
<p>Session #10:</p> <p>Preview of STEP 6</p>	<p>Large group discussion of the number of approaches selected so far, overlap among approaches, ability to reach all vulnerable groups IN TERMS OF questions on cost, capacity, etc.</p>	<p>45 minutes to 1 hour</p>	<p>STEP 2 list of priority intervention areas</p> <p>List of available materials: STEP 3 pg. 49 workbook</p> <p>Questions in STEP 6 pages 67 to 72 workbook</p>

COMPLETING STEP 4, SECTION E			
Possible Sessions	Session Description	Estimated Time	Session Materials
Session #11: Return to STEP 4. Section E: Underlying Disease Burden	<p>(OPTION) Continue as above with large group discussion.</p> <p>Repeat large group read aloud and discuss technique for previously SELECTED approach(es), contained in pages 61-63.</p> <p>(OPTION) Small group work in two groups.</p> <p><u>GROUP A</u> reviews outputs from STEP 1 on Underlying Disease Burden and prepares a list of Key Points for Program Design Consideration on how including an approach to address the underlying disease burden might potentially <i>increase</i> the reach, coverage and effectiveness of the above-considered preventive nutrition approaches.</p> <p><u>GROUP B</u> reviews outputs from STEP 1 on Underlying Disease Burden and prepares a list of Key Points for Program Design Consideration on how including an approach to address the underlying disease burden might potentially NOT Present and discuss (30 minutes)</p>	1 to 2 hours	NOTE: facilitator previously selects key approaches to highlight On-going Flipcharts: <i>Key Considerations for Program Design</i> <i>Program Approach(es)</i> <i>Follow On Action Steps</i>

COMPLETING STEP 5 (if needed)			
<p>Session #12:</p> <p>STEP 5. Preliminary Program Design: Recuperation</p> <p>(if an identified priority)</p>	<p>(OPTION): Large group discussion</p> <p>a. Facilitator requests a volunteer participant to read aloud the information on one of the previously SELECTED approaches, contained in pages 64-70.</p> <p>b. Repeat as needed to refresh knowledge of selected approaches.</p> <p>c. With questions for STEP 5 on page 63 of workbook, large group discussion of key approach or approaches to include in program</p> <p>d. Discuss possible FOLLOW ON ACTION STEPS to further develop these approaches into a detailed plan (note on Flipchart).</p> <p>(OPTION): “Mock debate”</p> <ul style="list-style-type: none"> • Review approaches in NPDA Reference Guide pages 64-70 and questions for discussion on page 63 of workbook • Form 2 teams and prepare for debate: <p>Team A = “Pros” of including a recuperative approach</p> <p>Team B = Potential “constraints” of including a recuperative approach</p>	<p>2 to 3 hours</p>	<p>NOTE: facilitator previously selects key approaches to highlight</p> <p>On-going Flipcharts:</p> <p><i>Key Considerations for Program Design</i></p> <p><i>Program Approach(es)</i></p> <p><i>Follow On Action Steps</i></p>

COMPLETING THE NPDA: STEP 6 AND FOLLOW ON ACTION STEPS			
<p>Session #13:</p> <p>STEP 6. Putting It All Together</p>	<p>Review list of priority needs from STEP 1.</p> <p>Review Goal and Objectives from STEP 2.</p> <p>Review available materials from STEP 3.</p> <p>Review Flipchart with <i>Key Considerations for Program Design</i>.</p> <p>Review guidance on cost considerations in NPDA Reference Guide pg. 72.</p> <p>Review questions in NPDA Workbook STEP 6.</p> <p>Discuss; review priority needs and list of approaches and adjust as useful on the Flipchart with <i>Program Approach(es)</i>.</p> <p>Prepare a final list of approaches and discuss FOLLOW ON ACTION STEPS to be taken so that a detailed implementation plan can be prepared.</p>	<p>1 to 2 hours</p>	<p>Outputs from STEPS 1 through 5.</p> <p>On-going Flipcharts:</p> <p><i>Key Considerations for Program Design</i></p> <p><i>Program Approach(es)</i></p> <p><i>Follow On Action Steps</i></p>
<p>Session #14:</p> <p>Summary and next steps</p>	<p>Gather and store materials for future (proposal writing, detailed implementation planning, etc).</p> <p>Finalize plans for FOLLOW ON ACTION STEPS.</p>	<p>1 to 1-1/2 hours</p>	<p>Flipcharts</p>