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International Federation of Red Cross and Red Crescent Societies

Innovation and Learning Unit

Reference Centre for Institutional Disaster Preparedness



Federación Internacional de Sociedades  
de la Cruz Roja y de la Media Luna Roja

# Training Plan

## Open Data Kit Course

### Basic Level

**I. Overview:**

- ✓ Hours: 24 hours.
- ✓ Days: 3 days.

**II. Requirements:**

**Academic training:**

- ✓ Member of National Society, minimum of 2 years.
- ✓ Middle (Secondary) education.

**Individual characteristics:**

- ✓ Of legal age.
- ✓ Leadership.
- ✓ Teamwork.
- ✓ Effective communicator.
- ✓ Capacity to analyze and synthesize.
- ✓ Self-taught.
- ✓ Empathic.
- ✓ Proactive.

**Experience:**

- ✓ Community work.
- ✓ Management of participative and inclusive methodologies.
- ✓ Preparation and drafting of reports.
- ✓ Management of ICT tools.
- ✓ Work with spreadsheets.
- ✓ Use of web browsers.
- ✓ Use of smart mobile devices.

**Other requirements:**

- ✓ Apply to a pre-selection process.

**1- Course description.**

The course is intended for all individuals who wish to increase their data collection capacity through the use of mobile devices, using the Open Data Kit and Mega V tools.

The course consists of four modules, distributed in two training areas, which are:

- I. Basic training area.  
Module 0: Online Training including World of Red Cross and Red Crescent, Strategy 2020, Code of Conduct, Stay Safe and Basic Volunteering Course.  
Module I: Introduction and Using Technology.
  
- II. Specific training area.  
Module II: ODK Tools; Build, Developing a Basic Form; Exporting a Form; Grouping of Questions in Collect; Managing Basic Information in Aggregate; Installing and Configuring Collect.  
Module III: Mega V: History; Creating a Beneficiary Card; Registering Beneficiaries; Distributing Humanitarian Aid: Mega V; Generating Reports.

## 2- Course objectives:

### General:

Train volunteers to increase their data collection capabilities through mobile devices and the distribution of humanitarian aid using ODK and Mega V tools.

### Specific:

At the end of the ODK & Mega V Course, the participant will be able to:

- Export and import forms in the Aggregate server.
- Install and configure ODK Collect.
- Create barcodes.
- Create beneficiary cards.
- Implement a humanitarian aid distribution.

## 3- Course entry and exit profiles.

### a) Entry profile:

The study of the ODK & Mega V Course requires some desirable entry criteria, which will ensure that the new participant has the knowledge, skills, capabilities and values necessary to successfully meet the requirements of the training plan.

- Experience in the humanitarian field.
- Effective communicator.
- Ability to work as a team.
- Management of technological tools.
- Use of ICT tools.

**b) Exit profile:**

The expected profile of ODK & Mega V graduates is the set of projected capacities and competencies of what they should **know, do and be** at the end of their training process. The profile is consistent with the specific areas of their field of action:

**What the person should know:**

- The ODK application.
- Basic Excel components.
- Installation processes.
- Pivot Table components.

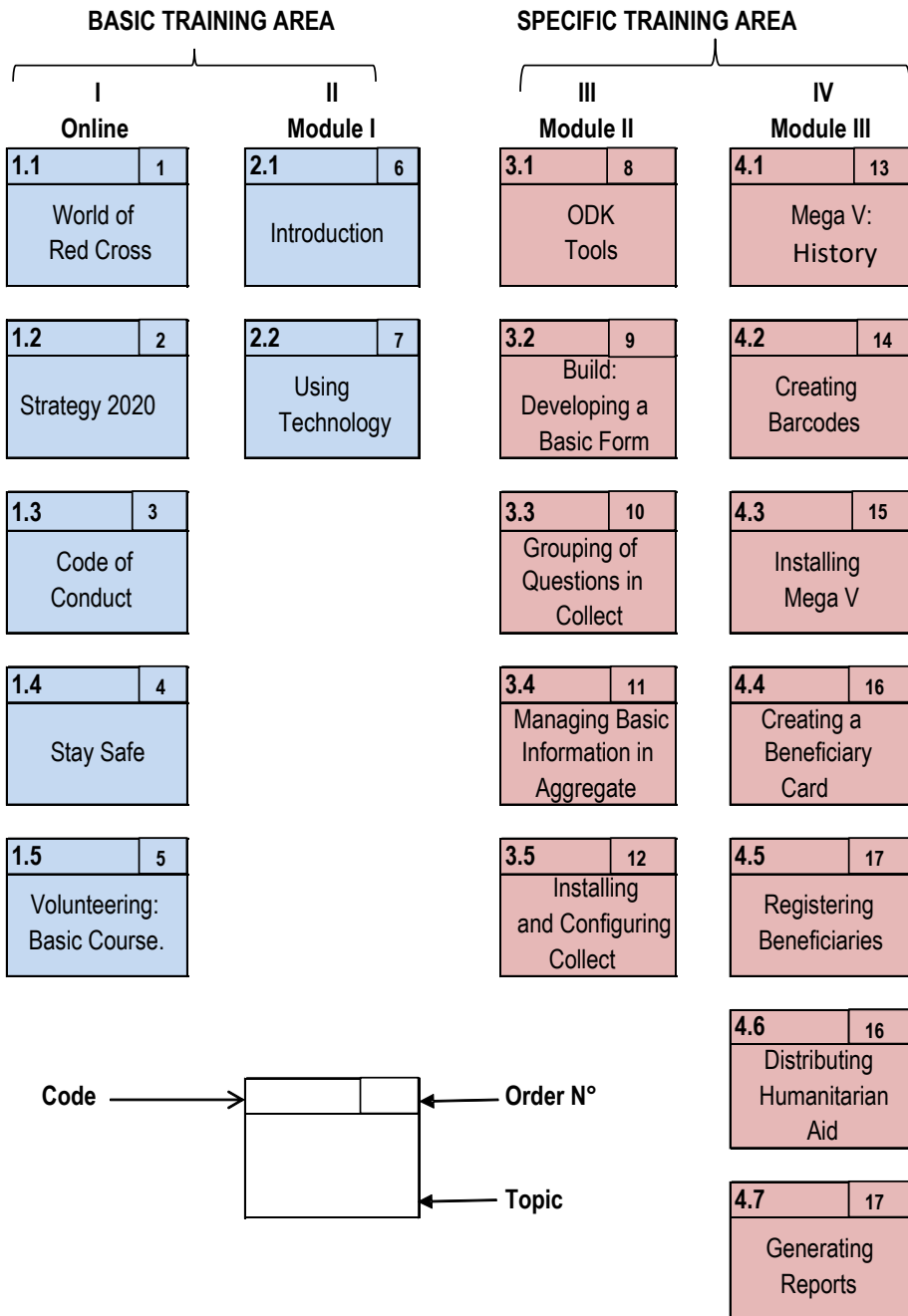
**What the person should do:**

- Design forms using Build.
- Export forms from Build and import them in the Aggregate server.
- Apply filters to the information stored in the Collect server.
- Export CSV and KML files from the Aggregate server.
- Install and configure the ODK Collect and Barcode Scanner applications.
- Create a barcode.
- Create a beneficiary card.

**How the person should be:**

- Self-taught.
- Innovative.
- Researcher.
- Team worker.
- Effective communicator.
- Capacity to analyze and synthesize.
- Respectful of cultural diversity.
- Empathic.
- Proactive.
- Committed to the Fundamental Principles.

## 4- Curriculum



## **5- Summary or organization of course content.**

### **Lesson 1 “Introduction”**

- ✓ Getting to know participants and facilitators.
- ✓ Participants’ expectations.
- ✓ Purpose and objectives.
- ✓ Logistical details.
- ✓ Course agenda.
- ✓ Materials to be used throughout the course.
- ✓ Evaluations.
- ✓ Other aspects of the course.

### **Lesson Nº 2 “Using Technology”**

- ✓ Work experience in response in big camps.
- ✓ Benefits of using technology.
- ✓ Information management.
- ✓ Tools for the processing of information and data.

### **Lesson Nº 3 “ODK Tools”**

- ✓ Open Data Kit (ODK).
- ✓ Tools used in ODK.
- ✓ Use of an ODK digital form (Exercise).

### **Lesson Nº 4 “Build, Developing a Basic Form”**

- ✓ ODK Build.
- ✓ Create an account and access in Build.
- ✓ General description of Main Panel.
- ✓ Create a form.
- ✓ Design of forms.
- ✓ Modification of the order of the Questions.

### **Lesson Nº 5 “Exporting a Form”**

- ✓ Export in Build and import in Aggregate.
- ✓ Configuration of questions for display in ODK Collect.
- ✓ Download of a blank form in mobile device.

### **Lesson Nº 6 “Grouping of Questions in Collect”**

- ✓ Configure questions to be displayed in ODK Collect.
- ✓ Create sets of questions.

### **Lesson Nº 7 “Managing Basic Information in Aggregate”**

- ✓ Use of filters in Aggregate.
- ✓ Display of information through graphs and maps.
- ✓ Export CSV and KML files from Aggregate.

### **Lesson Nº 8 “Installing and Configuring Collect”**

- ✓ Installation of ODK Collect.
- ✓ Basic configuration and Administrator options.

### **Lesson Nº 9 “Mega V: History”**

- ✓ Know in-field difficulties during the distribution of humanitarian aid after the 2010 Haiti earthquake, which gave rise to the creation of MEGA V.
- ✓ Know Mega V achievements and impact on distribution.

### **Lesson Nº 10 “Creating Barcodes”**

- ✓ History of Mega V.
- ✓ Barcodes.
- ✓ Install “Code 39” font.
- ✓ Create barcodes using Excel.

### **Lesson Nº 11 “Installing Mega V”**

- ✓ Set up Mega V.
- ✓ Verify the correct installation of Mega V.
- ✓ Change access privileges to the Mega V folder for the correct operation of Mega V (if necessary).

### **Lesson Nº 12 “Creating a Beneficiary Card”**

- ✓ Create beneficiary cards.
- ✓ Change the logo of the beneficiary card.

### **Lesson Nº 13 “Registering Beneficiaries”**

- ✓ Register a beneficiary using Mega V.
- ✓ Import a list of beneficiaries in CSV format to Mega V.

### **Lesson Nº 14 “Distributing Aid: Mega V”**

- ✓ Setup Mega V for one distribution.
- ✓ Implement a distribution using Mega V.
- ✓ Prepare a distribution report.

## Lesson Nº 15 “Generating Reports”

- ✓ Generate distribution reports.

### 6- Methodology:

The Red Cross virtual campus and the International Federation training platform will be the main means for the participant to take the virtual courses that are part of the previous work.

The ODK and Mega V Course - Basic Level will be developed using a participative and integrative methodology with a wide range of practical exercises to strengthen the theoretical knowledge developed in each topic's Lesson Plan.

### 7- Evaluation:

#### Formative:

Daily unweighted evaluations that allow to evaluate the performance of the facilitator and the practical exercises worked on during each lesson to identify areas for improvement for either the facilitator or in the practical exercises, to improve and update teaching-learning methodologies and techniques.

#### Summative:

It is the weighted evaluation distributed in the activities to be developed in the course. The first parameter is to submit the previous work on the first day of the course, which consists of the submittal of 4 certificates of self-directed virtual courses and the signing of the Code of Conduct and the Information Security Policy, written assessments and, lastly, a practical exercise in which individual and group performance, participation and the attendance of each participant will be assessed. The participant must meet a 100% attendance rate. Likewise, the participant's integration to the corresponding work team and his/her spirit of cooperation will also be observed. This component requires an assessment of the team of facilitators. Participation includes work during exercises or days of preparation for plenary sessions.

The minimum passing grade for the course is 7.0.

Below is the weighting table for the Advanced Level ODK Course:

Evaluation Activities	Percentage
• Previous work.	20
• Two application evaluations.	40
First Evaluation - ODK.	
Second Evaluation - Mega V.	40
• One simulation.	
<b>Total</b>	<b>100</b>



## 8- Description of training environment

Considering that this is a specialized course from which knowledge and skills are developed through practices, classrooms will be used for the development of theoretical sessions and adequate areas will be available for practical work, to develop specific knowledge and skills.

## 9- Determination of course modality.

The course is intended to be developed only in one modality.

### **Modality: Face-to-face course**

The face-to-face course modality is recommended for good course development. It consists of the participants being indoors (without leaving the facilities) during the three days of the course, which allows them 100% concentration on the course and prevents delays, late arrivals or any other inconvenience that affects the development of the course.

## 10- Trainer profile description:

### **Desirable:**

- Technical and/or university studies.
- Experience in handling national and international emergencies.
- Experience in data collection.
- Teaching experience: In adult methodology, work in educational institutions.
- Proactive.
- Dynamic.
- Used to working under pressure.
- Teamwork.
- Availability to work in multicultural environment.
- Proficiency in the English language.

### **Indispensable:**

- Accreditation as a CREPD facilitator.
- Have attended and passed the Open Data Kit – Advanced Level Course.
- Teaching experience as facilitator.
- Minimum experience of 2 years in humanitarian interventions.
- Mastery of specialized topics.
- Development of surveys.
- Management of ICT tools.

## 11- Training materials.

### Participant:

- Reference Manual
- Reference material
- Handouts (exercises)
- Previous Work
- Installers
- Videos

### Trainer:

- Lesson Plan / Instructional Guide
- Equipment and Visual Aids (presentations and videos)
- Bibliography
- Exercise Guide
- Coordinator's Manual
- Administrative File
- "Methodological Design" File

### Materials:

See Course Checklist. (Page 5 of the Coordinator's Manual)