



Excel Relief item tracking training

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Introduction/Background

A fire broke out in one of Freetown's poorest slum areas at Susan's Bay on 24 March 2021, affecting 7,093 people and 1,597 households. The NDMA activated the Pillar system and the Situation Room. This is the first inter-agency emergency response that NDMA has coordinated since its establishment in November 2020. An after-action review was conducted that identified a number of capacity building needs to support more effective coordination for a disaster or health emergency. One key training need and tool identified was the relief item tracking and reporting capability, to be implemented before flood season.

An international consultant has also been deployed to Sierra Leone by WFPCO in preparedness for Ebola which broke out in neighbouring Guinea, to work on WFP's Ebola response planning in coordination with Government and partners. To date, the Ebola Virus has been contained in Guinea. The Logistics Preparedness Project has identified capacity building activities that relate to Ebola preparedness that can be implemented before the end of the Ebola countdown project, utilising the WFP funds in country to support NDMA.

An agreed mutually beneficial preparedness activity was to develop a simple excel relief item tracking system and train NDMA in the basic Excel skills to use and maintain the tracking document, for emergency relief item stock reporting and accountability.

Training Objectives

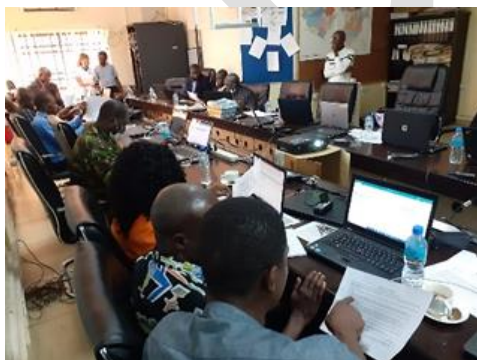
1. To enhance NDMA and key partners ability to use Excel for emergency response and day to day needs such as budgeting.
2. To provide direct training on how to develop a relief item tracking system with filters and formulas in preparedness for next disaster.
3. To have a workable relief item tracking tool that the whole of NDMA can use and maintain, for stock reporting and accountability of distribution.

Training Methodology

Trainers

Two types of trainers were utilised.

- A local IT company who trains on basic excel skills who could also provide reference material and understands local competency.
- A WFP logistician who has the technical knowledge and Excel skills on the layout and input of data, to enable tracking and reporting of relief items.





Lesson plan

A combination of basic excel training skills and scenario-based relief item data entry, calculations, filtering, and sorting were used.

Lesson 1 – How to set up new spreadsheets with multiple sheets.

Lesson 2 – Inputting relief item data consistently to allow reporting. Use of formulas/calculations.

Lesson 3 –

- How to enter filters in headings and then sort and filter data;
- How to calculate the sum of filtered data;
- How to enter drop down menus in headings to enable consistent tables How to create tables / pivot charts.

Training venue and infrastructure

The NDMA situation room was used with participants own laptops so there was realistic capacity learning, and issues such as different versions of Excel software could be covered.

The scenario-based data set can be found in Appendix 1.

Training Participants

Government representatives from the NDMA, Office of National Security (ONS), Republic of Sierra Leone Armed Forces (RSLAF), Sierra Leone Red Cross Society (SLRCS), and WFP warehouse staff.

Notably the Director General and Director of NDMA attended for the entire one-day session as the course was seen as beneficial for them.

The participants list can be found in Appendix 2.

Training Outcomes

- The government staff now have a relief item tracking sheet that can be used in their warehouses for stock management and for future disaster donation tracking and accountability.
- Government staff have basic Excel skills that can also assist with budget development and reporting and can create simple pivot charts.
- Excel reference material was provided to each participant so they can refresh on skills.

Next steps

NDMA and RSLAF with the support of the Logistics Preparedness Project will implement the relief item tracking sheet in their Freetown and Port Loko warehouses.

This will be combined with simple real-time warehouse training and implementation of warehouse stock management documents developed with NDMA by the Project.



APPENDIX 1

FICTICIOUS SCENARIO: A disaster event occurred on 28 November 2020. There were 1050 HHs and 6500 people affected. The NDMA called for assistance from donors and partners.

Input the data into the spreadsheet you created in Lesson 1 so relief items provided by donors and partners, and what the beneficiaries have received, can be reported.

1	Save the children provided 200 tarpaulins on 1 December. The size is 6m x 4m. These are yet to be distributed to beneficiaries.
2	WFP donated per household a 50kg rice bag, and a 2L bottle of vegetable oil on 3 December. These were distributed by World Vision on 4 December.
3	Goal provided 500 cartons of water each containing 12 bottles of 1L water on 28 November. These were distributed directly by Goal to the beneficiaries that day.
4	Care donated 1050 packets of high energy biscuits on 29 November. These were directly distributed by Care on the day.
5	SLRCS provided 50 family tents on 29 November. NDMA tasked RSLAF to set them up on the near-by Brima field on the same day.
6	UNICEF provided 40 packages of tarpaulins that are 5m x 4m. Each package contains 5 tarpaulins on 30 November.
7	MoHS provided 1050 bottles of hand sanitizer 500mls and 1050 boxes containing 20 face masks on 4 December. These were distributed by BRAC on 5 December.
8	UNICEF provided 750 20L buckets with lids, and two bars of soap per household on 1 December. These were distributed on 3 December by BRAC.
9	The EU provided 200 bundles of water on 2 December. Each bundle has 30 sachets, each sachet is 300mls. 150 bundles were distributed on 3 December by Care.
10	SLRCS provided 260 kitchen sets on 3 December. These were distributed on 4 December by World Vision.
11	MBSSE provided 200 notebooks and 100 packets of crayons on 3 December. Half of this was released to Social workers of SL on the same day for the child friendly spaces. Half are still in storage.
12	NDMA provided 100 bags of 25kg rice and 10 bottles of 10L palm oil on 29 November. This was given to Caritas to provide wet meals to beneficiaries on the same day.
13	UNICEF donated five 100L water tanks with taps on 4 December for hand washing and hygiene. These were installed on the same day.
14	The Indian embassy donated 100 bags of 50kg rice and 100 bottles of 1L palm oil on 6 December. This is yet to be distributed.



Appendix 2

Participants

	Name	Position	Agency
1	Lt. General (Rtd.) Brima Bureh Sesay	Director General	NDMA
2	John Vandy Rogers	Director	NDMA
3	Sinneh Mansaray	Acting Director	NDMA/ONS
4	Philomena Turay	Assistant Director	NDMA/ONS
5	Major Prince Sesay	Logistics officer	RSLAF
6	Duraman Kargbo	Port Loko Logistics Base	NDMA/ONS
7	Umarr Menjoh Sesay	Research Officer	NDMA/ONS
8	Abduraman Bangura	Research Officer	NDMA/ONS
9	Ronald Turay	Research Officer	NDMA/ONS
10	Stephen Abdul Nabieu	Research Officer	NDMA/ONS
11	Simta Sesay	Support staff	SLRCS
12	Francis Kandeh	Volunteer	NDMA/ONS
13	Joseph Musa	Administrative officer	NDMA/ONS
14	Margaret Kamara	Research Officer	NDMA/ONS
15	Mamadu Lamrana Bah	Procurement Officer	NDMA/ONS
16	Marie Turay (WFP)	Staff assistant , Freetown Kissy	NDMA/ONS
17	Sulaiman Bangura	Store keeper Freetwon CO	NDMA/ONS
18	Peter Sesay (WFP)	Tally clerk Freetown Kissy	WFP
19	Mohamed Kamara (WFP)	Store keeper Freetown Kissy	WFP
	Trainers		
	Patricia Thornhill	Logistics Preparedness Expert	GLC -WFP
	Monica Oberle	EVD Preparedness Consultant	WFP
	Sullay Kamara	Trainer	ICT Academy
	John Sam	Trainer	ICT Academy