

**Guidance for visit to support situation analysis**

In the 4-week phase between the orientation visit and MSI Workshop 1, the DHMT, with support from the CRT and RT will conduct a situation analysis. During this 4-week phase, the CRT and RT will make one visit to each district to support the DHMT in the situation analysis.

* **How long is the visit?**
  + Allow one day for visiting each district.
* **When should the visit take place?**
  + It would be good to do this in the middle of the 4-week period, so that the DHMT have had time to collect the data, and then have time to collect more data if needed.
  + This will need to be negotiated with the DHMT focal person.
* **Who should the meeting be held with?**
  + The meeting should be held with as many of the core DHMT as possible, but in particular the focal person and any DHMT involved in the data collection.
* **What should happen in the meeting?**
  + Go through the tools and the data collected with the DHMT
  + Help answer any problems with the data collection
  + Facilitate the DHMT to identify the health workforce performance problems or other problems with clear link to workforce performance that they want to address. This would involve a discussion with the core DHMT.
  + Promote the use of data to support the problems identified. It is important that wherever possible, there should be data that supports the problem e.g. number of appraisals per year show that very few staff are appraised.
  + Prepare the DHMT for what is needed for MSI Workshop 1:
    - Provide the template for the presentation at MSI Workshop 1 (included in MSI Workshop 1 guidance and materials). This will include a brief summary of the situation analysis, a list of prioritised problems with evidence (where possible) of these problems.
    - Ask the DHMT to bring the completed tools to MSI Workshop 1.
    - Explain what will happen in MSI Workshop 1, so that the DHMT understand what is expected from them.
  + One district will host the MSI Workshop 1; discuss which district would like to do this and explain what will be expected from them in terms of timing, venue and organisation.
* **What happens after the meeting?**
  + The CRT and RT will contact the DHMT by telephone to check that the DHMT have completed the tools, and they have developed the list of prioritised problems.
  + If the DHMT is struggling with the data collection, try to solve the problems over the telephone, but it may be a good idea to make another visit to the district.