

# 5 STEPS ON HOW TO COMPLETE A BASELINE STUDY

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## STEP 1: Baseline study

This is your bare bones, high-level birds-eye view of the country situation regarding the key population and HIV. The initial consultation phase consists of a literature review and personal interviews, and this information is compiled into a report - the infamous Baseline Study. The outcome of the baseline study should provide us with insight into the current gaps, which in turn helps us focus on further research with local stakeholders, key populations and possible partners.

## STEP 2: Assessment of the local drug scene

Now that gaps and groups have been identified we can conduct further research at a more detailed level. Together with local people who use drugs (PWUD) we can do a health or drug use assessment to get a feel for local trends and sub scenes. With stakeholders such as local or national organisations, we will hold a Stakeholder Focus Group or do individual interviews to get their feedback on the local situation regarding PWUD and harm reduction services.

## STEP 3: Partner selection

When looking at a local organisation to potentially partner with, we will do various assessments to get a clearer picture of their motivation and goals. A Capacity Building Assessment covers 4 core areas: Harm Reduction, Networking/Advocacy, Finance and Organisational Structure. This assessment was developed by Mainline and has been extremely useful in identifying organisational gaps and best practices. This part of the process also involves travelling to the partner and stakeholder organisations to meet them, triangulate our information and experience their work at first hand. Assuming we have enough information to make an informed choice, the International Team will meet and discuss if and how we can involve new partners. These decisions are formed as a team, taking into account everyone's point of view. No working in silos here - it's one team, one dream.

## STEP 4: Training needs assessment

Built into the work plan that we would agree on with a new partner are the results and identified gaps from the Capacity Building Assessment and Training Needs Assessment. The training needs assessment indicates where the team could benefit from Mainline's vast experience, and we would engage our International Trainer to train on harm reduction topics such as: safe injecting, motivational interviewing, training of trainers, etc. [[See: english.mainline.nl/page/training-expertise](https://english.mainline.nl/page/training-expertise)]

## STEP 5: Get to work

The studies, assessments and exercises mentioned can be used on a regular basis to measure effectiveness and feed into strategies. Mainline is a pragmatic organisation that focuses on the work that needs to be done. The approach described here helps us to set up shop. This new method made us smarter and more efficient in setting up new projects. However, after all of this analysis; it's time to get to work!