

# ANNEX

**ACTIVITY REPORT FORM<sup>30</sup>**

**Facilitator(s):** \_\_\_\_\_

**Note taker/recorder:** \_\_\_\_\_

**Name of activity:** \_\_\_\_\_  
\_\_\_\_\_

**Date and place conducted:** \_\_\_\_\_  
\_\_\_\_\_

**Materials used:** \_\_\_\_\_

**Process:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Key Findings:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<sup>30</sup>Adapted from Pretty, J. et al. 1993. p. 108.

## Daily Summary Matrix

Below is a sample of a daily matrix<sup>31</sup>, which summarizes the results of activities conducted by the field sub-teams. The trainers can draw the matrix on flip chart paper and have participants fill it out at the end of every day, *in addition to the activity summary sheets*. The information captured in the matrix can be adapted to the trainer's needs.

Issues Addressed	Sub-team/Activity/Community group			CONCLUSIONS
	Sub-Team A Resource Map Men	Sub-Team B Resource Map Women	Sub-Team C Resource Map Community Leaders	
Main problem				
Other problems				
Constraints in using available resources				
Potential new resources				
Other important information				

<sup>31</sup> Adapted from Schubert et al. 1994b. p. 126.

Birth date

## INTRODUCTORY CASE STUDY

You are the project manager for a national non-governmental organisation working to promote social development at the community level. During the past decade, there has been great improvement in the health status of your country's population, but there are still many health problems, especially in rural areas. Your organisation has just won a contract from a large international donor to implement a community health project in several rural districts. The exact type of activities to be implemented were not specified, but they cover the general areas of child survival, nutrition, maternal health and reproductive health. The donor has placed a high priority on promoting **community participation** in order to make the project more sustainable and effective.

Your project has never worked in this part of the country before, so you will need to start from the beginning when designing the project.

1. What kind of information needs to be gathered in order to plan your project?

2. What types of people from your organisation will go out into the community to gather this information? Will there be collaboration with other types of organisations or agencies? If so, which ones?
  
3. What methods will be used to gather this information?
  
4. Which community members will be asked to participate in the planning process?
  
5. What will your organisation do if the community does not consider health to be a priority?

6. Once the information needed to plan your project has been collected, how will it be decided which activities to implement?

7. Who will be responsible for implementing the activities and how will they be monitored?

## FINAL EVALUATION (Example)

*The following questions will help the trainers to evaluate the course. Your responses will help to improve future participatory qualitative research courses. All responses will be anonymous so please be honest. Thank you in advance for your cooperation.*

1. What did you like best about this course and why?

2. Select a number on the scale below to represent your level of satisfaction with the various course components.

### Scale

	I didn't like it					I liked it a lot				
a. The basic concepts of participatory programme development	1	2	3	4	5	6	7	8	9	10
b. The interchange of ideas among my colleagues during the workshop	1	2	3	4	5	6	7	8	9	10
c. The exercises conducted during the sessions	1	2	3	4	5	6	7	8	9	10
d. The group work during sessions	1	2	3	4	5	6	7	8	9	10
e. The field work experience	1	2	3	4	5	6	7	8	9	10

3. Which sessions do you feel needed more time?

4. Which session did you consider the most valuable?

5. Which skills that you learned will be the most useful in your work?

6. Which skills that you learned will be the least useful in your work?
7. What other subjects should we include in future courses?
8. Would you recommend this course to others? Why or why not?
9. Please give us any other suggestions that would help us to improve this course in the future.

## Team Member Questionnaire

Name: \_\_\_\_\_

1. Do you know the local language of the field site?

\_\_\_\_\_yes                  \_\_\_\_\_no

2. How familiar are you with the community or culture that we are visiting?

\_\_\_\_\_not at all          \_\_\_\_\_somewhat familiar          \_\_\_\_\_very familiar

3. Are you a...

\_\_\_\_\_female          \_\_\_\_\_male

4. Which sector do you work in? (Check all that apply)

\_\_\_Health/family planning/AIDS prevention

\_\_\_Education

\_\_\_Agriculture

\_\_\_Water and sanitation

\_\_\_Forestry/natural resources/environment

\_\_\_Other: \_\_\_\_\_

\_\_\_General community development

**SCENARIO 1:**

*What would you do if.....*

1. In a small group interview the informants are very silent, unresponsive and reluctant to answer your questions?
  2. A member of your team is late again in the morning and the other team members are irritated?
  3. A team member is over-enthusiastic and keeps interrupting the community members when they are speaking?
  4. On the final day of the field work, important new information arises that contradicts an earlier key finding?
  5. In the review meeting with community members, the local leader tries to control the choice of project priorities?
- 

**SCENARIO 2:**

*What would you do if.....*

1. In front of a group of community members, one member of your team contradicts what one of the community members has just said?
2. The majority of the people in the village in which you have been working identify income generation as more important than the health issues that you would like to address?
3. You realize by the end of the second day that very few women have been interviewed, even though they seemed to be very involved in the issues you are studying?
4. One of your team members wants to leave before you are able to finish your team work?
5. A very senior member of your organisation wants to observe some of your field work, but knows little about how to be a "sensitive" observer, and you are afraid she will lecture the community members?

**SCENARIO 3:**

*What would you do if.....*

1. After using participatory techniques well in training, your team cannot seem to get the hang of using them in the field?
  2. The information collected from women on the importance of different diseases contradicts the information collected from men?
  3. One of the team members accuses another one of making a rude remark and refuses to work with that person?
  4. One team member is not participating in discussions at the end of the day and doesn't help plan for the following day?
  5. An official, who has accompanied your team to the field, misrepresents the purpose of your work to the community?
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**SCENARIO 4:**

*What would you do if...*

1. You have asked a group of women to create a map of their village, but they do not seem to know where to start?
2. One team member is taking a condescending and patronizing attitude towards village women and tends to lecture instead of listening?
3. During a ranking exercise, you notice that only the most educated and well-dressed men are dominating the discussion?
4. The information you collected during your secondary data review contradicts with what you are learning from community members?
5. One of your team members prefers to work alone with community members and is always late getting back to your group meetings?

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