

# Empowering Communities

PARTICIPATORY TECHNIQUES FOR COMMUNITY-BASED  
PROGRAMME DEVELOPMENT

VOLUME 1: TRAINER'S MANUAL

Bérengère de Negri  
Elizabeth Thomas  
Aloys Ilinigumugabo  
Ityai Muvandi  
Gary Lewis



Centre for African Family Studies (CAFS)

# EMPOWERING COMMUNITIES

## Participatory Techniques for Community-Based Programme Development

Volume 1: Trainer's Manual

*Bérengère de Negri*

*Elizabeth Thomas*

The Academy for Educational Development

*Aloys Ilinigumugabo*

*Ityai Muvandi*

The Centre for African Family Studies

*Gary Lewis*

The Johns Hopkins University,  
Center for Communication Programs

December 1998

*Suggested Citation:*

de Negri, B., Thomas, E., Ilinigumugabo, A., Muvandi, I., and Lewis, G. *Empowering Communities: Participatory Techniques for Community-Based Programme Development. Volume 1(2): Trainer's Manual (Participant's Handbook)*. Nairobi: The Centre for African Family Studies (CAFS), in collaboration with the Johns Hopkins University Center for Communication Programs and the Academy for Educational Development.

This publication may be reproduced without permission provided the material is distributed free of charge and the collaboration of CAFS, JHU/CCP, and AED is acknowledged. Opinions expressed in this manual are those of the authors and do not necessarily reflect the views of sponsoring agencies.

*Collaborating Partners:*



The Academy for Educational Development  
1825 Connecticut Ave., NW  
Washington, DC 20009 USA  
<http://www.aed.org>



The Centre for African Family Studies  
Pamstech House, Woodvale Grove, Westlands  
P.O. Box 69954  
Nairobi, Kenya  
<http://www.cafs.org>



Johns Hopkins University, Center for Communication Programs  
Population Communication Services  
111 Market Place, Suite 310  
Baltimore, MD 21202 USA  
<http://www.jhuccp.org>



This publication was published and funded by The Centre for African Family Studies through the REDSO Project of the United States Agency for International Development (DPE-624-A-00-95-00057-00). Technical assistance was provided by the Johns Hopkins University Center for Communication Programs and the Academy for Educational Development.

## **ACKNOWLEDGMENTS**

The authors thank the following people for their thoughtful review of this manual and their constructive input:

Sharon Rudy  
Catherine Sagui, and  
Carol Van Hulzen of the Johns Hopkins University, Center for Communication Programs

Carol Baume, The Academy for Educational Development  
Karabi Bhattacharyya, BASICS  
Robert Chambers, Institute for Development Studies  
Michael Gibbons, Save the Children  
Margaret Kitonga-Lubaale, PAMFORK

The authors would also like to thank USAID/REDSO and the senior management of CAFS for making this manual possible and providing moral support during its development. Special thanks also go to Pardiese Klauss and Ritu Tuteja of the Academy for Educational Development for their assistance with editing and formatting.

***The acknowledgment of these people does not constitute their endorsement or their promotion of this manual.***

## Table of Contents

List of Acronyms .....	i
Definitions of Terms .....	ii
Course Overview .....	iv
Course Objectives .....	vi
Session Outline .....	vii
Preparing and Conducting the Course .....	viii
Urban Adaptations of PLA .....	xiv
SESSION 1: Course Overview and Icebreaker .....	1
SESSION 2: Introduction to Participatory Programme Development .....	5
SESSION 3: The Participatory Programme Development Process (PPD) .....	16
SESSION 4: Behaviour & Attitudes of the PLA Facilitator .....	27
SESSION 5: Encouraging Communication .....	31
SESSION 6: Team Building .....	37
SESSION 7: PLA Preparation .....	41
SESSION 8: Introduction to PLA Tools and Semi- Structured Interviews .....	46
SESSION 9: Mapping .....	51
SESSION 10: Transect Walks & Observation .....	57
SESSION 11: Time Lines & Sequencing .....	61
SESSION 12: Diagramming .....	67
SESSION 13: Card Sorting .....	72
SESSION 14: Ranking, Scoring, and Matrices .....	76
SESSION 15: Community Action Plan Creation and Follow-Up .....	83
SESSION 16: Participatory Monitoring and Evaluation .....	91
SESSION 17: Field Work Preparation .....	98
SESSION 18: Presentations and Closure .....	101
ANNEX	
REFERENCES AND RESOURCES	