

ACCESS

Community Profile Guideline



5 Sessions :

1. Analysis of the Management Organisation
2. Decision-making Analysis: Decision-making Matrix
3. Participation Analysis: Participation Matrix
4. Organisational relationships: Venn Diagram
5. Filling the Gaps Analysis

1. Contract number:
2. Location: Village, sub-district, District, Province:
3. NGO partner/Facilitation Organisation:
4. Facilitator:
5. Assessment regarding:
 - Management Organisation
 - Decision Making
 - Participation
 - Organisational relationships
6. Conclusion regarding:
 - Empowerment
 - Sustainability (including management organisation)
 - Equity
 - Satisfaction
6. Issues which emerge during the process
7. Lessons learned
8. Recommendations for:
 - Community
 - Management Organisatio
 - Facilitating organisation/NGO
 - ACCESS
10. Suggestion for a Case Study

Tips for the facilitator:

- Make sure men and women participate and can discuss differences of opinion
- Get people to talk amongst themselves
- Give people time to discuss in depth – don't rush
- Discuss any differences of opinion/ different views
- Encourage problem solving by community and/or groups
- Don't assume you understand – use probing questions
- Use open-ended questions (*Who?, What?, When?, Where?, How?, Why?*)
- Use probing questions
- Take good notes

¹ This sheet needs to be filled in by the facilitator (maximum 3 pages) and constitutes the recapitulation from the results and process of observation.

Session No 1:
**Management
Organization**

Objectives:

- To analyse the composition of management organization
- To analyse the performance and transparency of the organization
- To cross check community perceptions of the management organisation
- To identify areas for strengthening the organization
- To assess the likely sustainability of the organization

Materials:

- Cards/pictures with different options for management and accountability
- Social map
- Paper, pens and beans for matrix voting.

Participants:

Members of the management organization

What to do:

Preparation:

- Make sure facilitators understand the purpose of the exercise and know what information is sought
- Organise the meeting so that all members can come (women and men). You may need more than one meeting
- Prepare all materials (especially cards and flipcharts) beforehand

Implementation:

- Fill out the boxes in the following sheets on the management organization (general box) and go through the question boxes 1.1 to 1.9 as follows:
 - Ask members to read options on the management cards and see if they are understood
 - Ask them to put them in order and give score to each of them (an in-between score is possible)
 - Let them decide and pick the one that is closest to their situation. Note anything interesting in the discussion.
 - Conduct same process for all sets of cards.
 - Review any records that the committee has available
 - Discuss the experiences of the management organization in managing the activities, including financial aspects
 - Discuss how the organization will continue after the project
 - Discuss with **both** women and men about women's participation on the committee and check if specific support is needed for them to participate

Analyse information:

- Ask group to discuss any patterns and the reasons. It is important to understand why some people or groups are not contributing.
- Discuss what can be done to overcome any problems so everyone can join in decision-making.
- Ask for description of any payment systems, including who monitors and controls payments. Discuss how the system accounts for differences in household capacity to pay within the community. Ask if payments are same for poorer and better off households and if not, how were they decided (Check later in community meeting)

1. Analysis of the Organisation managing the Community Planning Activities²

1. Date	1.
2. Location	2.
3. Number of women participants in the discussion	3.
4. Number of male participants in the discussion	4.
5. Facilitator	5.

1.1. Management Board Membership

Position	Female	Male
Chair		
Secretary		
Treasurer		
Members		
Other positions (provide details):		
-		
-		

1.2 Are there regulations governing activity management?

	Score
There are no regulations	0
Regulations have been drafted, but they are not known nor adhered to by anyone	1
There are some regulations that are not adhered to by all members, or there are a few who don't know all the regulations	2
All regulations that have been drafted are known and adhered to by all	3

1.3 How often are management organisation meetings held?

	Score
Never	0
Sometimes according to need	1
Routine/timetabled	2

² All the boxes must be filled or the answer circled in the score boxes

1.4 Is there a mechanism to request suggestions from the community?

	Score
There is none	0
There is a mechanism but it is not used	1
There is a mechanism and it is used to get input	2

1.5 The authority level of the management organisation in implementing decisions

	Score
Doesn't have an influence/power to implement decisions	0
Implement decisions that have the clearance from an official functionary, but do not have the support of the community	1
Implement decisions that are supported by the community, but have to get permission for certain decisions from organisations in the area (local government, NGO, church etc)	2
Implement decisions that are supported by the community and where everything becomes the authority of the management organisation alone	3

1.6 Involvement of women in decision making in the management organisation

Opinion from	Women members	Male members
There are no women in management functions or their name has only been added for the sake of it	0	0
There are women members in the management organisation at community level but the women do not regularly attend meetings	1	1
There are women members in the management organisation and they attend meetings, but do not join in decision making	2	2
There are women as members who are involved in the management board meeting and who join in decision making together with the men	3	3
Both men and women join in the decision making towards management activities in meetings outside of the management organisation	4	4

1.7 Community contribution to the management organisation to guarantee sustainability

	Score
There is no contribution	0
Contribution is the same for everyone	1
Contribution is based on use and ability to pay.	2

1.8 Experience with payment systems for activity maintenance

	Score
Users not requested to pay	0
Users are requested to pay, but no one pays	1
Users must pay, but there are a few who do not pay	2
Users must pay and all pay	3

1.9 Financial planning that has already been done for the activity (if there is a contribution system or/and community payment for the activity)

	Score
There are no financial records that were made	0
Financial records were made, but they were not filled with information on money that came in, who had paid/not paid, and what the money had been used to buy	1
Financial records were made, were filled with information on the money that came in, who had paid/not yet paid, what the money had been used to buy but the information was not disseminated (made public)	2
Financial records were made, were filled with information on the money that came in, who had paid/not yet paid, what the money had been used to buy and the information had been disseminated (made public)	3

Analysis of findings and discussion

Effectiveness of the management organisation:

Transparency and assumption of responsibility (accountability) of the management organisation:

Equity in contribution and payments:

Possibility of sustainability:

Suggestions from the board of managers – Actions which have the potential to be implemented:

Session No. 2
Decision-Making
Matrix

Objectives:

- For the community to identify and analyze who currently makes decisions about activities
- I identify barriers why people are or are not involved in making decisions
- I identify ways to overcome the barriers
- Check if there are changes in decision-making over time

Materials: (suggestions)

- piece of cloth or board (or put on floor)
- pictures of people and groups who generally make decisions in the community
- different colored slips, different kind of seeds. etc.

Participants:

Meeting of community and working with small groups of men and women, from different socio-economic groups (use social map to organize groups) Ensure that community leaders attend

What to do:

Preparation:

- Make sure team understands the purpose of the matrix and knows what information is sought
- Organise the community meeting so women and men can attend (including poorer households; community leaders; etc)
- Organise all the materials beforehand

Implementation:

- Ask the participants to think of all the decisions made regarding the Community Plan during this review period. Write down 1 decision per card or use symbols/pictures/words to show decisions
- Have pictures ready (or draw pictures) of all people involved in decision-making and make sure people agree on who is in the picture
- Put pictures of decision-makers on the horizontal side of a cloth (or on ground) and pictures of decisions down the vertical side.
- Give different color tokens to women and men (rich and poor separately). For each type of decision, each group votes on the person and /or groups who they think made the decision. Ask the group to place their votes one-by-one.
(Discuss which group (women or men) will vote first. To make it easier, people could vote on one type of decision at a time. This means showing one decision at a time so the matrix develops, row by row).
- Ask group to discuss any patterns and why these occur. It is important to understand why some people or groups (e.g. the poor or the women) did not join in the decision-making.
- Assist group to get consensus on level of score in decision-making.
- Discuss what can be done so everyone can join in decision-making.

Analyse information: What to look for???

- Communalities between groups
- Differences between groups
- Improvements over time
- Implications for sustainability
- Info related to the impact of the present situation on empowerment; possibility of sustainability including of the management organization; on people's satisfaction; on equity; etc
(Write down reasons as stated by the participants as well as questions that came up/were used for probing during the discussions).

2. Decision Making Matrix

1. Date 2. Location 3. Number of women participants in the discussion 4. Number of male participants in the discussion 5. Facilitator	1. 2. 3. 4. 5.
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Record sheet/Example matrix

Decisions that were made	Decision makers				
1.					
2.					
3.					
4.					
5.					
6.					
7.					

2.1. Who made the most decisions

According to	Poor women	Poor men	Rich women	Rich men
Organisation from outside the village (project, NGO, others)	0	0	0	0
Leader from the community	1	1	1	1
Community leader and group of male elite	2	2	2	2
Prominent men and women, and male elite	3	3	3	3
Prominent men and women, male elite and poor males	4	4	4	4
Prominent men and women with the elite men and women as well as with the other men and women in the community	5	5	5	5

Analysis Findings and discussion

Write down the probing questions that were discussed at the meetings (don't forget to check the obstacles preventing certain groups taking a part in the decision making):

Suggestions from the community- Potential actions that can be taken/done to further ensure community satisfaction, increased community empowerment, sustainability and management of the activity, and equity

According to the women:

According to the men:

According to the management organisation:

Facilitator notes:

Session No 3:
Participation
Matrix

Objectives:

- For the community to identify and analyze who currently participates in activities, particularly poor and women
- To discuss who should be involved in activities, have access to training and other benefits.
- To discuss barriers to participation and ways to overcome these barriers

Materials: (suggestions)

- piece of cloth or board and pins
- pictures of people and groups
- A5 sheets of paper
- 4 sets of tokens (4 colours) or beans for voting

Participants

Meeting of the community meeting but working in small focus groups of men and women, necessarily from different socio-economic groups (use social map to organize group). Ensure that community leaders attend.

What to do:

Preparation:

- Make sure team understands the purpose of the matrix and knows what information is sought
- Organise the community meeting so women and men can attend (including poorer households)
- Organise all the materials beforehand

Implementation:

- Discuss activities that have been done to implement the Community Plan over this review period and make a list. This can include training, attending meetings, providing refreshments, giving labour for construction, implementing activities and so on.
- Ask group to identify a symbol that represents each activity and draw onto separate sheets of paper (or write down).
- Show the pool of 'people' pictures and clarify that the group shares the same opinion about who these people represent (or write down).
- Put pictures of participants on the horizontal side of a cloth (or on the ground) and the pictures of types of activities down the left vertical side.
- Give different coloured tokens to women and men, better off and poor (use social map). For each type of activity, individuals vote on the person and/or groups who they think took part in the activities. Ask the group to place their votes one-by-one.
- Discuss who will vote first (women or men). To make it easier, people could vote on one type of activity at a time. This means showing one activity at a time so the matrix develops, row by row.

Analyse the information:

- Ask group to discuss any patterns and the reasons. It is important to understand why some people or groups (e.g. the poor or the women) did not join in the activities. Discuss whether this situation needs to be changed and if so, how this can be done.
- Assist the group to get consensus on the level of score for access to activities.
- Make sure that we focus on differences of opinion between the groups in terms of 'who they think took part in the activity'.
- Use probing questions to check on the impact of these 'participation patterns' in terms of empowerment; possibility of sustainability incl. of the management organization; on people's satisfaction; on equity. (Write down reasons as stated by the participants as well as questions that came up/were used for probing during the discussions).

3. Community Participation Matrix in the Implementation of the Activities

1. Date	1.
2. Location	2.
3. Number of women participants in the discussion	3.
4. Number of male participants in the discussion	4.
5. Name of Facilitator	5.

Record Sheet/Example Matrix

Type of activities	Who were the participants in these activities?				
1.					
2.					
3.					
4.					
5.					
6.					
7.					

3.1. Who participated the most during the activities?	According to poor women	According to poor men	According to rich women	According to rich men
Organisation from outside the village (project, NGO, others)	0	0	0	0
Community leader alone	1	1	1	1
Community leader and male elite	2	2	2	2
Prominent male and women, and elite men	3	3	3	3
Prominent men and women, male elite, and poor men	4	4	4	4
Prominent men and women together with elite men and women, as well as with the other men and women in the community	5	5	5	5

Session No. 4
Venn
Diagram

Objectives:

- To analyse interaction between individuals and organizations and their relative importance in implementing Community Plan activities.
- To monitor the quality of relationships and ways to improve these for better outcomes if necessary
- To identify which human resources are missing and should be included
- To see differences in networking among groups

Materials:

- Marker pens
- Large sheets of paper
- 20 circular cards of different sizes
- Glue or sticky tape

Participants:

Community meeting but working in sub-groups of women and men (better-off and poor) preparing their own Venn Diagrams.

What to do

Preparation

- Make sure facilitators understand the purpose of the tool and know what information is sought
- Organise the community meeting so women and men can attend (including poorer households)
- Organise all the materials beforehand

Implementation

- Split into 4 groups: better off men, better off women, poor women and poor men. Give each group large sheet of paper. Ask them to write name of village/dusun and type of group.
- Each group then discusses types of organisations and individuals that have any involvement at all in implementing the Community Plan activities. Give each group a set of circular cards of different sizes.
- Ask them to write the names of organisations or key individuals who they think are involved in implementing Community Plan activities (1 per card). Use bigger cards for those who are more important (more important role) and smaller ones for less important.
- For organisation cards, please state (on the cards) with how many men and how many women your sub-group has contact with in that organisation.
- Put a card in the middle and place the other cards at different distances around it to show the level of contact among (and NOT geographical distance between) various organizations and the community. The sub-group discusses the results to reach a consensus and when they agree, the cards are glued on.
- Draw arrows, thin lines or thick lines, to express how often there is contact.

Analyse Information:

- Each group presents their results. Analyse with each group how well networks are being used and how they can be used more effectively? Discuss any problem relationships. Discuss whether women feel more comfortable if they can go to organisations that have women in them.
- Look at all results together; look at communalities as well as at differences between the groups. Discuss the differences between rich and poor sub-groups (men and women); discuss why certain sub-groups are close to certain individuals or organizations; etc.
- Discuss what can be improved and record the outcomes.

4. VENN DIAGRAM

1. Date	1.
2. Location	2.
3. Number of female participants in the discussion	3.
4. Number of male participants in the discussion	4.
5. Facilitator	5.

Record Sheet

4.1. Number of organisations and individuals who have been named by the various sub-groups	Number
Poor women	
Poor men	
Rich women	
Rich men	

Draw the 4 Venn diagrams on the following page (or add pages if required):

1. Venn-diagram according to rich men
2. Venn-diagram according to rich women
3. Venn-diagram according to poor men
4. Venn-diagram according to poor women

Analysis findings and discussion

1. Reasons for differences between the sub-groups and the effect?

2. Things that impeded an effective network especially in the group:

- Poor women

- Poor men

Suggestions from the community- Potential action that can be taken/done to improve the current situation; to increase the access of certain groups to various resources (information, funding, expertise, etc); to lay the foundation so that sustainability can be guaranteed; etc

Facilitator notes: Issues that emerged during the discussion; quotes of people; etc.

**Session No 5:
Closing the Gaps**

Objectives:

- For the community to review results of monitoring and identify and analyze gaps in implementing their activities and to discuss:
 - community satisfaction with the participatory approach used
 - how to overcome problems using data from participatory monitoring
 - how improvements will be made and who is responsible
 - how to ensure sustainability and improved management
 - how to improve equity

Materials:

- Cards or paper (4 different colours)
- Pens
- Cloth and pins for cards
- Flip chart

Participants:

Community meeting

What to do

Preparation:

- Make sure facilitator understands the purpose of the session
- Organise the community meeting so women and men can attend (including poorer households)
- Organise all the materials beforehand

Implementation:

- Discuss results of the monitoring so far and point out areas of agreement and areas of difference of opinion. Note differences between men and women, rich and poor.
- Break the meeting into small groups and ask them to discuss what has been successful with the implementation so far. Ask them to write one item per card (words and symbol) and pin on board. At the end, discuss the achievements and benefits so far in plenary.
- Now ask them to discuss in small groups what they would like to see improved. This time give cards to each group and ask them to write their ideas, one per card. Pin on the board. Check if there are any cards missing based on the data collected during monitoring and discuss with the group. Add more cards if group agrees.
- Discuss the gaps and see if there is agreement on these. Look for consensus. If no consensus, move the relevant card(s) to one side.
- Discuss with the group what they think about the participatory processes and how they think this can be improved. List suggestions.

Analyse information (note answers down on flipchart cfr next page)

- Now ask the groups to discuss how their identified improvements (first column) can be made (both on approach level as on activity level). Focus on the ones that have consensus.
- As people come up with suggestions how to improve, write on the flip chart in middle column.
- Ask the group who is responsible for these changes and write the names/organizations in the right column.
- At the end, refer back to ones that have no consensus and see if there is a change. If not, invite group to give these to the management organization for further discussion.
- Tell meeting that the list will be given to the management organization for further action and will be used for later monitoring discussions.

5. Closing the Gaps

1. Date	1.
2. Location	2.
3. Number of female participants in the discussion	3.
4. Number of male participants in the discussion	4.
5. Facilitator	5.

5.1. Suggestions to improve the program approach

5.2. Suggestions to improve the community activity

What needs to be improved?	Way of improving this? (Method)	By whom?