

[HANDOUT 11] Understanding the context and fostering participation

STEP 1: Analysis of existing information: Know as much as you can know

Find and analyse existing relevant information (i.e. secondary data) about the community and its context.

Outputs:

- Brief note with relevant RCCE information on the target community. The analysis should include consideration of how age, gender and diversity are relevant, particularly in relation to gaps in information, services, assistance and advocacy.

STEP 2: Draft a stakeholder map and a list of interlocutors

Know who the main stakeholders/actors are in the community and area you are interested in and try to identify what interests and power various stakeholders may have over the activities/measures you would like to implement.

Outputs:

- List of stakeholders/actors.
- Initial draft of an influence map.
- Initial list of interlocutors.

STEP 3: Conduct a participatory assessment: Ask the experts

Engage representatives of the different groups within the community in a process of meaningful participation through structured dialogue.

Outputs:

- Initial understanding of the needs, vulnerabilities, capacities, resources and coping strategies, across different groups within the community.
- Refined contextual analysis and stakeholder mapping/influence grid.
- Initial priorities and potential solutions by/from the community.

STEP 4: Analyse primary and secondary data: Put it all together

Summarise and analyse the information gathered from the beginning to identify key findings, priorities and recommendations; a stakeholder analysis; and the identification of opportunities to collaborate with a number of them.

Outputs:

- Assessment report (with disaggregated data) on community needs, vulnerabilities, capacities, resources and coping strategies, as discussed with the community. This report/process also includes the identification of:
 - Key findings, priorities and recommendations.
 - Key audiences and influencers.
 - Opportunities to collaborate with other humanitarian/development organisations.
 - Opportunities to support community-led initiatives
 - Opportunities to support local government & governance structures.
 - Your own added value.

STEP 5: Verify the results with the community and other stakeholders: Give back and (co-)design next steps

Go back to the community and share what you have learned with and from them, and with other stakeholders, to validate and refine your analysis and co-design next steps.

Outputs:

- Final report - Document key findings and decisions in report or presentation
- Draft of a (community) action plan? For, with or by the community?
- Advocacy and resource mobilisation plan - find the money