Community Empowerment scorecard

Tool

Category	Issues	Far from ideal situation (1)	First steps (2)	Moving on (3)	(Nearly) ideal situation (4)
Enabling safe environment	• *Structures for protection (in place and functioning)* • *Respect for children* • *Future perspectives for children*	The community is a difficult place for children, as they do not receive the love and respect they deserve. Child protection is not functioning, even if laws and policies for protection are in place, they are not functional. It doesn't seem as if this will change in the near future, resulting into negative future perspectives for children in this area.	*Not defined, use intuitively*	*Not defined, use intuitively*	The community is a good place for children to grow up in. Children are generally loved and respected. Child protection is functional such that abuse of children (sexual, child labour) is almost absent, or dealt with effectively. It seems as if this will remain in the future; making the community a place full of positive future perspectives for children.

Ownership	• *Engagement in community developmental processes* • *Attitude of dependency* • *Legitimacy and activity of community groups, including broad mobilization*	The community is little active in its own development or has a spirit of dependency, expecting all support from outside sources. Developmental groups, if present, do not have broad support in the community or are not able to mobilise many people.	*Not defined, use intuitively*	*Not defined, use intuitively*	The community is actively engaged in its own developmental processes. There is no dependency mood but rather a "we can do" mentality. Developmental groups in the community have broad acceptance and are able to mobilize the community as a whole.
Self-esteem	• *Absence of stigma (ethnic, religious, diseases, disabilities)* • *Sense of human dignity (incl. spiritual), worth, equality to others, pride and satisfaction about self and the community at large*	The community is not proud of themselves and it's members, but rather feel ashamed and don't believe in the good they can do as a community. Also individual community members are being stigmatized for one or more reasons including ethnicity, religion, diseases or disabilities.	*Not defined, use intuitively*	*Not defined, use intuitively*	The community works in a united way. People are convinced of the added value each of it's members, and are proud of their strength as a community and their diversity. People are not being disregarded because of their ethnic group, religion, certain diseases (e.g. living with HIV), disabilities are any other reason. All members in the community feel they enjoy human dignity and are satisfied with whom they are and take pride in what they do in the community.

Resilience	• Dealing with changing market issues (incl. prices) • Coping with sickness and death • Dealing with adverse weather conditions • Dealing with natural hazards • Dealing with other shocks	If negative shocks occur, such as lower market prices for crops, bad weather, poor harvests, disaster, sickness or death, households easily fall back into more severe poverty than before and struggle to overcome these difficulties.	*Not defined, use intuitively*	*Not defined, use intuitively*	Single households, but also the community at large is capable of dealing with shocks and changes. If market prices turn out to be lower, or some crops fail or weather conditions are unfavourable, the community and it's members have ways and effective strategies to cope with these adversities. The overall quality of live is not reduced by the shock. On a personal level, people can cope with sickness and even death of family members.
Access to public services	• Availability, affordability, quality of health services, water, sanitation, electricity, agricultural (extension, inputs, market structures), or other services that the government should officially provide • Government assistance in times of crisis	Public services are not available. And if they are available, they are only for few people or maintenance is very poor, making them ineffective. Government does not give assistance in times of crises.	*Not defined, use intuitively*	*Not defined, use intuitively*	The main public services (including health, water, sanitation, electricity, agricultural extension, markets) are available to most (if not all) people. Maintenance is also taken care of and costs are reasonable. This is provided by government, or arranged in partnerships with corporate players. The

				government assists the community in times of adversity.
Participation of people and children with a disability		People and children living with a disability are not able to participate in the community at all.	*Not defined, use intuitively*	*Not defined, use intuitively*	People and children living with a disability can fully participate in the community.
Access for people and children living with a disability to products, devices and services		People and children living with a disability do not have access to products, devices and services at all.	*Not defined, use intuitively*	*Not defined, use intuitively*	People and children living with a disability have full access to products, devices and services.

Instructions

Sample

Because it is not possible to include all beneficiaries in the data selection, a sample is taken. These are the guidelines for making a sample:

- Each group should consist of approximately 12-15 members.
- If the group is bigger (e.g. a SHG of 25), a random sample can be made.
- For **children groups**, a smaller group of **8-10 children** can be selected if preferred.
- The aim should be to use this tool with the same groups throughout the project. The group name gets recorded in the datasheets.
- When it is not possible to use the same group, another group is selected.
- By selecting the same groups throughout the whole project phase, it is avoided that later founded groups affect the results.
- Most groups in the community are bigger than 15 members. The 12-15 members selected for the exercise may differ from year to year as long as the same group is selected.
- Make sure that both genders are included in the group, if possible.
- Take a random sample of 10% of the total number of groups, with a minimum of 8-10 separate groups. If there are fewer than eight groups, all groups should be included in the sample.
- Try to include various groups in the sample if that fits the tool. For example, Self-Help Groups (SHGs), Cluster Level Associations (CLAs) or Community-Based Organisations (CBOs), youth groups or children's groups, could be included in the CSI. This doesn't apply to group-specific tools like the Family Farmer Statement and the Youth Statements.

Facilitation

The facilitator or enumerator has an essential role in conducting the focus group discussions. The tools are participatory by nature, as groups come together to discuss different topics. The facilitator is responsible for explaining the tools well, guiding the conversation, making the participants feel at ease, and encouraging them to speak out to give their honest opinions. The facilitator does the exercise together with a note-taker. The facilitator introduces the questions and leads the discussions. The note-taker records the scores and takes notes of the reasons for giving certain scores.

All the participatory tools use the same methodology; therefore, the same instructions apply to all tools. Be aware that the target groups are not the same for every tool. The facilitator and the note-taker can take the following steps to prepare and conduct the focus group discussion:

Preparation:

- Make sure that the tools are translated into the local language.
- The facilitator and the note-taker prepare a printed version of the tool and data form or Kobo to record the data.
- If applicable, last year's average scores can be prefilled on the data form.

Facilitating the group exercise:

- The exercise should take approximately an hour and 15 minutes to keep everyone on board. Long discussions may need to be ended if time runs out.
- First, the facilitator introduces the tool to the group and explains what it is about and what topics it entails.
- Second, the facilitator explains the meaning of the scores. For each topic, there is an "*ideal situation*" (or "nearly ideal situation") or a *"good situation"* (4). The highest rating implies that for this aspect, no further improvements in the situation are needed or even possible. The lowest rating is a *"far from ideal situation"* or a *"very bad situation"* (1). A lot of improvements are needed to move towards the ideal situation. In between, there are two other scales: *"first steps"* or *"bad"* (2) when the situation is better than the *"far from ideal situation"*, but there is still a long way to go. And *"moving on"* or *"fair"* (3) when steady progress is made toward the *"ideal situation"*, but one or more

serious issues are still lacking to consider the situation *"nearly ideal"* and clear further action points can still be defined. The exact meanings of the scores are described in the tools (e.g. Food Security (CSI), score 4 = Children are consistently well fed and eat regularly). For some of the tools, the two "in-between scales" are not precisely defined but should be used intuitively; the group can discuss if the situation is still closer to the *"far from ideal situation"* or closer to the *"(nearly) ideal situation"*.

- Every group member receives four stones or beans (or something similar). After introducing the statement for rating, the facilitator invites the members to put 1, 2, 3 or 4 stones/ beans in front of them, representing their opinion.
- Most tools have **guiding principles/ questions** (considerations) for each topic or category. These questions can help the facilitator guide the conversation and clarify the topic and can help the group to determine what score they want to give. The facilitator does not need to use all questions. **The group does not have to answer all the guiding questions.** They can be seen as helpful tools in having a good discussion.
- For most tools, the statements ask about a reflection of the community instead of the individuals, except for the Farmer Family Statements (PIP). This allows the participants to better reflect on sensitive issues without becoming too personal. The facilitator should keep this in mind.
- The stones/ beans should be **placed at the same time** to avoid participants copying each other. The facilitator could count down.
- When everyone has placed their stones/ beans, the facilitator can ask people why they gave this score. In this way, there can be a discussion about the positive and/ or negative remarks that help people determine their end score. Group members are free to add or remove stones during the debate.
- Please note that the participants are not obliged to give a reason.
- The note-taker makes notes of the reasons for the partner's reflection.
- The note-taker can also make notes of possible actions that need to be taken by the implementing partner. This is for the partner's reference.
- When doing the scorecards repeatedly with the same groups, the scores can be compared to the score of the previous discussion. The facilitator should bring the old scorecards or write the last score on the form. Comparing the scores can be helpful for the discussion; this is up to the facilitator.

- During the discussion, the participants are invited to give their ideas to improve the situation for the coming year. This is how group members play an active role in data collection, sensemaking and planning for the next steps.
- Sometimes, participants give an answer or reason to their score that does not fit the question (it may serve another question better). In that case, the facilitator can help the participants by explaining the question or referring to another question. The facilitator must be very familiar with the tools.
- The facilitator should listen well to the stories being told and see if the score corresponds to that score. The facilitator should not tell the participants to change their scores but can help decide the appropriate score by asking questions and guiding the conversation.

Scoring:
- When the discussion is finished, and everyone is satisfied with the number of stones/ beans placed, the note-taker or the facilitator writes the number of participants who scored a one, two, three and four and the total number of participants (because people may leave during the session).
- For example: 1 participant gives a 1, 4 participants give a 2, 5 participants give a 3 and 3 participants give a 4. The total number of participants is 13. The total score is 36 (1x1 + 4x2 + 5x3 + 3x4), divided by 13 gives an average score of 2.8. (The calculation can be done later at the office and is done automatically in the datasheets and Kobo).
- Kobo sheets and MS Word forms are available to collect the scores.

Additional guidance for facilitating children groups:
- The session with children should be led by a facilitator who knows the children and who is trained as a children's group facilitator.
- The facilitator should ensure the group is a safe space for children to speak out.
- A group of **8-12 children** should be sampled for the tool. Because most children's groups are bigger, a random sample from the group can be drawn every time the tools are conducted to avoid the same children getting selected every time and because children leave the groups when they get older.
- It is essential to take note of children who influence other children and to avoid that from happening.
- The facilitator should keep explaining the scoring to the children during the process, not only at the start.
- The facilitator should explain to the children that giving a score of 1 is okay to prevent children from thinking they score poorly themselves.

- The facilitator explains to the children that the information they give is safe and that their names are not mentioned.
- It is essential to include enough breaks to keep the children's attention. Games, dances, and songs can be helpful to keep them engaged.

The facilitator and note-taker should be alert to see if children need after-care after the session. This should be noted to ensure that follow-up is provided.