

**Location and dates:**

Kenya, 9 to 21 August, 2009  
 Zimbabwe, 23 August to 4 September 2009  
 Malawi, 1 to 14 March, 2010

**InsightShare trainer:** Isabelle Lemaire

**Client:** International Institute for Environment and Development (IIED)

**Partners:**

ACTS Kenya  
 CURE Malawi  
 ZERO Zimbabwe

**Links to the films:**

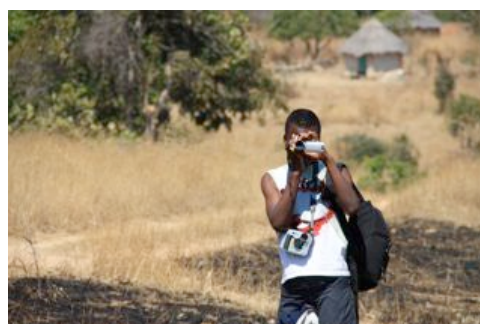
Kenya: <http://www.youtube.com/watch?v= UE55euzkFY>  
 Zimbabwe: <http://www.youtube.com/watch?v=2Hjq6KPKMzQ>  
 Malawi: <http://www.youtube.com/watch?v=m2m7zIOP1Y>

## Context

This activity aimed to train community members as well as Community Based Organisation (CBO) and Non-Governmental Organisations (NGO) staff in Participatory Video for Monitoring and Evaluation (PV for M&E) in three countries, Kenya, Zimbabwe and Malawi. The African Centre for Technology Studies (ACTS) was the NGO coordinating the workshop in Kenya, ZERO Regional Environmental Organisation in Zimbabwe and CURE in Malawi. All three are part of the Capacity Strengthening for Least Developed Countries (LDCs) for Adaptation to Climate Change (CLACC) network - a group of fellows and international experts working on adaptation in LDCs. The latter is coordinated by the International Institute for Environment and Development (IIED). The training took place in view of building capacity for Participatory M&E for the Community Based Adaptation to Climate Change in Africa (CBAA), funded by the International Development Research Centre (IDRC).

The trainings in Kenya, Zimbabwe and Malawi were very successful because of their impact on research already and the development of a new PV M&E methodology, from non-existent to having something substantial to development and standardize. The success of the workshops was largely due to the level of commitment, astute understanding of participatory and community process by the NGOs and CBOs involved. Participatory Video was felt to be really useful for monitoring a wide range of indicators and the trainees, especially from the NGO and CBO were surprised by the amount of new, mostly qualitative, information they were able to gather. The tool will be very useful for monitoring activities in situ and sharing lessons on community based adaptation.

The CBAA programme is carrying out climate change adaptation pilot projects at community level in 8 African countries, 6 of which are LDCs. The InsightShare PV for M&E activity in country aimed to support the ongoing action research, enhance the capacity of the NGOs to communicate their findings and amplify the participation of communities involved in the programs being implemented under CBAA. PV helps communities consistently document the changes and record the impact of the changes brought about by



programme activities and climate variability - as it happens. It also promotes dialogue and reflection between the NGO and community members to help initiate positive shifts.

For a detailed outline of how Participatory Video for M&E can fit into the CBAA framework and goals, please look at appendix 1. Each objective of the CBAA program was matched with potential outcomes and benefits of the use of Participatory Video through time (1. PV workshop, 2. Continued use of the tool over time, 3. The production of videos for distribution and advocacy).

## Aims and strategy

The main aims of using Participatory Video for Monitoring and Evaluation were:

- Enhance accountability
- Amplify the voice of community
- Support action research
- Promote community based adaptation
- Strengthen communication between NGO and community
- Help generate and archive local knowledge

The monitoring the evaluation method for each country was left up to each implementing partner so that each organisation could use methods it was most comfortable with and felt fitted their local activities. Each country came up with their respective framework and timetable for the implementation of further Participatory Video activities with the support of the InsightShare trainer (see appendix for examples). For Kenya, a Results Based Management (RBM) framework was established and took the shape of a shooting list for specific indicators. This shooting list then acts as a companion to the RBM framework. The latter can help monitor a wide range of indicators, while the matrix details which of these are being recorded using PV. In Zimbabwe, the Matrix and calendar were developed building upon the Performance Monitoring Framework ZERO and the CBO had developed for CBAA. With InsightShare, the NGO and CBO were able to identify where PV fit into that framework and afterwards integrated the shooting list and calendar. In Malawi, the indicators were developed by the NGO, CBO and community trainees and we inputted into a matrix linked to a M&E calendar.

*Note: For examples of the matrix and calendar, please look at Appendix 2-3*

Each NGO cut a rough edit of the films shot in and by the community. These were screened back, which generated discussions through which there was substantial exchange between the community members, the NGO and the community.

Each NGO produced a final film after the workshop with backstopping online support by InsightShare. The films from Kenya and Zimbabwe were screened in Copenhagen, Denmark for COP-15 where the CLACC fellows showing their films were able to showcase the adaptation activities, local issues related to climate variability and make new contacts.



### Activities in the field

Each training had between 11 to 12 trainees, lasting 12 days. Most of them were community members (approximately 8 out of the total number), and the rest were NGO and CBO staff involved with the CBAA project.

The training took place in four parts.



*"We've never had so many people show up for our focus groups discussions, even when we covered more villages. This is an incredible turn out and we're getting a lot of new input from people we've never been able to reach before."*

Shepard Zvigadza, Director of Zimbabwe Environment Regional Organisation (ZERO)



**PART 1:** Trainees (NGO, CBO and community members ) were brought together in the main city. In both countries community members were hosted in a local hostel or community centre. All trainees met together in the main training space for the first four days to go over PV and M&E techniques. During this part of the training participants learned to handle the camera and plan a film. A substantial amount of time was spent going over monitoring and

evaluation, it's uses, the different approaches available (more qualitative or quantitative methods), the different indicators that participants thought could be monitored with PV, as well as the value of participatory video for M&E (advantages of using video over other methods, ethics, and complementary techniques to video).

*"This is the most participatory workshop I've ever attended, I'm going to try to replicate this approach in everything I do now."*

Charles Tonui, researcher at ACTS, Kenya



**PART 2:** The second part of the training took place in the field, with the community, where the CBAA project is taking place. Two days were spent in the community, with the trainees acting as facilitators. We call this "Each one teach one" and it is a key element of InsightShare's PV approach which aims to hand over control & empower participants. This part of the training ended with the draft of a monitoring schedule by the core group of participants as well as a paper edit of the footage gathered.

*"I feel empowered and happy, I knew everything about the equipment"*  
Joseph Ayugi, Wakesi Kenya

*"Now I understand why I have to give up the camera to the community! I didn't know they would be able to do this... now I can learn from them!"*

Tom Omyango, coordinator of programs at Huai Lake Forum, Kenya



*Each-one-teach was totally a new concept for the communities, but it caught on and now people love it. Women even more so since they might not have been able to attend school, but could finally voice their concerns, complaints and felt like the video was a way of getting truly heard!*

Charles Tonui, ACTS Kenya

**PART 3:** The third part of the training was devoted to editing. A smaller group was gathered for this purpose, composed of the CBO and NGO staff. This part of the training didn't involve community members because of accommodation costs and transportation. However, for the next



training, community members will be more closely involved, sitting in on the editing to help make decisions and oversee the final message. They can further help to give additional details on community processes, people, and interpret the footage for the rest of the team, which can further the learning for all trainees.



**PART 4:** The training was completed with a screening in the community of the final film as well as a final planning session (with CBO and NGO staff only) of the PV M&E framework.

*"I really want to keep working with video in the future to record more different voices and demands from community"*

Staff, Huai Lake Forum, Kenya

*\*For the training schedule, see the appendix.*



*"We've learned so much we didn't know about this community through this workshop. The socio-economic surveys we did earlier in the project used just didn't give us this kind of information."*

Dan Ong'or, Director of Huai Lake Forum, Kenya



## Successes and lessons learned

### Results, innovations and positive impacts

- Community trainees were able to take part in the M&E activity in a new way, making them feel integral and essential to the process
- Participants grasped and utilized the technology with incredible ease
- Community participants ended up being really strong facilitators in their individual communities, they clearly enjoying the experience
- The screenings were attended by very high numbers and attracted participation from young and old (over 100 people in each country) Note: In Zimbabwe, they had to invite people from 5 different villages to get these kinds of number during the research, with PV, we gathered the same numbers, with only one village involved!
- The debates and information gathered post the screening was very rich and helped further the qualitative research by the NGOs
- In all countries, the participants saw a very clear use for PV in the future: communities wanted to keep recording their daily lives as a means to record their traditions and celebrations but also to make a film advocating for a road to be built, giving the village outside access and a better chance to sell their crops.
- The NGO and CBO saw opportunities to use the videos to advocate for change with local authorities, produced video case studies, etc.
- ACTS has planned to shoot more interviews with key decision makers to add to the film in 2010. They will be able to use the community footage as an introduction prior to the interview and also screen the new footage with the decision makers back to the community.
- In Zimbabwe, the PV helped identify new possible adaptation strategies as it deepened the research already carried out. It was felt that the community had become further involved in the identification of problems and suggestion for improvements, such as the dip tank (water tank for cows, to help remove parasites). Water harvesting at the clinic was already a possible intervention identified during the research but the PV activity stressed its importance even more, especially during community discussion at the screening, especially by women, in reference to the need to have access to water after childbirth. Furthermore, the need for consistent electricity supply was also highlighted for the clinic as an essential development.



- The innovative project yearly calendar approach we developed was found to be very helpful in linking action and theory on M&E as it provide actual activities to implement over time (eg: get video images on progress on harvest after every short dry season through interviews with farmers, etc)
- The mix of community and NGO/CBO

participants was very successful, they complemented each other's knowledge (i.e. identifying key elements of a baseline and indicators, having access to knowledge on traditional activities in the community, exchanging skills and knowledge, equalizing all trainees, etc.)

- The workshop was able to build on the existing strengths of the fellows: All of them were excellent facilitators, with a very astute understanding of participation, as well as gender, various demographics in the community, environmental issues particular to the area, etc.
- The use of the Storyboard also varied in this workshop and shifted from it's traditional "storytelling" purpose, to a representation of indicators. It had the benefits of making the list of indicators accessible to all (storyboards use mostly drawings) and helped organise the editing process.
- Intentions to link with MET services to take the PV tool to inform climate predictions and raise awareness on droughts and flood in the community were developed and are being pursued
- Three different types of Matrixes were developed and are being improved
- Community engagement in the development of indicators was part and parcel of the training
- Big words made more accessible:
  - Climate Change adaptation = Changes in weather, life changes
  - Monitoring and evaluation = Looking and thinking
  - Participatory Video: The camera is for everyone
  - Indicator: Signs

### Lessons and challenges

- A better link from M&E theory to the practice of implementing it with PV needs to be built through a simpler framework (identifying locations to come back to shoot at, questions to ask during interviews, specific crops to monitor, etc.)
- It was challenging to produce an M&E framework as it either hadn't been fully created yet For more impact, further details from the NGO are needed on the M&E and indicators for each project prior to the workshop.
- More reflection time needs to be built in on the desired impact of PV for M&E by the participants.
- Focus some of the field work on children
- A pregnant lady could have joined the training in Zimbabwe, the NGO regretted not accommodating her.
- Make further use of YouTube accounts and simplify the editing by exporting clips per theme instead of aiming to edit a complete film. This can be an excellent repository for raw data, tagged and labelled per indicator or issues these can be uploaded to **[www.youtube.com/communitiesadapt](https://www.youtube.com/communitiesadapt)** (password: cbavideos) as well as other sites (as per NGO preference)
- M&E indicators were drawn up for every workshop but need to be better linked to the community placement right away so that all participants experience the monitoring process.
- More work on audience and a clear list of outputs and audiences for other PV related products needs to be drafted prior to the end of the workshop
- The training in Kenya was cut from 14 days to 10 days, so only one day of editing, one day in the field and the day off was cut. The last day for tidying up was done in Nairobi. The NGO commented that they would have liked one more day in the field since we were asking for



too much time each day out of community members. The minimum number of days for this workshop should be 12 days.

- English was difficult for some of the participants. This also slowed things down a little. Recommendation: as much as possible, selected trainees should include good level of spoken English.
- There were not enough funds in Kenya for us to purchase a camera for the NGO, but we were able to use the CLACC camera to carry out the activities, as well as the InsightShare camera. This isn't ideal since the CLACC camera is in Nairobi, at ACTS, 8 hours drive from Kisumu, and therefore difficult to access by the community and CBO. Recommendation: Funding for Kenya to purchase a camera kit for their activities in Kisumu.
- Low capacity for implementation in the future by the CBO in Malawi (very low computer literacy skills)
- Indicators could have focused more on coping mechanisms and values
- Breaking down the groups in Malawi on demographic was a good idea in the workshop, but



- impractical in the field, it should have been based on the areas of the village
- More focus on change over time with elders to collect the evidence of climate variability
- Indicators are not an intuitive way to work and difficult to implement while doing filming - it would be interesting to look at "stories of change" or Most Significant Change in the future.
- Idea from the group in Malawi: trainees could have storyboarded a story based on the indicators and then go out to film it with the community at large (this way we would have gotten more of a narrative story and could have focused on extracting the indicators from there)
- More time to consolidate the project would have been needed, organise the indicators, editing training and action plan
- More support from IIED would have been of great help, more specifically on methods of monitoring and needs for evaluation
- 2 types of cameras were used for the project, making it difficult for the trainees to learn them both

### Post training assignments

After the workshop, both Kenya and Zimbabwe were tasked to finish their individual films for screening at the COP. They also had committed to returning to the field for continued monitoring according to their individual calendars. All films were also meant to be subtitled in full. Kenya wanted to integrate some interviews with local government and parliament members in Nairobi. The Huia Lake Forum (CBO in Kenya) was to identify key local decision makers to show the film to and conduct interviews. InsightShare has been in continued contact with both organisations, supporting them with technical support as well as checking on their PV field monitoring progress as planned in the calendar (See Appendix 2-3). So far, both NGO have revisited the communities. Kenya is finding filming difficult, since no additional camera was purchased for the project and it is currently in Nairobi, 12 hours from Kisumu where the project is.

Regular updates have been kept between the Kenya and Zim CLACC fellows and the InsightTrainer, through Skype and email. All of the above post-training assignment are either being completed or have been accomplished already, like for example the completion of the COP 15 versions of the films for screening at that conference.

### Feedback post trainings

A more thorough assessment needs to be carried out of the work done so far, but here are some comments from the fellows involved in the PV M&E work in Zimbabwe and Kenya.

Malawi second phase implementation has yet to be implemented (scheduled for July 2010) and will be followed up with after it has been carried out.



## ZIMBABWE

"We finally got the climate projections from the Zim Meteorological office. They were chuffed to see the film on DVD, and they have also given us a dedicated person to work with us on the CBAA project, (field and workshop)." (Shepard Zvigadza, ZERO Director, quote from email sent 14 April, 2010)

### *From conversations with ZERO*

The workshop was planned for May or April, where the original cut of the film would be screened again and during which the MET services agreed to present.

Some challenges are cropping up with the local partners implementing the methodology as the representative trained was suspended from the CBO. A new person has been assigned to the project and will be caught up by ZERO. The community members were also however very able and can support ZERO in achieving the next round of evaluation.

The CBAA monitoring and evaluation expert was to follow up with a visit to Zimbabwe to evaluate the project.

Editing has been what has kept us really busy. We had lots to learn, but we are finally managing to get a handle on the software.

## KENYA

### *Paraphrasing from conversation with Charles Tonui from ACTS in February 2010*

It was a big shift for us, the community is used to a more journalistic approach, but with PV they were speaking Luo, taking the clips themselves. The "each-one-teach-one" principle works in our society, especially for women who are really eager to learn.



The challenge is getting more information to them and from them to the people who make the decisions. The climate change terminology is scary for a lot of the community members, but if you shoot, screen back, talk and reflect, it becomes accessible.

We really need a smaller camera to leave in the community. Getting the camera from the Nairobi office to the community, is really difficult. Even more challenging is getting the camera there on time for the events that need be recorded right away, floods, planting, harvesting. We can easily miss these crucial events in community if the camera isn't already there.

It's been difficult for the community to make time for the video activities, they have been busy because of El Niño, but they are using it. It was really good for us to go back to the community, to go back physically. It told them we were serious about the activity.

Now we have to target the district development officers (CDF) and the relevant members of parliament with the Participatory Video.

## Recommendations

Participatory Video is a very powerful way to convey messages, explore new issues, draw out untapped information and search for common ground across groups, but it is not a stand-alone M&E tool. PV should compliment and enhance traditional forms of M&E.



In this context for PV to its best impact on M&E, It should be integrated into an existing framework to which it will add new insights and qualitative data. InsightShare can provide technical support to help integrate the tool to fit M&E needs, but PV cannot replace surveys, quantitative monitoring and reporting that pen and paper provide with ease and expediency. It is important that the InsightShare PV training is focused to that each CBO and NGO involved can use the tool to serve their M&E purpose, and hopefully many other uses.

In discussion with Kenya, here are some thoughts gathered on the potential for a follow up training.

ACTS in Kenya would like to make sure the principles of PV are being followed and truly adopted by community. As per our initial proposal, a stage 3 training would be ideal at this stage and could really help consolidate the skills and methods developed. It was said that "each-one-teach-one" has really caught on in the communities they are working with. It's unheard of in their tradition and culture, since teaching or imparting of skills can tend to be quite hierarchical, but it's really catching on. This is apparently even more applicable to women, who might not even been able to attend school, but that finally have a tool which they can use to voice their concerns, complaints and feel like they can use the video as an outlet for getting their opinions heard!

A follow up training for Kenya, Zimbabwe, Malawi and South Africa could either regroup all CLACC fellows, plus CBOs together (as an add-on to a CLACC meeting), but ideally would take place in each country as it allows all trainees to work in the community again and gather more footage, refining their skills n situ. It could achieve the following:

- Do a follow up editing workshop, upgrade to professional (more reliable) editing software, etc.
- Explore new M&E tool (MSC)
- Link up with MET to see which data they could use coming from the community, use that to build a stronger M&E plan
- Make a plan for a film that is targeted to a specific decision-maker group. For example, a few potential targets have been identified in Kenya: 1. The District Development Officer, 2. Member of Parliament, National 3. Management Authority and 4. Kenya MET office
- Revisit methodology used, matrix, calendar, gather lessons learned and polish the M&E framework
- Revisit facilitation skills in the field (all participants, including the community members who attended)

A budget is being developed to survey the potential costs of this activity.

## APPENDIX 1

### Where does PV M&E fit into CBAA?

This table was developed based on the CBAA IDRC proposal by the InsightShare trainer to show the various possibilities of using PV within CBAA and other similar projects.

CBAA Goal (as per project proposal to IDRC)	PV M&E workshop	PV M&E during CBAA	PV M&E films
<b>General objective</b>			
To help communities in the selected countries, adapt to climate change and share lessons learned from project activities with key stakeholders at local, national, regional and international levels, to elicit their support for climate change adaptation	Record the voice of communities directly	Record the process and changes in community for lessons learned and allow a richer understanding of issues	Raise awareness with key decision makers with final film
<b>Specific objectives</b>			
1. Test the efficacy of Local Options for Communities to Adapt and Technologies to Enhance Capacity (LOCATE) methodology for mapping vulnerability, identifying, designing and implementing community based adaptation to present climate and anticipated future change in varied ecosystems in 8 African countries.	Supplement the research already carried out during the identification of hot spots and identify new adaptation strategies and possible implementation	Can record the process of implementation of LOCATE, interviews with researchers and follow up of the implementation process	Can help promote the use of LOCATE for other projects
2. Develop a tried and tested methodology for setting baselines, monitoring and evaluating changes in climate adaptation capacity.	Developing the methods during the workshop	Testing the PV for M&E on the ground and recording "in situ" the changes in community	Promote the methodology developed through films
3. Reduce the vulnerability and enhance the capacity to adapt to climate change of particularly vulnerable communities in 8 African countries through information provision, training and participatory action research into climate change adaptation.	Promotes discussion and community cohesion on the ground, enabling communities to discuss their problems and potential solutions	ibid (box to the left) / combine the PV M&E with research, to supplement PRA techniques	Export lessons learned to other countries

4. Develop the capacity of local and national organizations and practitioners including: national meteorological services, academic and research institutions, environmental and development non-governmental organisations, and policy and decision makers in government to mainstream climate change adaptation into plans and activities through knowledge exchanges and information provision.	Develop the capacity of participating NGO and CBOs in the production of films, facilitation skills and exchange of knowledge using new media	Potential to involve external stakeholders in the process of shooting video by carrying out interviews with key decision makers and at the same time show them the footage from the community	Continued recording of community experience can provide a wealth of material to reach specific audiences - i.e. a video for the MET, another for government, another for a conference... etc
5. Strengthen existing networks of representatives of vulnerable groups, scientists in Africa and elsewhere to enhance understanding of the climate adaptation needs of vulnerable communities, build stakeholder partnerships, and raise awareness about community based adaptation to climate change.	Discuss ways to use the video in which networks, for which audience, etc.	Provide a rich environment to bring external stakeholders to witness and contribute to the community PV M&E process, i.e. visit from fellow scientists or partners during PV activity	Use the films during conferences and online for contribution to ongoing debates
6. Increase the capacity and exposure of project implementing organizations to capture, explain and disseminate to local, national and international stakeholders, relevant information and methodologies from the pilot projects, and feed scientific knowledge on vulnerability and adaptation into ongoing national and international initiatives aimed at promoting adaptation and sustainable development.	Provide a baseline to communicate current problems to outside audience to raise more funds and contribute information on local situation	Provide a systematic visual and accessible report of progress in the field in a more accessible format, without losing the intricacies and detail of project development and implementation	Provide an easily exportable and communicable research output to disseminate information



## APPENDIX 2

### Kenya PV M&E Calendars

#### PV M&E Schedule - CBAA Kenya

- Traditional seasons
- New seasons (variable)
- Community activity
- PV for M&E
- PV for M&E - additional

	Week 1	Week 2	Week 3	Week 4
August	Short rains begin	PV workshop and baseline		
September	Land preparation			
October	Planting		PV if flash floods (link to MET)	
November	Harvest	Long dry season begins		
December	PV to monitor harvest			
January		New long rains		
February	New Harvest			PV to monitor impact of long dry season
March	Long rains begin			
April				
May				
June	Harvest	Short dry season begins		PV to monitor results of harvest
July				
August	Short rains begin			
September	Land preparation			
October	Planting	Short rains begin	PV if flash floods (link to MET)	
November	Harvest	Long dry season begins		PV to monitor results of harvest
December	Long dry season begins			
January		New long rains	Final Evaluation and PV film	
February	New Harvest			
March	Long rains			

## Zimbabwe PV M&E Calendar

### PV M&E Schedule - CBAA Zimbabwe

- PV M&E - Set dates
- Traditional seasons
- New season (variable)
- Community activity

	Week 1	Week 2	Week 3	Week 4
<b>August</b>	Kupisa Sura - Field burning		Traditional short rains	PV workshop 1
<b>September</b>				
<b>October</b>				
<b>November</b>		PV to monitor impact of late rains		
<b>December</b>	Current start of rains			
<b>January</b>				
<b>February</b>				Current end of rains
<b>March</b>				End of rainy season
<b>April</b>	Harvest (current)	PV M&E matching actual harvest time		
<b>May</b>	Traditional Harvest			
<b>June</b>				
<b>July</b>				
<b>August</b>	Kupisa Sura (T) Field burning		Short rains	Rain ceremony
<b>September</b>				
<b>October</b>		Traditional long rains		
<b>November</b>		PV to monitor impact of late rains		
<b>December</b>	Current start of rains			
<b>January</b>				
<b>February</b>	Final evaluation and film			Current end of rains
<b>March</b>	End of CBAA project			End of rainy season

## APPENDIX 3

### Matrix Kenya

2

CAPTURED ON FILM?	Y	N	Comments
<b>Output</b>			
Number of seminars and workshops held	<input type="checkbox"/>	<input type="checkbox"/>	
on climate sharing	<input type="checkbox"/>	<input type="checkbox"/>	
Number of fliers produced	<input type="checkbox"/>	<input type="checkbox"/>	
Number of drainage channels/canal	<input type="checkbox"/>	<input type="checkbox"/>	
Number of improved toilets constructed in the village	<input type="checkbox"/>	<input type="checkbox"/>	
Number of trees planted	<input type="checkbox"/>	<input type="checkbox"/>	
Number of farmers with access to Radio & TV & programmes frequently listened to	<input type="checkbox"/>	<input type="checkbox"/>	
Numbers of cattle over time for herders	<input type="checkbox"/>	<input type="checkbox"/>	
Number of farmers trained	<input type="checkbox"/>	<input type="checkbox"/>	
Number of farmers who use MET information	<input type="checkbox"/>	<input type="checkbox"/>	
Number of policy makers reached on the project	<input type="checkbox"/>	<input type="checkbox"/>	
Reduced number of people attending dispensaries and water born diseases treatment	<input type="checkbox"/>	<input type="checkbox"/>	
Reduced number of people reporting cases of water born diseases	<input type="checkbox"/>	<input type="checkbox"/>	
Improved roads	<input type="checkbox"/>	<input type="checkbox"/>	
Improved class room conditions	<input type="checkbox"/>	<input type="checkbox"/>	
No. of crop species/varieties planted	<input type="checkbox"/>	<input type="checkbox"/>	
No. of PV trainees	<input type="checkbox"/>	<input type="checkbox"/>	
No. of boreholes	<input type="checkbox"/>	<input type="checkbox"/>	
Quantity of surplus in crop production	<input type="checkbox"/>	<input type="checkbox"/>	
Number of households carrying out rain water harvesting	<input type="checkbox"/>	<input type="checkbox"/>	
Number of flood management committees formed and frequency of meeting	<input type="checkbox"/>	<input type="checkbox"/>	

## PV M&E training Report Kenya, Zimbabwe and Malawi



### Matrix Malawi (not all 10 pages included)

#### QUESTIONS MATRIX - PV M&E in Dumba Malawi, CBAA project

Date: _____	Video tape name and number (as written on the tape): _____
Location: _____	Names of PV M&E team: _____ _____ _____

#### Guidelines to use this question Matrix

- The questions are guides. If the person has answered two questions in one, there is no need to ask it again. If you feel the question does not apply to the person you are asking, don't ask them. If you have a new idea for a question, ask them and make a note of it on the paper.
- There are six spaces for PV facilitators, but there can be more or less people involved.
- Questions 9-13 should be asked during the relevant periods, i.e. During planting, drought, harvest of planting times. You can therefore skip some of the questions below if they don't apply to the current weather conditions (ex: questions on drought during a flood...!)
- Don't forget to get video images of what people are talking about, so if someone mentions a crop they are planting, get an image of it from close up (after the interview, not during) as well as far away so we can see it clearly.
- Comments for changes to this form are welcome, they will help us improve it.

#### Terminology (more details on words used in matrix)

- **Numbers:** For some of the questions, people will give you numbers, just note them down
- **Drought - Flood - Planting (9-13):** Only ask these questions in the relevant seasons (no need to ask questions about drought during a flood!)
- **Done?** Simply means "Did you get the image or interview for this question?" Please tick ✓ the box everytime you get an interview, ex: if you get ask two people that question 13.1, make two check marks ✓✓ in the "Done?" column
- **\* Question 3.4** is obviously sensitive, use your best judgement as to who to ask and how.

#### Calendar

Month	Week 1	Week 2	Week 3	Week 4
Mar-10	PV activity 1 - workshop			
Apr-10	Harvest time (normal seasons)			
May-10				
Jun-10				
Jul-10	Harvest time (if floods Feb March)			
	Possibility of flood			
	PV activity 2 - Harvest			
Aug-10				
Sep-10				
Oct-10				
Nov-10	Possibility of drought			
	PV activity 3 - Depending on event			
Dec-10	Possibility of drought			
	Possibility of flood			
Jan-11	Possibility of drought			
	Possibility of flood			
Feb-11				End of CBAA
	Possibility of flood			

**PV activity 1:** March 2010 – Training with InsightShare in Nsanje

**PV activity 2:** June to July 2010 – Date TBD, depending on the occurrence of flood or harvest

**PV activity 3:** November to December- Date TBD, depending on the occurrence of flood, drought or planting.



## PV M&E training Report Kenya, Zimbabwe and Malawi



### Checklists

#### Participatory Video check list

*(Read this before filming as a reminder - complete the check list after the filming)*

- ☐ Did everyone involved enjoy themselves?
- ☐ Did other villages film some images and learn to use the camera?
- ☐ Did we get the permission and the name of everyone we interviewed?
- ☐ Did we screen back after we filmed?
- ☐ Did we ask the community for their feedback after the screening?
- ☐ Did we ask them who else we could show the video to and how they could use the film to create change in their community?
- ☐ Did we debrief together as a team on what we did well and how we can improve the way we are doing the PV for M&E?
- ☐ Did we have all the equipment we needed? (see "equipment check list")

#### Equipment checklist (Sony Camera - yellow label)

- |  |  |
|--|--|
| <input type="checkbox"/> Camera                    | <input type="checkbox"/> Tripod  |
| <input type="checkbox"/> Tapes                     | <input type="checkbox"/> AV cable (connect to TV)                                  |
| <input type="checkbox"/> Spare battery             | <input type="checkbox"/> TV for screening  |
| <input type="checkbox"/> Camera bag                | <input type="checkbox"/> Generator or solar panel to power TV                      |
| <input type="checkbox"/> Headphones                | <input type="checkbox"/> Pens (to make notes on this document and label the tapes) |
| <input type="checkbox"/> Microphone                | <input type="checkbox"/> Clipboard (to hold this document)                         |
| <input type="checkbox"/> Spare AAA batteries (mic) |  |

# PV M&E training Report Kenya, Zimbabwe and Malawi



QUESTIONS FOR COMMUNITY				PV TEAM NOTES							
Signs (Indicators)	How		Who		Images (after interview) Make notes below on 1 or 2 shots to get related to interview (Ex: someone mentions the queue for water, then you film the queue at the well, separate from the interview - having the interviewee standing by the well for the interview does not count!)	Done? 1 interview = 1 check mark (i.e. if you get three interviews on this question, there should be three check marks)	Comments? (Add your own notes here, for example, if you couldn't get an interview on something it's ok, just write why. Also take notes for changes you'd like to make to this form, it will help us improve it.)				
	Numbers (write info on qty and time in comments column)	Interview (see list of questions under "Signs" column)									
			w	m				g	b	ew	em
<b>Health</b>											
<b>1 Access to water</b>											
1.1 How many km or time do you take to get water?	✓	✓	w				Note numbers here:				
1.2 How much time did you queue for water?	✓	✓	w				Note numbers here:				
1.3 How many litres are you using a day?	✓	✓	w				Note numbers here:				
1.4 Is the water you have access to clean?		✓	w								
<b>2 Diseases</b>											
2.1 Is there more or less disease in your family?		✓	w								
2.2 Any children suffering from malnutrition?		✓	w								
2.3 How difficult or easy is it to access food?		✓	w								
2.4 Has the cost of food gone up? Down?		✓	w	m							
2.5 How are girls and boys affected differently by the food and water quality?		✓	w	m	g	b					

PV M&E training Report  
Kenya, Zimbabwe and Malawi



Signs (Indicators)	How		Who						Images (after interview)	Done?	Comments?
	Numbers	Interview	w	m	g	b	ew	em			
<b>8 Fishing</b>											
8.1 When often do you resort to fishing to supplement your income?		✓		m							
8.2 How does fishing help you? (livelihood)		✓		m		b					
8.3 During which times of the year do you fish the most?		✓		m							
<b>Flood (to be asked if occurrence of flood)</b>											
<b>9 Property</b>											
9.1 Did you lose property during this flood (or during the last flood)?		✓	w	m							
9.2 What property did you lose?		✓	w	m							
<b>10 Agriculture</b>											
10.1 What size is your garden?	✓	✓	w	m							Note numbers here:
10.2 How is the soil after a flood? Has it eroded or have you gained alluvial soil?		✓	w	m							
10.3 In the past, was there more or less floods? How has the frequency changed or not?		✓					ew	em			
10.4 Why do you think that is?		✓					ew	em			

PV M&E training Report  
Kenya, Zimbabwe and Malawi



Signs (Indicators)	How		Who								Images (after interview)	Done?	Comments?
	Numbers	Interview	w	m	g	b	ew	em					
New questions and indicators (fill in as new ideas and questions come up)													
19													
19-1													
19-2													
19-3													
19-4													
19-5													
19-6													
19-7													
19-8													
19-9													

ADDITIONAL NOTES



## APPENDIX 4

### Schedule Kenya

	Sunday 9 Aug	Monday 10 Aug.	Tuesday 11 Aug.	Wed. 12 Aug.	Thursday 13 Aug.	Friday 14 Aug.	Saturday 15 Aug.
AM	Arrive in Kisumu	PV skills	PV skills	PV skills	PV in field	PV in field	Paper edit
PM	M&E and CBAA review	M&E	PV skills	M&E	Screen	Screen	M&E
Location		Sunset hotel	ZWB	ZWB	Field	Field	Field
Who	IL + NGO	All	All	All	All + Community	All + Community	All

	Sunday 16 Aug.	Monday 17 Aug.	Tuesday 18 Aug.	Wed. 19 Aug	Thursday 20 Aug.	Friday 21 Aug.
AM	OFF	Editing	Editing	Travel - field	Edit final	Wrap up
PM		Editing	Editing	Screening	M&E	CBAA PV plan
Location						
Who		CBO NGO	CBO NGO	All + Community	CBO NGO	All

**PV M&E training Report**  
**Kenya, Zimbabwe and Malawi**



### Schedule Zimbabwe

	<b>Sunday 23 Aug.</b>	<b>Monday 24 Aug.</b>	<b>Tuesday 25 Aug.</b>	<b>Wed. 26 Aug.</b>	<b>Thursday 27 Aug.</b>	<b>Friday 28 Aug.</b>	<b>Saturday 29 Aug.</b>
AM	Planning	M&E	PV skills	PV skills	PV in field	PV in field	Paper edit
PM		PV skills	PV skills	M&E	Screen	Screen	M&E
EVE		Movie nite	Edit intro		Edit	Edit	Depart
Location		ZWB offices	ZWB offices	ZWB offices	Field	Field	Field
Who	NGO	All	All	All	All + Community	All + Community	All

	<b>Sunday 30 Aug.</b>	<b>Monday 31 Aug.</b>	<b>Tuesday 1 Sept.</b>	<b>Wed. 2 Sept</b>	<b>Thursday 3 Sept.</b>	<b>Friday 4 Sept.</b>
AM	OFF	Editing	Editing	Travel - field	Edit final	Wrap up
PM		Editing	Editing	Screening	M&E	CBAA PV plan
EVE			Editing			
Location		ZERO	ZERO office	Field	ZERO	ZERO
Who		CBO NGO	CBO NGO	All + Community	CBO NGO	NGO

**PV M&E training Report**  
**Kenya, Zimbabwe and Malawi**



### Schedule Malawi

	<b>Day 1</b> Monday, 1 March	<b>Day 2</b> Tuesday, 2 March	<b>Day 3</b> Wed, 3 March	<b>Day 4</b> Thursday, 4 March	<b>Day 5</b> Friday, 5 March	<b>Day 6</b> Saturday, 6 March	<b>Day 7</b> Sunday, 7 March
AM	Planning	PV for M&E	PV skills	PV skills	Field PV	Field PV	Off
PM		PV skills	PV skills	Field planning	Screen in community	Screen in community	
Evening		Watching movies!		Edit intro	Debrief	Debrief	
Who	CURE and InsightShare (IS)	All participants	All participants	All participants	All participants + community	All participants + community	ALL
Location	Near or in community	Near or in community	Near or in community	Near or in community	In community	In community	TBD

	<b>Day 8</b> Monday, 8 March	<b>Day 9</b> Tuesday, 9 March	<b>Day 10</b> Wed, 10 March	<b>Day 11</b> Thur, 11 March	<b>Day 12</b> Friday, 12 March	<b>Day 13</b> Sat, 13 March	<b>Day 14</b> Sunday, 14 March
AM	M&E review	Editing	Editing	Travel - field	Edit final	Wrap up	Isabelle leaves
PM	Editing	Editing	Editing	Screening in community of final film	M&E final plan	CBAA PV plan	
Evening	Editing	Editing	Editing	Debrief			
Who	CURE, CBO, IS	CURE, CBO, IS	CURE, CBO, IS	All participants + community	All participants	CURE, CBO, IS	
Location						Lilongwe	