

## TOOL 2: GUIDANCE AND TEMPLATE FOR DOCUMENTING INCLUSION IN CBDRR ACTIVITIES

This document provides brief guidance and a template for documenting inclusion in CBDRR activities. By documenting the process and outcomes of inclusive CBDRR activities, we can reflect on **what works, what doesn't, why and how**. This learning can benefit our own programming and that of other CBDRR practitioners and organisations.

When we talk about documenting inclusion in CBDRR activities we mean recording both:

- the key aspects of the process (**how** inclusion was promoted/strengthened), and
- the key outcomes of the process (the **result/outcome** of the process for vulnerable and excluded people)

Key points to consider when documenting inclusion in CBDRR activities:

- Drill down into the detail of the activity. “Mobilising people” or “raising awareness” are not activities but broad areas of work. A specific activity might be “paving of the evacuation pathway through the village” or “undertaking an Edutainment programme” or “doing a transect walk to identify vulnerable parts of the village”.
- Document things that did **not** work well, or did **not** go as expected, as well as things that did go well or did go as expected. We can learn from what went wrong as well as what went right!
- Give concrete examples wherever possible – these are useful for others to learn from
- Try to use different media to document inclusion in CBDRR activities – a written report can be useful, but it can be strengthened by additional content such as short video clips, direct quotes from vulnerable and excluded people, photographs, etc.
- Be concise - there's no need to write pages and pages if you can cover the key content in a few bullet points!

Using the template for documenting inclusion in CBDRR activities:

- A template is provided below, covering five sections:
  1. Overview of the context and the broader CBDRR programme
  2. Documenting the process of a specific activity
  3. Documenting the outcomes of a specific activity
  4. Documenting how change happens
  5. Learning
- Try to answer as many of the questions as possible, even if you only have limited information for certain questions
- Remember to share the report – either in full or by extracting relevant sections – with peer CBDRR practitioners and organisations

**TEMPLATE FOR DOCUMENTING INCLUSION IN CBDRR ACTIVITIES**

Title of the CBDRR programme:	
Name of the specific activity being documented:	
Name, organisation and contact details of documenting person:	
Location where the activity and broader CBDRR programme takes place:	
Dates of data collection/field trip:	
Methods/tools used for data collection:	

**SECTION 1: OVERVIEW OF THE CONTEXT AND THE BROADER CBDRR PROGRAMME**

1.1 What are the main features of the context where the activity is happening?	
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<p>1.2 What risks and vulnerabilities is the overall CBDRR programme trying to address?</p>	
<p>1.3 Who is excluded in this context? What are they excluded from? Who excludes them?</p>	
<p>1.4 What specific barriers do excluded people/ groups face? Think about:</p> <ul style="list-style-type: none"> <li>• location, status, ethnicity</li> <li>• access to services and infrastructures</li> <li>• level of information, knowledge, skills</li> <li>• personal attitudes</li> <li>• isolation, lack of linkages, low social capital</li> <li>• inadequate policies, laws (or implementation), social norms institutional barriers (considering different institutions or mechanisms of social order - government but also family, educational, religious, traditional institutions)</li> </ul>	
<p>1.5 What impact does this exclusion have on their vulnerability to disasters/their ability to prepare for, respond to and recover from a disaster?</p>	

**SECTION 2: DOCUMENTING THE PROCESS OF A SPECIFIC ACTIVITY**

2.1 What risks/vulnerabilities does the activity aim to address?	
2.2 Give an overview of the key steps in implementing the activity? What was done?	
2.3 Which stakeholders were involved in supporting/implementing the activity? What were their roles and responsibilities?	
2.4 Did the inclusiveness of the activity change during its implementation (ie. were any aspects of the activity adapted to enable excluded people to be included)?	
2.5 What difference did inclusion of different people/groups make to the success of the activity?	

**SECTION 3: DOCUMENTING THE OUTCOMES OF A SPECIFIC ACTIVITY**

3.1 What was the outcome/result of the activity?	
3.2 Did the activity help increase the resilience of different people/groups in the community? Who and how?	
3.3 Were there any unexpected outcomes?	

**SECTION 4: DOCUMENTING HOW CHANGE HAPPENS**

4.1 Were vulnerable and excluded people able to participate in the activity?  4.1.1 Were they able to voice their opinions? 4.1.2 Were they able to give feedback and was their feedback responded to? 4.1.3 What factors facilitated their participation? 4.1.4 What factors limited their participation?	
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<p>4.2 Did the activity take into account the diversity of risks, power, people, sectors, levels, etc present in the community? How?</p>	
<p>4.3 Was the activity tailored to ensure inclusion of different groups, risks, sectors, levels, etc? How? [Give examples]</p> <p>4.3.1 Did the activity consider “do no harm” principles? (ie did it take into account the existing power dynamics and the potential for conflict/tension? Was the activity adapted accordingly?) [Give examples]</p>	
<p>4.4 Did the activity help to change power dynamics in favour of excluded people (even if only a little bit)? [Give examples]</p> <p>4.4.1 Are the changes likely to last? Why/why not?</p>	

<b>SECTION 5: LEARNING</b>	
5.1 What were the most significant learnings in relation to this activity? [Note “learning” is different to “impact”/”outcome”. Impact is what you achieved. Learning is what you did not know before, that you discovered in the process of implementing the activity. It does not matter if nothing was achieved because things did not go as planned, it is about documenting what you could do better in the future now that you have the learning from doing this activity]	
5.2 What were the main challenges faced? What strategies did you use to overcome them?	
5.3 What “tips” can be extracted for sharing with other CBDRR practices? [Try to give at least 3 “tips”]	