The background features several large, overlapping, colorful swirls in shades of purple, green, and blue. Scattered throughout are numerous small, yellow, triangular shapes, some pointing upwards and others downwards, resembling a sunburst or starburst pattern.

Needs Assessment as part of District/Community Action Plans and CLMS

Capacity Building for Government Officials
Organized by Payson Centre for International Development, Tulane University
KAITC, Ghana

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NPECLC



Understanding needs assessment

- It is to identify the assets/resources of a community and determine the potential concerns that it faces.
- It is simply to find out the opinions of community members about development issues and existing services in the community, their satisfaction with the services, and what services that are needed.
- Their opinions could be used to build an agenda for a community change

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Importance

- It helps in identifying the needs of a community in a way that can build their capacity in dealing with WFCL
- It helps to mobilize community members to tailor their actions towards addressing their needs for the elimination of WFCL
- It helps to identify community problems, causes of WFCL, creates community generated strategies and creates a platform for community members to be involved in planning to deal with WFCL

A decorative graphic on the left side of the slide features three balloons: a light green one at the top, a light blue one in the middle, and a light purple one at the bottom. Yellow streamers and triangular flags are scattered around the balloons.

Relevance to CAPs

- Helps to gather relevant information and undertake planning at district & community levels considering needs of the people as prime focus
- Thus it makes community members prioritize the elimination of WFCL as a need
- It makes implementers of interventions and Action Plans assess needs of child labour interventions rather than reacting to community or donors' demands

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Relevance to CCLMS

- CCLMS is community-based and managed therefore it takes the needs community needs into consideration
- CCLMS is institutionally anchored it therefore takes into consideration institutional capacity needs
- It helps to identify WFCL intervention needs



Planning and organizing

Gather information through the ff:

- Identify stakeholders
- Learn about the community
- Review literature
- Share expectations and approach with team members and partners
- Discuss and identify potential users

Identify goals and objectives of the needs assessment

- Identify your strategy
- Define goals
- Discuss roles and expectations
- What is the specific purpose
- How will the data be used
- Draw a timeline
- Identify target population



The methodology

- Identify participants
- Determine types of measures to be used for information gathering (eg. FGDs, public forums, etc.)
- Choose data collection process (eg. Door-to-door)
- Analyze information gathered?
- Summarize information for final report



Methodology cont'd.

- Surveys
- Asset inventory
- Community café
- Focus Group (PLA tools)

Community Action Plans (CAPs)

- A Community Action Plan (CAP) is a call to action. As a document, it outlines and publicizes a community's commitment to causing change and promoting development. It lists the projects, both current and desired, that have widespread support and will help address the major concerns of the community, and it provides a framework within which those projects can be undertaken



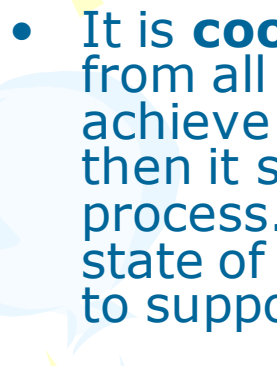

Purpose of CAPs

- The purpose of a Community Action Plan is to encourage individuals to act for the protection of children, working to make changes in their own lives, or by participating in community-based projects. To this end, each community action plan has the following objectives:
 - to mobilize community members for public action and community projects,
 - to promote community members' involvement in child protection projects and community groups;
 - to develop partnerships in support of the elimination of WFCL, community projects, involving all levels of government, the business community, funding agencies, and non-government organizations



Characteristics

Some of the distinguishing characteristics of a Community Action Plan are:

- It is **cooperative**. The CAP brings together community leaders from all sectors to determine where they can work together to achieve community-wide goals. If an issue is too controversial, then it should be referred to a different planning (or lobbying) process. For example, a CAP may not help community to build a state of the art school building but it can help to link up with DA to support a community school initiative and get it done.
 - It is **efficient**. The CAP process is designed to spend a minimum amount of time on committee work and planning. Depending on the size and existing degree of organization in the community, the Community Action Plan can start producing results in six months.
 - It is **effective**. The Community Action Plan provides a concise summary of the major priorities for a community-wide campaign. The plan can show community members how they can get involved, who to contact, and how to find support for their own initiatives.
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STEPS:

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Community-wide meeting

- To introduce the need for CAP to entire community
- Explain the CAP process and modalities as follows:



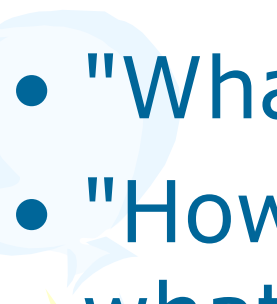

1. Community vision

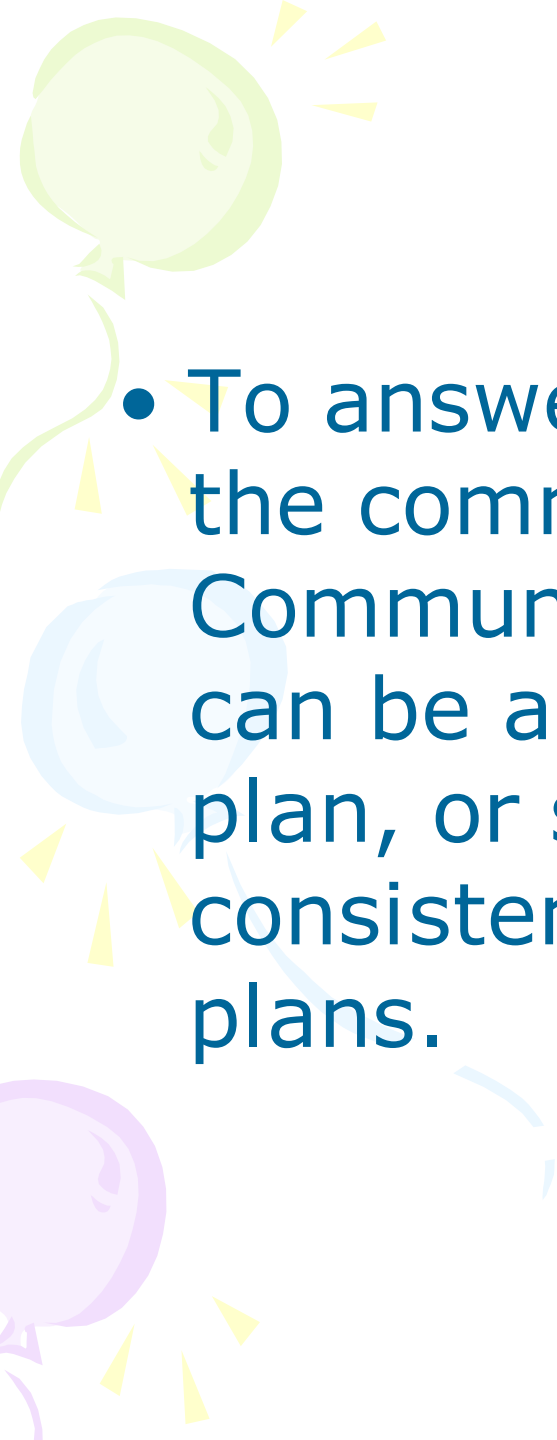
- In District or Community Action planning, it is first necessary to have a vision, "Where does the community want to go?" It is important that the community is unified in sharing its vision. That's your job as facilitator.



Questions to ask

Four key questions to ask:

- "What do we want?"
 - "What do we have?"
 - "How do we use what we have to get what we want?" and
 - "What will happen when we do?"
 - The community needs assessment should answer question two.
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- A decorative graphic on the left side of the slide features three balloons: a light green one at the top, a light blue one in the middle, and a light purple one at the bottom. Each balloon is attached to a thin, wavy streamer. Small, yellow, triangular shapes are scattered around the balloons, resembling confetti or streamer pieces.
- To answer questions three and four, the community should prepare a Community Action Plan (CAP). This can be a one year plan, a five year plan, or some other time period, consistent in length with district plans.



The action plan should indicate:

- how the community is now (e.g. CL situation now);
- how it wants to be by the end of the period; and
- how it intends to get from present situation to another.



CAP Committee

- The action plan should be drafted by the CAP Committee, based on community feedback from the presented needs assessment. The draft action plan should then be presented to the community as a whole for refinement and approval.
- Again you, as facilitator, should not present it, but facilitate so that the Committee can present it. Its acceptance must be by the whole unified community.



Review and analyze results

- Review and analyze results of community needs assessment. By the time an action plan is ready to be developed, there has been a substantial amount of valuable information collected from the interviews, and focus groups. Use the results in the community action plan




Review and analyze feedback

2. Review and analyze feedback from community input and comments on the results.
 - Information gathered from the community is very significant and can provide some clues and priorities for what needs to be addressed in the plan.



Drafting the CAP

3. The writing of the plan should be limited to the CAP committee.

- The process of developing the plan can be a collaborative/partnership effort but the committee can translate the action planning notes into a written plan. Too many writers can result in a fragmented plan.
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Prioritize

4. Prioritize issues from assessment and community comments. The most important issues are those identified by community members and the plan should reflect their priorities.



Identify interventions

5. Identify interventions that would address issues. Interventions are focused actions aimed at producing a healthy change in the community.
 - There are “tried and tested” interventions to choose from; however, it is important to think through what would be most appropriate and doable for the group who will be carrying out the plan.



Identify barriers

6. Identify barriers to successfully implementing interventions. Part of deciding on what interventions would be most effective and doable is to examine the barriers. For example, crucial barriers to overcome in making an intervention effective may be cultural and language differences between community members and the community group carrying out the action plan.

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Identify resources

7. Identify necessary resources related to the interventions. A key task is to identify the abilities, assets, capacity, duties and responsibilities of the people that will implement the community action plan.
 - There may be some parts of the **action** plan that will be easier to implement by only community members.



Identify implementers


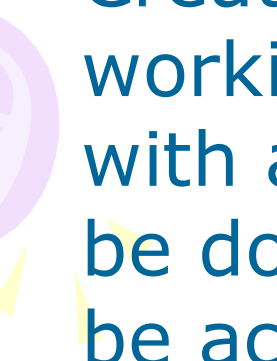
8. Choose individuals and community partners who will implement interventions. The community action plan requires many people and organizations to contribute their unique assets and resources. It is important to lay out clearly who is responsible for which tasks and activities in the plan.

Role of CCPCs in CAPs and CCLMS

- Mobilizes community members
- Organizes sensitization activities for behaviour change
- Coordinates the development and implementation of CAPs
- Conducts child surveillance and ensures that children do not engage in hazardous cocoa activities
- Ensures that all children of school going age are in school
- Conducts community sensitization on WFCL and farm safety initiatives
- Undertakes basic level data collection



Develop work plan

9. Consider a timeline for conducting activities.
 - Time is a valuable resource so it is important to state clearly and realistically community and CCPC members' and partners' time contributions to the various parts of the plan.
 - Creating a timeline provides everyone working on the community action plan with a clear idea of what activities should be done and when to expect activities to be accomplished.
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Linking CAP to District plans

- DCAP
- DMTEP
- Existing District Assembly projects and programmes
- Benefits:
 1. District recognition/support
 2. District Assembly funding
 3. Linkages/partnership with district-based private and public projects and programmes

Strategies for assisting communities to source funding for CAPs (Group work)

- Mainstream in DMTEP
- Build capacity of community leadership to engage with DA and NGOs
- Community own fundraising activities (e.g. community harvest, church harvest, contribution of a kilo of cocoa beans, special levies, etc.)
- Present CAP to donors for funding



Monitoring & Evaluation

10. Include monitoring and evaluation activities. It is essential to know:

- how the action plan progresses as you carry out the strategies and activities.



Other considerations

a. Partnerships among people.

- In order to accomplish the goals and objectives in the plan, many people will have to be engaged in doing the work. As stated earlier, the relationships among all of the people involved are important to nurture and sustain.



Other considerations contd.

b. Budget

- Financial resources are usually necessary to carry out a Community Action Plan. Thus, it is important to develop a budget that details the expenses for carrying out the action plan. What you include in the budget should match the proposed strategies and activities.



CAP Template

Community Action Plan:
Name of Community:
District:
Implementing partner:

| | Current situation | Activities | Persons responsible | Resource (s) needed | Time Frame | Monitoring | Budget |
|--|--------------------------|-------------------|----------------------------|----------------------------|-------------------|-------------------|---------------|
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Implemented CAPs

- NPECLC
- ICI/PDA experience

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- Thank you for your time