

Stages in the process and tools summary



Stage 1 - Situational analysis – Collecting contextual info and about the CBR programme

1a Big Mapping - instructions

1b Timeline - instructions

1c Stakeholder mapping – circles of influence - instructions

1d Document Review –summary sheet for individual documents (excel)

1e Planning for evaluation consultations – FGDs and individual interviews sampling frame (pdf–tables)

Stage 2 - CBR team capability and performance review

2a 5Cs with CBR team – format (and recording sheet)

2b Interview with CBR manager – Topic guide

Stage 3 – Listening to groups of stakeholders

3a Focus groups with Strategic partners in CBR network – Topic guide

Stage 4 – Listening to people with disabilities, parents & carers, individually & in groups

4a Individual interview with people with disabilities, parents & carers – Topic guide

4b Focus groups with people with disabilities/parents & carers – Topic guide

4c Focus groups with children with disabilities – Topic guide/activities

4d Story record sheet

Stage 5 Preliminary analysis of findings

5a Evaluation Framework

5b Summary of 2a CBR manager interview data (including 5Cs) - excel

5c Summary of 3a FGDs with Strategic Partners data - excel

5d Summary of individual interviews with PWDs data excel

5e Summary of FGDs with groups of PWDs and CWDs data- excel

Stage 6– Community meeting to Validate Findings and Look Forward

6a Guidelines for running meeting

6b Example Outline for validation meeting

6c Outcome challenges – table

6d Progress markers agreed – table

Stage 7 - Analysing and summarising findings, reporting and dissemination

7a Guidelines for writing report

7b Guidelines for writing short summary for community audience

7c Guidelines re dissemination plan