

## Guidance for facilitators of the exchange visits and learning event

*This document describes the different steps that will be taken during the learning experience in each of the 5 participating countries of the Voices for Inclusion project, and is written by the Voices for Inclusion project team for the consultants who are facilitating this learning experience. For any questions, please refer to the project leader - Karin Rozendal (krozendal@lilianefonds.nl).*

### **Introduction to the participants**

The very first introduction between you and the participants will be during the skype interview in the last selection round of participants to the project (between 2<sup>nd</sup> of July and 10<sup>th</sup> of July). Once the selection is completed, you are free to interact with the participants to explain the setup of the project once again and to do the planning of the visits. The organisations can play an active role in the logistical arrangements for the exchange visits when they will host the group. Please share your planning with us as well.

The first contact with all participants can be done by email, but it might be most efficient to have an online kickoff meeting (if internet connections allow for it) with all participants at the same time to explain the purpose and setup of the project once again and to get to know one another. For the community feeling and the ease of communication, we suggest to start a WhatsApp group as well.

Content wise, we recommend you to share the following documents with the participants:

- good practices and photos or videos of all three organisations
- position paper on intersectionality
- assignment to reflect upon the inclusiveness of their project, based on the questions of the ACAP framework (if it is too much to focus on all questions, you can also pick the ones that you believe to be most important)

### **Exchange visits**

#### *Content*

The purpose of the exchange visits is to reflect upon the inclusiveness of each organisation and their advocacy programmes. This is done by learning about the work of each other, including learning about each other's challenges and approaches to tackle these. The good practice submitted by the organisation will be used as a practical case to reflect upon. Even though the hosting organisation will probably present their good practice case at the start of the exchange visit, it is advised that all organisations have studied each other's good practice case beforehand.

To reflect upon inclusiveness, the issue of intersectionality will be central. We ask you to use the questions from the ACAP model (as described in the position paper on intersectionality) to be a leading source for discussions. We leave it up to your experience and creativity how you use these questions for the discussion. By reflecting upon these questions, the visiting organisations can discover to what extent the host organisation is having an inclusive approach. We recommend to finish each visit with a concrete recommendation from the visiting organisations towards the host on how to make their organisation and/or projects more inclusive.

Part of the good practice case is the results section, where results on advocacy and intersectionality are specified. Here, the organisations have also specified who could validate the outcomes. We would strongly recommend to invite this person or organisation, or to visit this person during a field visit (if possible). Also, a (field) visit to a participant/beneficiary of the project would add value to the understanding of the project and offers an opportunity to ask questions about the inclusiveness of the project.

#### *Tips*

- To create an open and honest atmosphere, start the visits with a short reflection on ‘what is learning’ and ‘what is needed to learn from one another’?
- When organisations are from very different groups, it can occur that the participants have prejudices about each other, or do not know how to name the other group (for example: difference between “the disabled” – “people with disabilities”). Be aware of this and start the visits with an exercise to break these barriers. An example to gain more understanding from each other could be to identify each other’s commonalities instead of differences. Another advise would be to openly ask everyone what language is appreciated or not.
- Avoid long presentations and discussions about legal frameworks, but instead stimulate active discussion by creative facilitation methods.
- Enjoy informal time together as well. Therefore stimulate to have dinner and drinks together at the hotel in the evenings. Informal interaction will increase the understanding for one another.

#### *Practicalities*

There are 3 days available for each exchange visit, including travel time. Each organisation should bring 2-3 people when visiting the other organisations. We assume that each organisation will have a room/space to host the group (to be checked during skype interviews). The hosting organisations can also help arranging the hotel booking for the visiting participants and facilitator.

#### *Follow-up*

Based on the discussions, questions and recommendations given, each organisation gets the opportunity to improve the good practice case and submit it to run for the good practice award. Participants have to submit their improved good practice case by September 7<sup>th</sup>.

### **Learning event**

#### *Content*

The purpose of the learning event is to reflect upon the insights gained during the exchange visits, and to share these insights with a wider audience. In order to share the insights gained with a wider audience, we recommend to organize half a day event for a wider audience. The participating organisations could identify the people to invite.

The setup of the learning event is up to you and the participants. An example for the setup of the learning event could be:

‘Start the morning session with a wider audience, where the participating organisations get to do a short presentation. This is followed by discussion on one of the most pressing issues resulting from the exchange visits. In order to get all invited participants involved, the discussion is held in smaller groups. The methodology of World Café could be used here.

During the afternoon session, you continue with the smaller group of participants as to close of the whole in-country learning experience. This session is mainly to brainstorm about new ideas that result from the learning experience’.

Questions that could be central are:

- What insights did you gain regarding the inclusiveness of your organisation and your projects?
- What is needed to improve the inclusiveness of your organisation and/or projects?
- How can I translate this into a new proposal / project ?

#### *Practicalities*

There is 1 day available for the learning event (travel excluded). Participants that have to travel from far can get accommodation. Each organisation should bring 2-3 people from their own organisation for this event.

#### *Follow-up*

Based on the insights gained organisations can develop a new proposal to run for the ‘Voices for Inclusion Innovation Award’. The proposal should be written for a new project, a new addition to an existing project, or can also be an idea for making the organisation more inclusive, resulting from insights gained during the exchange visits and the in-country learning event of the Voices for Inclusion project. Format for this proposal will follow.

Note: it can be that every organisation wants to write its own proposal, but we encourage proposals that are written together by two or three of the participating organisations.

If your consultancy days allow, it would be great to allocate some time to give feedback to a draft version of these proposals. Participants have to submit their innovative proposal by September 15<sup>th</sup>.

### **General**

#### *Reporting*

We do not require a long report. Aside of the financial report, we require at least the following topics in the report (more details will be provided later):

- Short explanation of programme and the methods used during the exchange visits
- Most important points of discussion during each visit. Which recommendations were given?
- Short explanation of programme and the methods used during the learning event
- Who was visiting the learning event, and why these people?
- What were discussion about with the external people, and what were the conclusions from these discussions?
- What are the overall insights of the participants on the inclusiveness of their organisations and projects? Have they formulated any action points for themselves?
- What went well? And what was difficult? What topics need further discussion during the learning event in The Netherlands?

#### *Visual material*

We would highly value it if any visual documentation can be done/arranged by you. There is some budget allocated that you can use for video, photo or other visual materials about the process of the event and preferably to capture the insights gained by the participants as well. You could for example do a short interview with some of the participants. Any (raw) material can be shared with us [via wetransfer](#). We are happy with many short fragments, and are happy to do any editing if needed.