indaba

Facilitation Guide
(socially/physically distanced)

An initiative of International Federation of Red Cross and Red Crescent Societies

Indaba is a collaborative and community-based participatory video process. If you are facing difficulties in reaching communities (for example, due to social distancing or lockdown laws), the following adjustments can be made to facilitate the Indaba process.

These instructions are targeted at a socially or physically-distanced scenario, in which the Indaba facilitator brings the Indaba equipment with them, provides it to the community and stays close by, while maintaining an appropriate and safe distance.

DISCLAIMER:
This guide is only designed to be used for facilitating a deployment with the **Indaba** community feedback process.

For more information please visit:
https://indaba.dev

Contents

Planning (before you enter the field)

- Using your local contacts, identify a 'scribe' for each of the groups you will be working with (for example, men, women, etc) before you enter the field.

  These people will be the only people to touch and interact with the tablet devices during most phases of the process, and will act as the facilitator(s) 'eyes and ears' within each group.

Extra Equipment:

- Megaphone/microphone and speaker to amplify facilitator instructions to the community.
- Large format Story Cards
- Wipes (for equipment)
- Hand sanitizer for participants
- Masks

- **Optional**:
  Offline messaging application such as Manyverse, for communicating with each scribe's tablet without internet and from a distance.

Community Facilitation

- Groups should maintain a safe social distance.

- For the initial steps of the ideation process, the facilitator(s) can communicate from a distance using a megaphone.
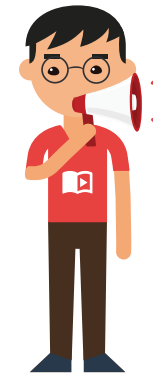
Photo Walk

- Selected members of the community should be used as scribes for each of the groups.

- These members can also be responsible for putting up the flip chart paper and photos, and writing group comments on the flip chart paper for the photo walk.

- The 'photo walk' method should be used carefully to ensure physical distancing within the community.

Group Facilitation

Consent

- Once the representative groups have been formed, consent can be explained by the facilitator (using the recommended script) through a megaphone.

- Each group scribe can then collect the consent sheets from each of the members.
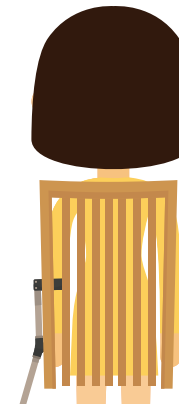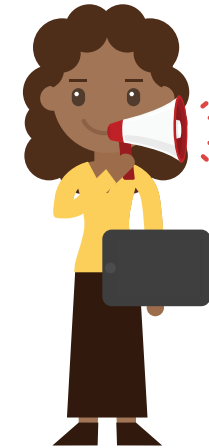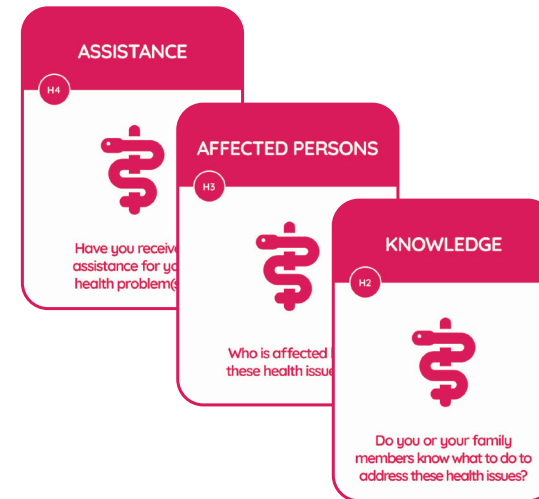
The Scribe

- Within each group, the scribe should be responsible for handling Story Cards and writing on flipcharts to maintain physical distancing. Instructions can be delivered to them by the facilitator(s).

Story Cards

- Provide each group with large format story cards. Rather than using the suggested dice for the Story Card facilitation, you can instruct scribes to select random cards from a set you provide them with.

ASSISTANCE

H4

Have you received assistance for your health problem(s)?

AFFECTED PERSONS

H3

Who is affected by these health issues?

KNOWLEDGE

H2

Do you or your family members know what to do to address these health issues?

Taking Photos of Materials

- To assist facilitation, you should instruct the scribes to take photos of participant contributions at regular intervals. For example, taking photos of the flipchart at different stages (Brainstorming of the questions, Group stories, Group stories with stickers, Selected final group stories etc).
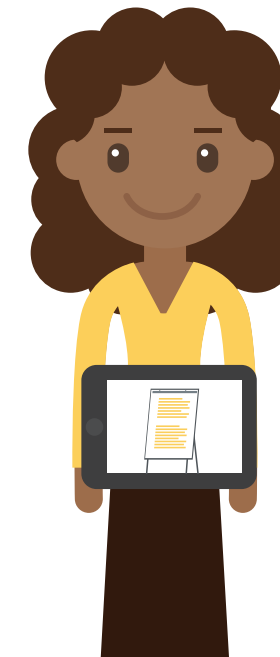
App Training

- Demonstrate using other facilitator(s) and the megaphone. Wipe down any device and accessories before handing over to group members.

Capture Videos

- A person (other than the scribe) should be selected in the group to operate the tablet for filming. If using microphones, these should be wiped down between users.

Facilitator Support

- As facilitator(s) will have limited opportunities to provide direct assistance to the group's video capturing in real-time, it is vital that when content is uploaded after each session (day), that the facilitator(s) review the content so that suggestions can be made back to the group scribe the following morning.

Note: Additional time for this should be considered in the Indaba project timeline.
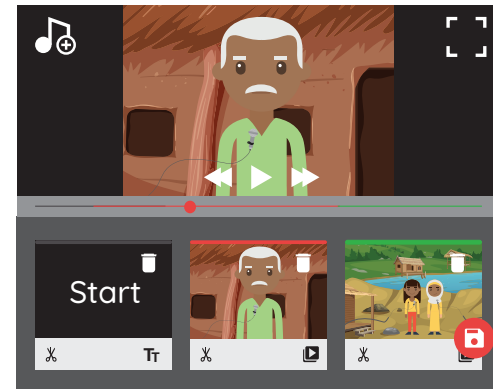
Tagging

• The scribe should play videos making sure that the group can see and hear them. The scribe (or another nominated member of the group) should then tag the videos on behalf of the group.

Timeline

• The scribe (or another nominated member of the group) should perform all video editing tasks on behalf of the group, in discussion with them.

Community Feedback

Depending upon the context, there could be different scenarios for the community feedback:

• Provide the community with the equipment (projector, tablet, USB stick) to play back the completed videos on their own.

• Just the facilitator operates the projector and tablet. The the community maintains a safe distance.

• If no large community gathering is possible:

   • Each group's tablet could be loaded with the same completed videos for playback. Extended members of the community join with a particular group to view the content.

   • The community is split into multiple groups and you facilitate multiple 'showings' of the videos.

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