



indaba

Manual



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1 INTRODUCTION

1.1 What is Indaba?

Indaba is an innovative approach which supports local communities to share their stories using a mobile video application. Traditionally, video production has been seen as a highly skilled endeavor and was limited to those with high media literacy. Using **Indaba**, a community/group/organization can manage their own storytelling process from beginning to end in one application.

Essentially, it is a process to support collaborative film-making by non-professionals. Its features provide communities with different templates for video shots; options to access, view and incorporate videos from other members; and opportunities for group discussions, managing/creating videos; adding music; and publishing from a video timeline with or without internet connectivity.

University Researchers and IFRC's PMER Unit in Geneva have piloted various M&E initiatives over the past 2 years which have contributed to developing and refining the **Indaba** approach.

1.2 Indaba for PMER

*To access more **Indaba** participatory videos, go to the IFRC YouTube PMER Playlist:
<https://bit.ly/2mfL700>*

Indonesia (in collaboration with Palang Merah Indonesia):

A participatory video monitoring initiative looking at the community feedback on a water, sanitation and hygiene promotion (WASH) project in East Kalimantan region, Indonesia. Click on the link below to see the **Indaba** video created by the Youth.



Link to video: <https://bit.ly/2mfKxk6>

Namibia (in collaboration with Namibia Red Cross Society):

A participatory video monitoring initiative looking at the community feedback on an Orphans and Vulnerable Children (OVC) project in Grootfontein region, Namibia. Click on the link below to see the **Indaba** video created by the Assisted Women.



Link to video: <https://bit.ly/2oMnFdi>

Egypt (in collaboration with Egyptian Red Crescent Society):

A participatory video baseline initiative looking at the community feedback to contribute to the planning phase of ERC's School Children Training Program "Health and Safety" in a deaf school in Helwan, Egypt. Click on the link below to see the **Indaba** video created by the Deaf Secondary Students.



Link to video: <https://bit.ly/2kqvxQ3>

Honduras and Colombia (with the Honduran Red Cross and the Colombian Red Cross Society).

A participatory video evaluation looking at the community feedback to contribute to the evaluation of the Community Action on Zika project carried out in both countries. Click on the link below to see the **Indaba** video created by the women from the community of Ondas del Caribe.



Link to video: <https://bit.ly/2mnUzjn>

1.3 Getting Started with Indaba

Indaba consists of 5 distinct stages as shown in the image below. These stages are described in more detail in the Deployment section.

Ideation	App Training	Capture	Creation	Feedback
Photo Walks Group Selection Story Cards Storyboarding	Android Devices Indaba App Microphones	Capture Videos Upload Review & Reshoot	Group Review Tagging Timeline Publishing	Community Feedback Ownership Transcription

1.4 How to use Indaba for Your Project or Program

Indaba has been tested in a number of different locations and for different project/program initiatives (participatory baseline, monitoring and evaluation), some highlighted in the previous section. When using Indaba for a project/program, consider:

- At what stage in the program does Indaba want to be used?
- What would be the best method to use (assessment, baseline, monitoring, evaluation etc.) to capture this information from the communities?
- What is the sampling method that would be most suitable for your Indaba initiative? This will affect location and community selection.
- In order to ensure buy in and sustainability of Indaba, who are the stakeholders that should be involved in the process, at the community, National Society, country, regional and global level? It is recommended that the deployment team be kept small at the field level, in order to respect community space.
- How many days will be allocated for your initiative and what are the logistics on the ground which need to be planned?

The Indaba facilitation methods (photo-walk, MSC and/or story cards) can be adapted depending upon what is to be measured in the project/program. Using a participatory approach, Indaba works with the community from beginning to the end of the initiative.

As it is a community-based initiative, it would be important to have the buy in from the community leader and the community before rolling out the **Indaba** process in the field.

1.5 Community Selection

As this is an initiative which requires the presence of community representatives on a daily basis, it is recommended that the agreement of the selected community to the initiative be secured prior to arrival of the team to the field. The target groups you will work with will depend upon your project/program and the sampling process used to best ensure representation and the feedback needs of your initiative.

Therefore, in this initiative, you would:

1. Identify a community that is a recipient of the project/program using a fair and unbiased approach.
2. Select the target groups which are most relevant for feedback to the project/program in a fair and unbiased manner. The number of available Android devices (Tablets) in the project/program may also limit the number/size of groups which can be formed.

1.5.1 Sampling Methods

To limit bias, we would recommend that probability sampling methods be used. For the **Indaba** process, stratified sampling has been frequently used, whereby the facilitator has divided the entire community into specific groups and then individuals have self-selected themselves from the group on a voluntary basis.

As it is important for the selected group to be able to work together on 1 Android device (tablet), if the number of self-selected community members is too large, the stratified sampling method can be used with other sampling approaches to reach the objective of the **Indaba** initiative.

Other types of tools/documents which can help facilitate the selection of the community and/or target groups:

IFRC Monitoring and Evaluation Guide:

Guidance and templates to promote a common understanding and reliable practice of monitoring and evaluation for programs and projects (*available in French, Spanish and Russian*):

<https://www.ifrc.org/Global/Publications/monitoring/IFRC-ME-Guide-8-2011.pdf>

Guide to Community Engagement and Accountability (CEA):

A Red Cross Red Crescent Guide which provides practical and adaptable guidance on communications and participation approaches with the communities.

<https://media.ifrc.org/ifrc/wp-content/uploads/sites/5/2017/12/IFRC-CEA-GUIDE-0612-LR.pdf>

Vulnerability Capacity Assessment:

Community-led assessment which measures people's exposure to and capacity to resist natural hazards. It is complementary to national and sub-national risk, hazard, vulnerability and capacity mapping exercises and can be used to identify communities most-at-risk.

<http://vcarepository.info/>

IASC Guidelines:

Inclusion of Persons with Disabilities in Humanitarian Action, 2019

<https://interagencystandingcommittee.org/iasc-task-team-inclusion-persons-disabilities-humanitarian-action/documents/iasc-guidelines>

The guidelines set out essential actions that humanitarian actors must take in order to effectively identify and respond to the needs and rights of persons with disabilities who are most at risk of being left behind in humanitarian settings.

Online Sample Calculators

There are numerous types of online sampling calculators which can be used:

<https://www.surveysystem.com/sscalc.htm>

<https://www.raosoft.com/samplesize.html>

You can also find sample formulas in excel.

1.6 Requirements for Running a Deployment

	Indaba Online	Indaba Titan
Devices	Minimum of 4 Android (version > 7.0) devices for each contributor/contributing group (these can either be the participants' own devices or provided by the shoot organizer)	
Connectivity	3G Internet or WiFi required	N/A
App download	Indaba Android App (Available at Google Play Store) 	Indaba Titan Android App (Available at Google Play Store)
Dashboard Application	N/A	<ul style="list-style-type: none"> - Laptop/computer with minimum RAM of 2GB and 10GB free disk space - WiFi Adaptor to enable computer and Android devices to connect to each other - Install Indaba Titan software on laptop/computer <p>More information about configuring this on your laptop can be found here: https://bit.ly/2kGBkkl</p>
Optional but Advised Equipment	Extra laptop batteries, Video Projector, Speaker, Cabled lapel microphones, 2 USB sticks 16 GB (hand over videos to the community), Extra hard drive (40 GB free space) and WiFi Router (Indaba Titan)	
Stationery	Story Cards, Stickers, Post-it notes, Flipchart paper roll, tape, Scissors, Pens, Flipchart markers	

More information about the **Indaba** kit can be found in the Annex 1: *Indaba Kit*.

2 PRE-DEPLOYMENT

2.1 Offsite and Onsite Planning

As **Indaba** is a community-led approach, it is first important to ensure there is buy-in from the community, project/program stakeholders, country/regional/HQ offices for the initiative before initiating onsite and offsite planning.

Offsite Planning: This would consist of all the things the team should plan before arriving on location:

- ✓ Estimated budget (See Annex 6 for an example budget)
- ✓ Equipment (Android phones and/or tablets)
- ✓ Facilitation material
- ✓ Local participating teams for capacity building and sustainability of the approach
- ✓ Number of volunteers needed during the deployment
- ✓ Interpreters needs to be budgeted and/or planned before you arrive to the field.
- ✓ Interpreters will be needed during your facilitation with the community and/or during transcription
- ✓ Transportation needed for the team and for transporting community groups to filming locations, etc.

Note on Interpretation: Depending upon the language skills available within your team and the language(s) spoken/written by the community, interpretation may be needed during **Indaba**. To limit potential bias, an independent interpreter is recommended. Good sources of local interpreters are communities nearby who speak the same language and/or nearby schools.

Transcription: Transcription should take place before leaving the country as at times there is terminology that at times cannot be understood by external translation providers. If possible, it would be best for transcription to take place with the interpreter who was involved in the **Indaba** process, along with the assistance of 1 or 2 volunteers depending upon the amount of transcription which needs to be carried out.

Onsite Planning: This would be an implementation of all the things the team has planned for the **Indaba** initiative.

- ✓ Briefing with National Society Headquarters, and/or Branch on **Indaba**
- ✓ Training with staff/volunteers joining **Indaba**
- ✓ Confirmation with the National Society of all the planned logistics for the training, with the community, and for the transcription of the video
- ✓ Debriefing with National Society Headquarters and/or Branch on **Indaba**

2.2 Ethical Considerations: “Do No Harm”

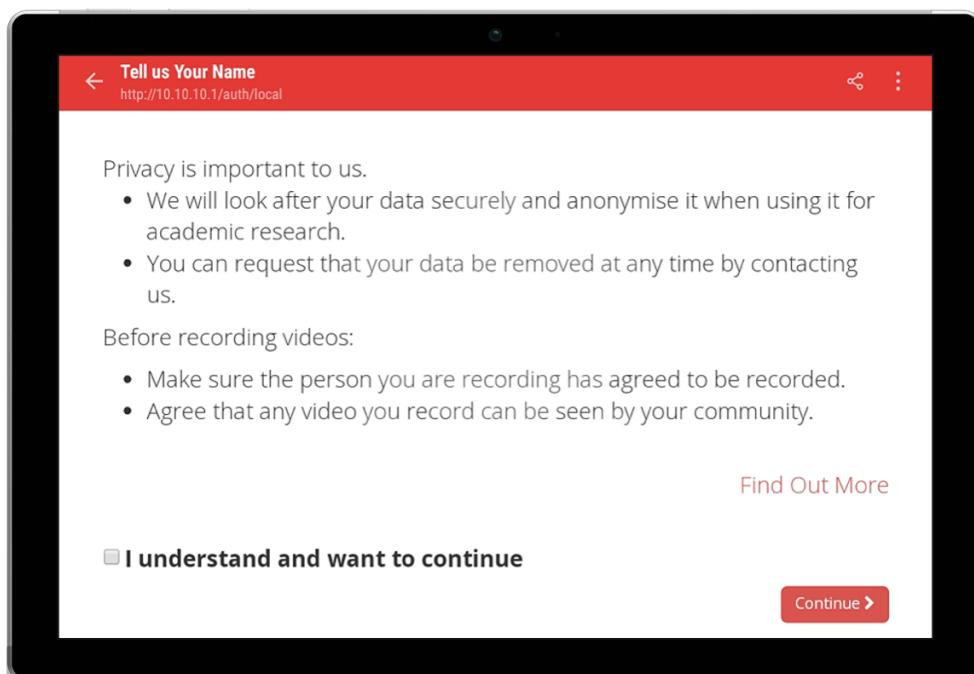
When working with communities, it is important to consider the impact of intervention on communities during the planning of the intervention. Humanitarian organizations should strive to minimize the harm that can be caused through the implementation of an activity, as well as harm that can be caused by not carrying out the activity (leading to tensions within the community or with host communities).

Humanitarian standards and principles, such as those outlined by Sphere, as well as organizational policies on data protection can be helpful in guiding practitioners and ensuring that communities, as well as staff/volunteers are not affected by harmful practices and/or treatment.

Indaba sees the value of meaningful, voluntary consent during its initiatives. Consents should be translated in the local language and verified with the Country Office/National Societies to ensure that they can be understood by the community. Both online and offline consents have been used in every deployment to ensure that community participants understand the nature of their participation/contributions when accepting to be part of an **Indaba** initiative.

Participants need to be informed about how their data will be used, that their participation is voluntary and that they can withdraw at any time without giving reasons. It is also essential that adults and minors are consented properly, taking into account local laws that legislate this matter.

For **Offline consent**: See Annex 4 and 5, For **Online consent (Indaba app)** see below:



2.3 Choosing an Indaba Version

There are two editions of **Indaba** for use in different scenarios. Please refer to this section to decide which one is right for you.

This feature comparison can help understand some of the differences:

Feature	Indaba	Indaba: Titan
Dashboard to create and manage shoots	✓	✓
Contributors can upload videos to shoot	✓	✓
Requires Internet?	✓	
Optimized for Limited Connectivity areas	✓	✓
Optimized for Zero Connectivity areas		✓

Indaba and **Indaba Titan** have been developed in association with the International Federation of Red Cross and Red Crescent. These variants contain features that are useful for international development contexts.

2.4 Indaba (with internet connectivity)

Indaba has been built for NGOs and organizations who want to use participatory video for capturing community stories. This has been built for international development contexts where limited internet connectivity needs to be taken into account.

All you need is a Web browser, then head to <https://app.indaba.dev> and start a new shoot. You will get a unique code for your shoot, which you can share with your participants. The participants can then enter the code into the **Indaba** app on their phone or tablet. *You are then ready to go!*

A version has been developed with the International Federation of Red Cross and Red Crescent Societies (IFRC) for the monitoring and evaluation of programs in the field. Designed for use in situations with limited (but available 3G). Reduced access to social media, social login for safety and ethical reasons, and reduced bandwidth needs. Designed to be supported by team facilitators on the ground.

The Dashboard (admin panel) is located at <https://app.indaba.dev>.

2.5 Indaba Titan (no internet connectivity)

Indaba Titan does everything **Indaba** Online does, except it is a fully offline solution. This is ideal for regions where there is no internet connectivity. To use this version, you will need a computer and a WiFi adaptor. You will also need to install the Titan Dashboard Application on your computer. Then the mobile phones/tablets will be able to connect to your computer and the **Indaba** experience can be replicated totally offline.

A version developed for situations where no 3G or WiFi is available, this version can be deployed by facilitators on their own computer to provide the full **Indaba** workflow in remote or inaccessible locations.

Indaba consists of an application running on a computer (laptop) which is present at the deployment location, alongside an Android application running on mobile devices which at various points communicate with the local computer over WiFi.

No upstream (internet) is required at the deployment location. If appropriate, batteries and power management can be used which allows **Indaba** to be deployed in remote locations without power or connectivity.

Although advanced computer skills are not a requirement, some knowledge of using computers and software will be useful during the setup process.

2.6 Configuring and Installing the Dashboard

First, decide which version of **Indaba** is most appropriate for your context. Use the table in Section 1.6 to make this decision.

Once the minimum materials needed for deployment have been purchased and/or are accessible to you, you can then begin testing the **Indaba** infrastructure ([More details can be found in Section 1.6: Requirements for running a deployment](#) if you haven't done so already), and follow the instructions below to install Indaba on your computer:

2.7 Preparation

*Before entering the field, you need to setup and install the **Indaba** application!*

2.7.1 Indaba Titan: Download Software onto Laptop

This requires a large download (3.5GB), so it is advisable to perform this step on a wired or fast WiFi connection before entering the field.

Indaba is only reliably supported on systems running Windows 10 Professional, Education or Enterprise. Although it may run fine on other systems, we recommend locating a device with this specification.

1. Download the Installer from <https://indaba.dev/quickstart/titan/>.
2. Run the installer, following all instructions. (you will need a decent internet connection to perform this step, as the download is roughly 4GB).
3. Once the installer has completed, your computer might need restarting.
4. Run the **Indaba** application (this might require “Run as Administrator” to avoid potential network configuration issues).
5. Click on ‘Launch dashboard’ in the **Indaba** application to open the dashboard in a Web Browser

Although it is possible to run Indaba on a Mac, we currently do not provide documentation for this configuration.

2.7.2 Indaba Titan: Setup WiFi

The **Indaba** dashboard is required to be on a computer which will be available via WiFi to the tablets/phones connecting to it.

The Windows application will attempt to setup this for you, but in some cases this might not be possible. If you are having an issue with this, please check the Annex 3: *Diagnostic Issues* page in the manual below.

It is advisable to use a pre-shared password on the WiFi, which has already been entered on the Android devices, as anyone on the network can potentially access videos from the application.

2.7.3 Setup Shoot

Currently, the standalone version of **Indaba** matches the online Indaba platform version, so there are a couple of simple steps to make it operate correctly as standalone.

1. Create a new shoot for your deployment, making sure to fill in the date range and name.
2. The default settings should be OK for most deployments, but please check before entering the field.

This is the minimum required to operate with the **Indaba** Titan Android application.

2.7.4 Install App onto Devices

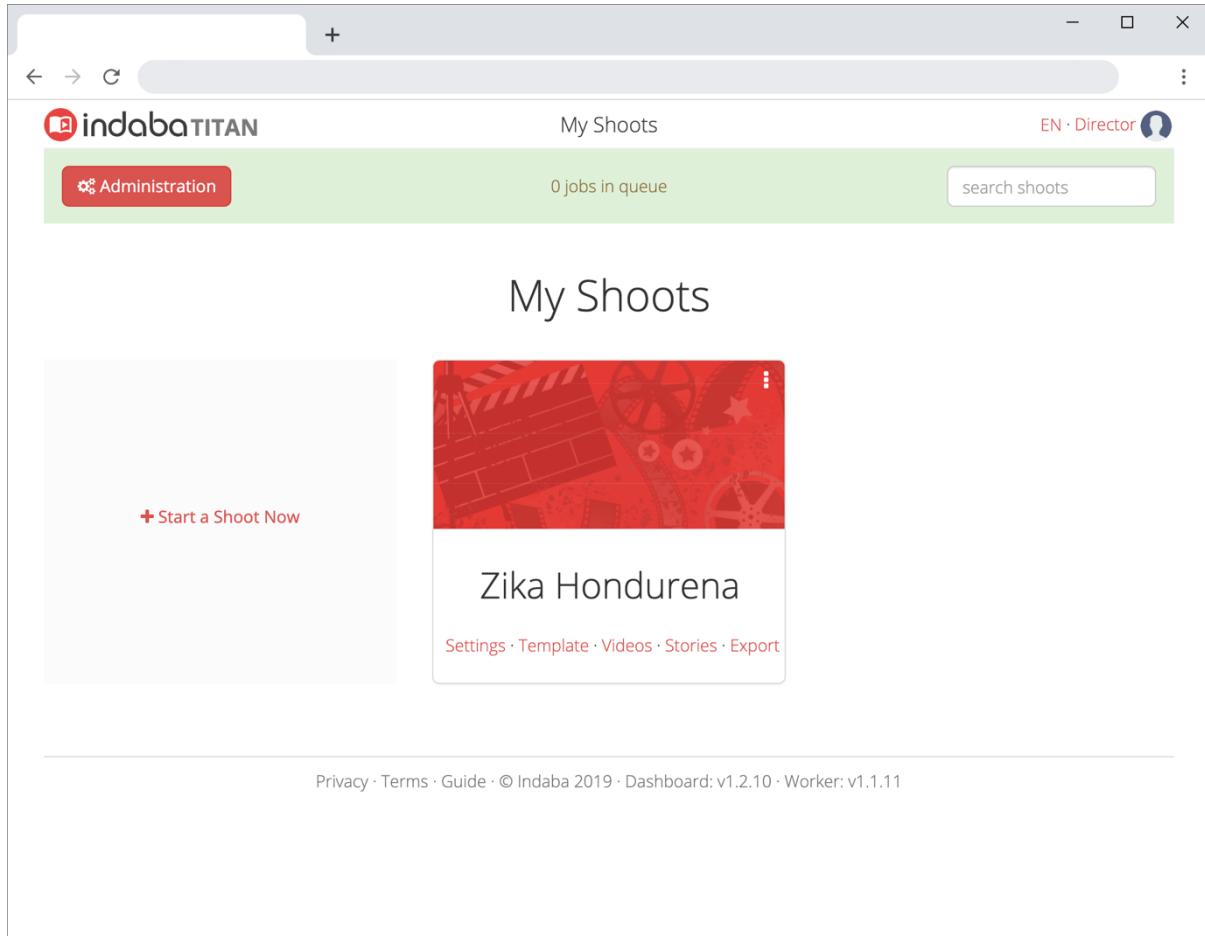
Install the offline or online version of the **Indaba** from the Google Play Store:

Indaba: <https://play.google.com/store/apps/details?id=dev.indaba>

Indaba Titan: <https://play.google.com/store/apps/details?id=dev.indaba.offline>

2.8 Using the Dashboard

The Dashboard allows you to configure Indaba project using templates and themes.

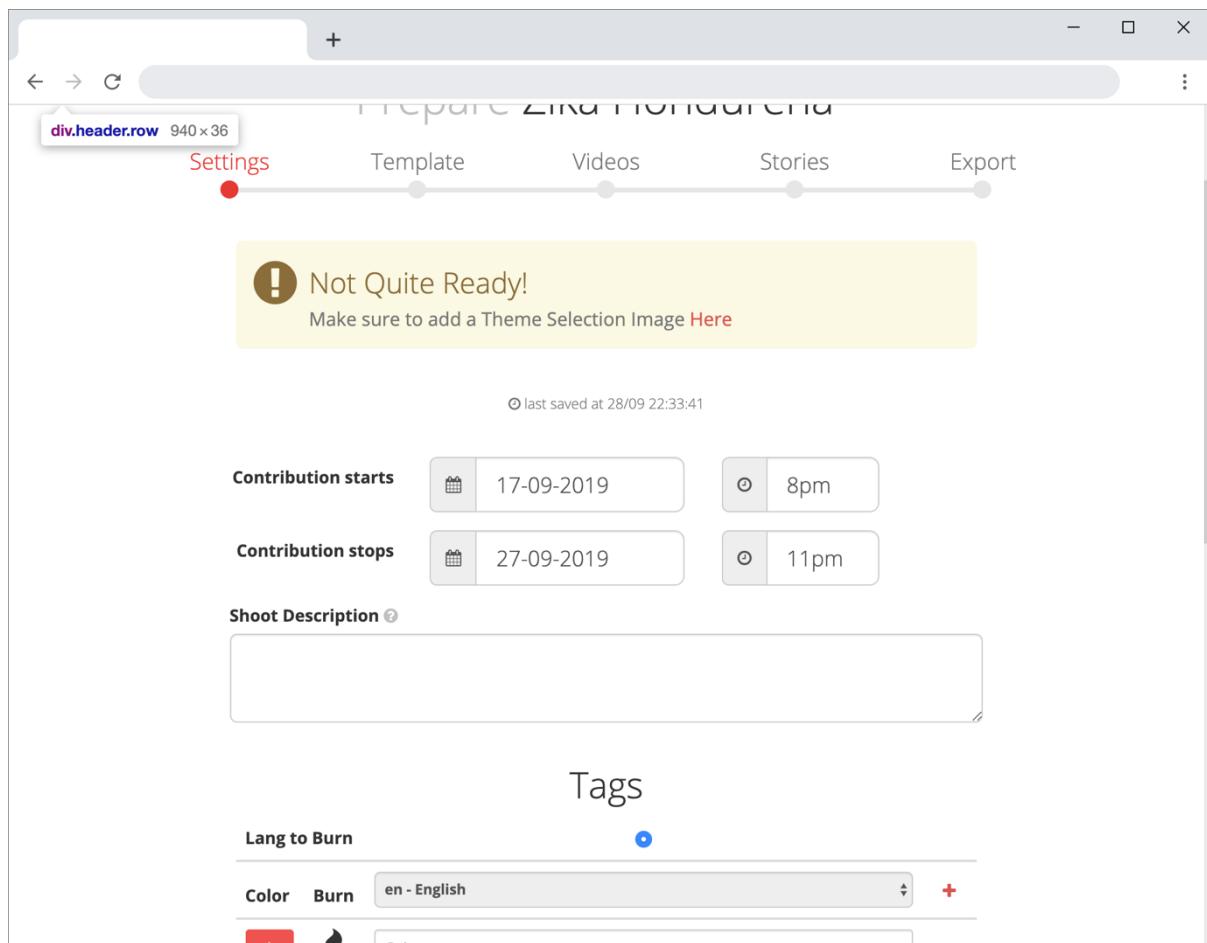


2.8.1 Creating a Shoot

Create a shoot by opening the dashboard and clicking on **+ Start a Shoot Now**.

You can use the standard Monitoring and Evaluation *shoot* (called Community Feedback) if you want to use settings that have been used on previous deployments. You can configure settings later as well.

There are various settings you can configure for your project such as *themes* and *tags*. To change these settings, click on Settings under the shoot that you want to configure.



You will see a page like above, where you can configure different settings such as the project name, duration of the shoot, etc.

2.8.2 Tags

Tags are used by participants to annotate their videos to make it easy to filter, label and communicate the feedback participants want to share from their story to the project/program.

By default, the tags that are shown are selected based on the OECD's DAC Evaluation criteria. More information can be found here:

www.oecd.org/dac/evaluation/daccriteriaforevaluatingdevelopmentassistance.htm

This can be a useful criterion when feeding back community stories to an organization's projects/programs. If this is not appropriate for your context, please replace with another set of tags.

Color	Burn	en - English	es - Spanish; Castilian
		Relevance	Relevancia
		Coverage	Cobertura
		Effectiveness	Efectividad
		Impact	Impacto
		Sustainability	Sostenibilidad
		Recommendation	Recomendación
		Introduction	Introducción
		Background	Fondo

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- You can change the color of a particular tag by clicking on the color and selecting an alternate color.
- The Burn column (2nd column in Figure above) contains a button which toggles whether the tag is shown on the final video. It is black if it has been selected and grey when not selected.
- The **Lang to Burn** option selects in which language the tags will be shown on the final video.

Remember to update your Stickers with any updated or changed tags to that they will match in the paper-based elements of the process.

2.8.3 Themes

Indaba uses video templates that help participants take good quality shots. We recommend that you use two or three themes into which these templates can then be categorized into. Participants will then be able to search for the video templates based on the selected themes.

Administration 0 jobs in queue search shoots

Adjust Zika Hondurena ↗

Settings Template Videos Stories Export

!

Not Quite Ready!
Make sure to add a image for each Theme

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Themes

	Community	Scenery
+	9	7

Community Scenery

SUGGESTED SHOTS

3 DEPLOYMENT

Ideation	App Training	Capture	Creation	Feedback
Facilitators use. MSC, Story Cards, Stickers and Group discussions to help communities link feedback to the project or program.	Train community representatives on how to use the Android devices, microphones and the Indaba app to capture video stories.	Groups capture video stories in and around the community with the Indaba app.	Groups review and tag the footage they capture. They add more footage as necessary. They then edit and create their video stories.	Groups present their stories to the wider community, National Society, IFRC and/or government representatives.

3.1 Ideation

In **Indaba**, ideation is an offline process which can be carried out using photos, flipcharts/markers, story cards and stickers with the community/individual groups. Contributions are collected at the community level and then at the group level with community group representatives. It is a process that allows for the familiarization of both the community and the representative groups with the project/program.

3.1.1 Community Level

Photo Walks



Time

1 to 1.5 hours

What You'll Need

Printed photos from project/program, flipchart paper, marker pens, duct tape and scissors.

Fig 1 :Photo walk with Blikkiesdorp community in Grootfontein, Namibia

- Select 8 to 10 photos from the project/program.
- Put all the photos horizontally on 4 or 5 flipchart sheets which are taped together. The photos should be placed on the top part of the flip chart paper providing for a large white space underneath which can be used for community contributions.
- The photos usually serve as a good forum for discussions and capturing input from the community on the project/program.
- If the literacy rate is low in the community, a scribe can be selected by the community to help write down community reflections.

3.1.2 Community Selection

Select the target groups which are most relevant for feedback to the project/program in a fair and unbiased manner. The number of available Android devices (Tablets) in the project/program may also limit the number/size of groups which can be formed.

For more information, see the section on Community Selection

Time

2 to 3 hours

What You'll Need

1x Story Card pack per group, post-it notes, stickers, flipchart paper, marker pens, and pens.

3.1.3 Community Representatives

Part 1: Story Cards

Story Cards have been created in the **Indaba** process to allow the representative groups take a deeper dive into the project/program. Using sector themes and key questions, these cards allow the groups to reflect, discuss and organize the feedback they want to provide to the project/program through their stories. Flipchart paper is used to capture all the ideas and if the literacy rate is low in the group, a scribe can be selected by the group to help write down their reflections.



Fig 2 Peer Educator's Group Using Story Cards in Helwan, Egypt.

It is recommended that a maximum limit of 2 sectors/criteria and 5 questions per sector be used, to prevent the groups from being overwhelmed with questions, as well as in order to not infringe upon the representative group's daily schedules. It may be that sectors/criteria will also be used as tags for the stories produced so it is important to use the same wording and colors for the story cards and the video tags for consistency.

Optional: Additionally, you might find it beneficial to print some stickers that contain the names of the sectors/criteria. These can then be used to stick to the flipchart paper that each group is producing to facilitate recall at a later stage.

Part 2: Narrative Building



Fig 3 Story Cards used during the Ideation phase.

The flipchart papers from the story card exercise serve as a brainstorming for the selection of 2 to 3 stories the group wants to share using the **Indaba** app.

These 2 or 3 stories are then developed using guidance from the 5 W's template:

- **Who:** Who is the story about?
- **What:** What is the issue being discussed?
- **Where:** Where did this take place?
- **When:** When did this take place?
- **Why:** Why is this important to you?
- **Recommendation:** Share with us ONE recommendation for this project/program

3.2 App Training

At this stage, representative groups will learn how to use the Android devices, the **Indaba** app and the microphones. Depending upon the familiarity of the groups with the equipment, it is important to set aside time which will allow each group to work at its own pace. If all the groups are at the same location at the same time, then peer to peer learning methods can also be used to allow one group to show another group how to use the equipment.

Time

1 to 1.5 hours

What You'll Need

Android devices,
Indaba app, Cable
lapel microphones

This on-boarding process is only required once per group, per deployment unless devices are moved between groups.

- Make sure each group has an Android device and any additional equipment (microphone etc.).
- Connect the device to the WiFi or Internet service and open the Indaba application.
- On the first run, the App will search for the Dashboard, this may take up to 30 seconds.
- Get the group to select the shoot you want them to participate in.
- Let the group login, select a Theme and open the camera screen.
- As soon as a device has joined the camera screen and has downloaded the necessary assets, participants are able to contribute content without any WiFi or Internet connection.

3.3 Capture

Once the representative groups have been trained on the equipment and the app, they can then begin to capture the video clips they want to include in their story.

Time

Minimum 3 days

What You'll Need

Android devices,
Cable lapel
microphones,
Flipchart with 2 or 3
stories with tags

Setting up the Android devices for community representatives.

This process needs to be accomplished online, i.e. the computer and WiFi connection **has to be** available. Using the **Indaba** Dashboard (accessible on any web browser), you can organize and manage your shoots. Contributors can then use any Android device (mobile phone or tablet), to download the **Indaba** app and join your shoot and capture footage.

The aim of this phase of the process is to facilitate each group in capturing, reviewing and tagging videos. Only videos that have been tagged can be used in the later stages of the process.

Review on Day 2 and 3

Reviewing the footage within the group is an important process of **Indaba**, and one that allows the community groups to reflect, discuss and validate the footage for the selected stories and the feedback they want to provide to the project/program.

It is an opportunity for sharing and collaboration within the group. At times amongst the groups through the **Indaba** feature, each group can see the footage captured by other groups, which allows for opportunities to use other group's footage and/or be inspired to capture new footage should it be found necessary.

Reviewing Content Requires WiFi connection to computer.

Once content is uploaded from a device, it is available to all participants to view and use in creating stories.

Tutorial: Initial Device Connection

This is to be carried out with the community group representatives

If the application is running on the computer, and all the devices are connected to the WiFi you can then open the application on each Android Device. On the first run, the application will search for a local application running on a computer, this may take up to 30 seconds.

This initial step needs to take place with your participants in range of the WiFi.

Tips for groups to join a shoot

Get each group to select the shoot you want them to participate in.

Allow them to login, select a camera and open the camera screen.

As soon as a device has joined the camera screen and has downloaded the necessary assets, participants are able to contribute content without connection to the WiFi.

Tutorial: Capturing Content

This process can be accomplished offline, i.e. the computer and WiFi connection **does not have to be** available.

How to capture video:

1. Open the **Indaba** app
2. Click on the project name to which you want to contribute videos
3. Click on the 'Camera' button on the bottom right corner of the Captured Videos tab (first tab)
4. Select a theme for your video
5. Select a template that best represents the shot type you want to use
6. Capture your video by pressing the red record button on the right side.
7. After you finish, you can review the video you just took in the 'Captured Videos' tab.

Tips to ensure quality audio and video

Video:

1. Tap to focus.
2. Make sure your fingers are not in the shot.
3. Use lighting to your advantage.
4. Take a variety of shot footage to ensure that you have a selection to choose from.
5. Review as you go.

Audio:

1. Is the microphone plugged in properly?
2. Make sure only one person is talking at a time.
3. Be aware of your surroundings and avoid recording near large background noise.
4. Encourage quiet participants to speak loudly.
5. Review as you go.

.

Tutorial: Reviewing Videos

1. Click on the 'Tagged Videos' screen. Here you can see all footage that has already been tagged by you or others who are part of the shoot.
2. To tag a video, just press on the 'Tick' button on the bottom right corner of the 'Tagged Videos' tab (middle tab) of the project. You will now see a page with all uploaded videos on this project.
3. Just tap on any video to play it. While you are playing the video, you can tag the videos using the tags displayed on the top left area. You can tap to toggle the tags.

Each group should be supported in watching what they have captured in relation to the plan they made, following some basic principles:

- Does the video capture what I wanted to say in the plan?
- If it does, then apply a Tag to that video (this tag may be indicate on the planning sheet from the Ideation step).
- Using notions of 'Introduction' and 'Background', help the group identify missing elements of video to tell their story.

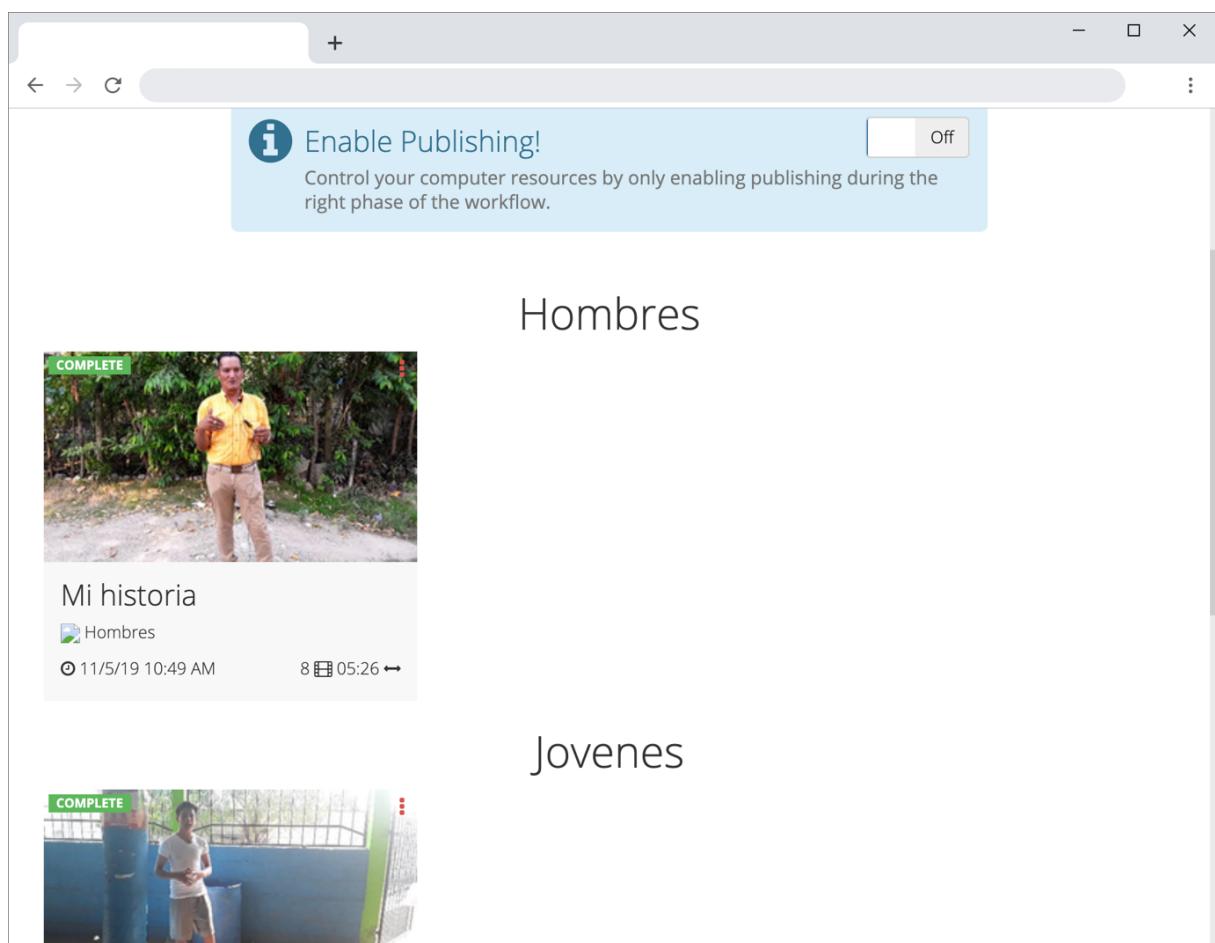
- Add these videos to the group plan, and then resume the Capture part of the process.

Tutorial: Uploading Content (Requires WiFi connection to computer)

Uploading should be initiated when each device is connected to the WiFi and the application is running on the computer. In some cases, uploading a single device at a time may be faster than attempting to sync all simultaneously.

Note: Also avoid groups uploading any final stories during the Group Creation process, as it can slow down the process for other groups tagging and/or creation, especially if you are using **Indaba Titan** (without internet connectivity).

Depending on the participants, this upload process could be built into breaks during the workshop process.



3.4 Creation

Through **Indaba**, communities are able to edit their own stories themselves. **Indaba** provides participants with simple features which allows them to trim, change the order of their video clips on the timeline and add music to the stories created.

Important: The Creation phase requires a WiFi connection from each Android device to the computer.

Time

3 to 4 hours

What You'll Need

Android devices,
Flipchart with 2 or 3
stories tagged.

Tutorial: Trimming Videos

1. To trim the beginning or end of a video, just click on the **Trim** icon (Scissors), and drag the blue slider to the range of the video that you want to keep. As you adjust the sliders, the video will playback to reveal what the new video will look like. Once you are happy with the trim, just tap on the **Trim** button again to exit trimming mode.
2. Rather than make multiple trims within the same video, if you want to remove the middle of a video or if you want to use two small subsections of the video, then you should add the same video multiple times to the timeline and then edit each of those videos to reflect the desired changes.

Tutorial: Changing the order of your video clips

1. Identify the clip that you want to move, and press and hold it for a couple of seconds.
2. You'll see the clip detached from the timeline. Now drag this to the desired position in the timeline and release the clip.
3. The clip will now be in the new position.

Tutorial: Adding Soundtrack

1. In the **Stories** tab of the project (third tab), click on an existing story that you are working on and create a new story using the **Create story** button on the bottom right corner.
2. In the timeline, click on the **Music** icon on the top left side of the video (as shown in the screenshot above).
3. Here you can preview each of the tracks by clicking on the **Play** button. If you want to choose one of these tracks, then simply tap on the name of the track.
4. To replay the video with the music selected, click on the first video clip of the final story. This will replay the whole video with the selected music running in the background.

•

Tutorial: Adding text/credits or titles

1. In the **Stories** tab of the project (third tab), click on an existing story that you are working on and create a new story using the **Create story** button on the bottom right corner.
2. In the timeline, click on the **Add Text Title** button as highlighted in the screenshot above. You can add up to 8 lines of text per title. If you need to add more text, just create another Title slide.
3. The size of the text is automatically adjusted based on the length of the text that is entered. You can drag and delete the text title like any other video thumbnails on the timeline.

•

Tutorial: Creating your final story

1. In the **Stories** tab of the project (third tab), click on an existing story that you are working on and create a new story using the **Create story** button on the bottom right corner.
2. Here you can add videos using the **Add videos** button as highlighted in the screenshot (Figure 1).
3. Make sure to save your progress regularly by clicking on the **Save** button and then tapping on **Save and Publish later**

Tutorial: Managing stories

On the Dashboard, you can configure many details of the shoot and its contents. You can also download stories and change the user that a story is assigned to.

•

Tutorial: Review your Timeline Story / Playback

Low resolution published content can be played directly from the Android devices that created the content. To playback **Indaba** you will need to click on the first video clip of **Indaba** on the timeline.

•

Tutorial: Publishing

"Publishing" a story involves the application creating a single video file from the participants story.

Only one story is processed (published) at a time, so it is important to take this into account into the Indaba facilitation process.

To publish **Indaba**, first ensure Publishing is enabled in the Dashboard. Then, click on the 'Save' button in the Android App and then tap 'Publish now'

Note: **Indaba** Dashboard consumes a lot of laptop battery, particularly when performing story publishing. Keep an eye on your laptop battery and control power consumption where possible.

Stories will continue to process without the Android device being available.

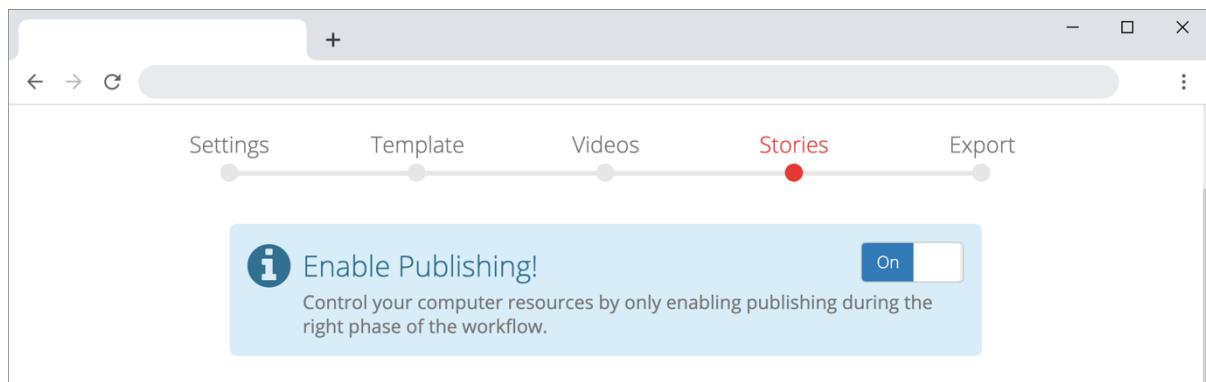
Using Content: All content produced during the process is stored on the computer running the **Indaba** application.

These files are stored as .mp4 video files in the upload folder of **Indaba** on the desktop. This can be opened by clicking the 'Open uploads folder' button on the Desktop '**Indaba**' application.

•

Tutorial: Enabling and Disabling the publishing feature

It is important to **disable the publishing feature** of Indaba until all the groups have finished creating their final stories. Otherwise, if one of the groups publishes their videos the other groups will be slowed down during the creation process.



You can **activate the publishing feature** at the end of the day, once you are sure that no more groups are working on their videos or at the end of the story creation stage for all of the groups.

As an administrator of the shoot, you can do this from the **Indaba** Dashboard (website). Make sure that the 'Process Edits' checkbox is unchecked.

3.5 Community Feedback

It is recommended to have a community feedback through a screening and a discussion to allow for an opportunity for the community representative groups to share the video story they have created with other members of the community, the National Society, IFRC and/or Government representatives. It is also an occasion for community reflection, discussion and/or learning on the participatory video experience through Indaba.

Screening will usually need to take place in the evening or in a dark room in view of projection needs. Snacks and/or a meal can be planned with the screening.

Best practice is to Export each Story (see below) onto a USB stick and plug this directly into the projector for playback. If time constraints don't allow for this (i.e. you did not manage to publish all videos yet), then each story can be played by connecting the Android device directly to the projector and using the ***Fullscreen*** option in the top-right of the ***Creation*** screen.

Share the digital stories the communities created on a USB key with the community leader and the National Society representative before leaving the field to build ownership and promote further peer to peer sharing.

See **Tutorial**: Exporting videos from the dashboard below.

It is recommended that the final videos be transcribed and subtitled to allow for wider dissemination and learning back into programs and projects.

Time
3 to 4 hours
What You'll Need
Projector, Laptop with downloaded stories, 2 USB sticks with completed videos, White wall or white cloth, Dark room or evening light

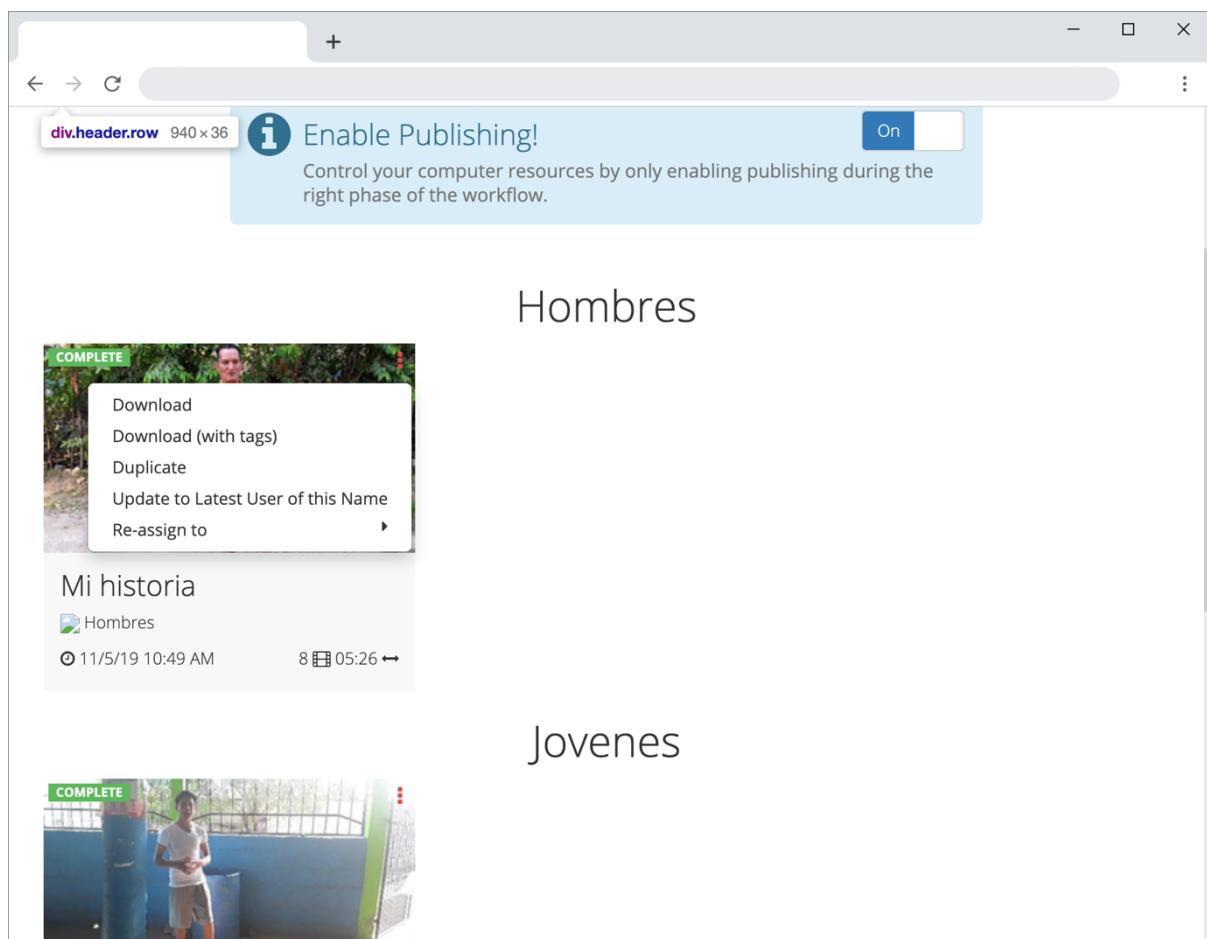


Fig 4 Community Feedback screening by the men's group from Ondas del Caribe, Colombia.

Tutorial: Exporting videos from the dashboard

Indaba makes it easy to export videos in an easy manner. On the Stories tab, click on the 3 dots on the story that you want to download and click on one of the following options:

- Download - if you want to download the raw stories
- Download (with tags) - if you want to download the stories with the tags used by the participants overlaid on top of the video.



Tips for a successful Indaba Field Deployment

Working in the field is unpredictable! Each day is different and you never know what each day may bring. Here are 5 tips to help ensure a smooth **Indaba** process in the field:

6. **Stay Safe:** Always stay safe! If you notice or come to know anything suspicious or something that might jeopardize your team and/or your personal safety before or during the deployment, immediately notify your lead facilitator who will advise and/or follow up with the appropriate action. As **Indaba** is a deployment which requires equipment (e.g. devices, laptops), be also mindful of this.
7. **Be Organized:** Create a schedule before you arrive so that you know what you are doing on each day and how you will be using your time with the community and/or community representatives. As it is a participatory video process involving technology, it is important to allow enough time so that the community and/or community representatives can go through the main **Indaba** phases (ideation, capture, creation and community feedback). As much as possible, keep buffer zones in your timetable in case processes overrun or unforeseen circumstances occur. For an example schedule which you can adapt for your deployment, please see Annex 7: Example Schedule.
8. **Teamwork:** Each morning, keep your team informed of the daily developments and what each person is expected to do. At the end of the day, carry out debriefs with the volunteers and co-facilitators about the day and/or any lessons learned/preparations needed for the team/community for the following day.
9. **Daily Review:** At the end of each day, gather the team and reflect together on how the day went. What were the challenges? What went well? What can be done differently the next day? Context (community customs, religion and/or daily routines) will play a role in this reflection process and it is important to take this into consideration to ensure a smooth deployment.
10. **Backup:** This is crucial. As the adage goes, "better safe than sorry". At the end of each day, backup the following:
 - a. Videos: Any footage still left on devices should be uploaded to the shoot manager/dashboard.
 - b. Flipcharts/Written material: Take pictures of any written material (consents, flip chart notes etc.) generated by the community so that there is a digital copy.
11. **External Copy:** Keep a duplicate copy of the above data on a separate drive/laptop in case the first laptop is stolen or stops working.

4 POST-DEPLOYMENT

4.1 Subtitling Videos and Adding Logos

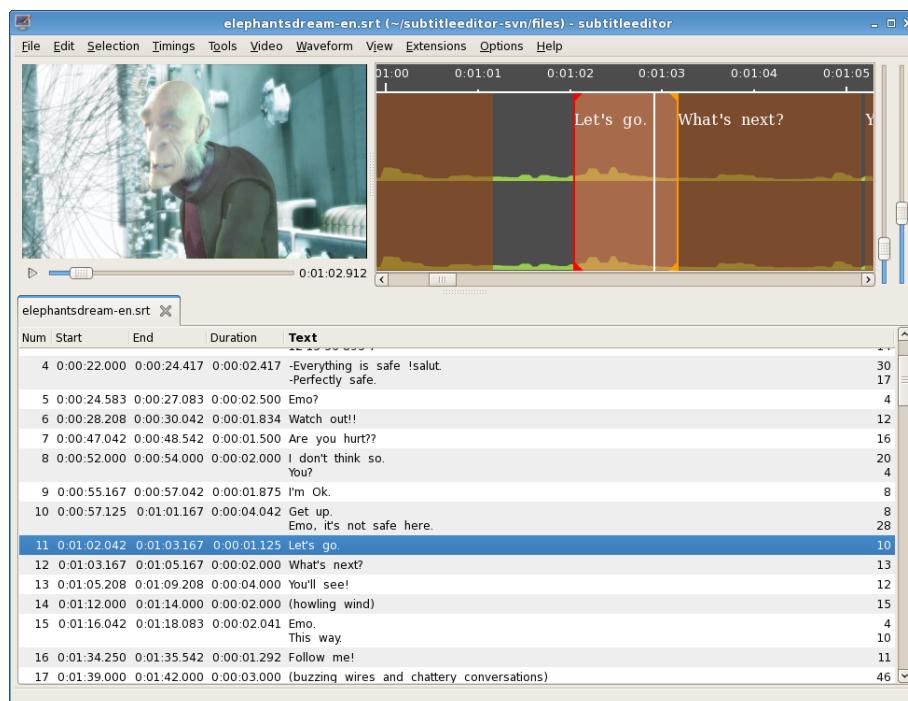
The following are open source software which have been piloted successfully in Indaba deployments to add transcript and/or logos to community stories:

•

YouTube Studio: YouTube Studio (www.studio.youtube.com) provides a good transcription feature if your video is in the primary languages offered by Google Translate (English, French, German and Spanish). It is not possible at this moment to add any organizational logos through YouTube Studio.

•

Subtitle Edit: Subtitle Edit is a free (open source) editor for video subtitles. (<https://www.nikse.dk/subtitleedit>)



(this example is not from Indaba deployment)

Using Subtitle Edit is an alternative for regions without connectivity. This software needs to be used with a video editor program such as Adobe Premiere Pro or Final Cut Pro to burn the subtitle file to the final videos and/or to add logos.

Using Subtitle Edit, the final group story videos would need to be uploaded and subtitles created for everything spoken on screen. The help pages of Subtitle Edit are useful to diagnose common issues:

<https://www.nikse.dk/SubtitleEdit/Help>

•

VSDC Free Video Editor: If you just want to add logos, you could consider a free software such as VSDC Free Video Editor.

<http://www.videosoftdev.com/free-video-editor>

5 ANNEXES

5.1 Annex 1: Indaba Kit

Here is a list for the kit we have used on previous occasions. Prices are estimates, other brands and suppliers exist, this is meant only as a guide.

Quantity	Item	Approx. Cost	Link
4	10" Android Tablet	£200	https://bit.ly/2ZXJcNX
4	Tablet Case	£16	https://amzn.to/33vrqDP
1	Battery WiFi Router	£60	https://amzn.to/2TuURkU
4	Wired Lapel Mic	£15	https://amzn.to/2yWK6yb
1	Battery Speaker	£30	https://amzn.to/33yJQ6H
1	Battery Projector	£412	https://amzn.to/304Uct0
1	Charging Station	£22	https://amzn.to/2H6ld7T

5.2 Annex 2: Frequently Asked Questions

How do I use Indaba?

Indaba Consists of Two Tools:

1. Mobile App

The **Indaba** app helps you participate in film shoots. Just download the app and follow the instructions to get involved. Upload footage using WiFi when you're done.

2. Shoot Manager/Dashboard

The **Indaba** platform lets you organize and plan a film shoot. Easy to use settings allow you to tailor it to your needs, and then get participants involved.

Indaba facilitates your video storytelling experience. You can control the video shots: how many, location and subject. This flexible structure supports any kind of shoot scenario.

•

Help! There multiple editions. Which one do I choose?

Please see Section 1.6 Requirements for running a deployment

•

Is there an iOS version?

Indaba is only available on Android at present, as its primary use case is in development contexts where Apple devices (due to their high costs) are not common.

•

What type of device should I use? Tablet vs. Mobile Phone?

It really depends on specific requirements. **Indaba** has been used on tablets simply because it has been found that the larger screen space afforded by tablets allows groups to more easily edit and review footage on a shared device. A mobile phone might not be a comfortable viewing experience for medium to large groups.

How does it work?

Indaba organizes film shoots using collections of shots organized by genre called templates. For instance, a community video feeding back on a water and sanitation project could contain wide shots of the community village, close ups of the youth washing their hands and detailed shots of the faucets.

•

How many people can share an Indaba shoot?

See the section on community selection.

•

Does Indaba share my details with anyone?

Indaba does not share any information without your permission, and it does not share any details with third parties. It is a closed system, where the shoot administrators can choose how they want to distribute and share the created videos and footage with others.

Note: Anonymized statistics about how participants use the **Indaba** online platform is collected to help improve user experience.

•

What can I do with Indaba videos once they're uploaded?

Indaba's mobile app lets you make basic edits of footage from your shoot. Alternatively, you can load your footage into editing software such as Final Cut Pro or Adobe Premiere and let **Indaba's** EDL exporter take the work out of logging clips.

•

Does Indaba need a good 3G/4G signal?

Indaba: For the **Indaba** version with internet, shoots can run without 3G after you've initially joined the shoot on the app. Only providing footage requires WiFi. The offline version does not require any internet connection in the first place.

•

How big are Indaba video files?

Indaba uses your mobile device's camera at the best settings it can find, so file sizes can vary. When using Indaba it is a good idea to make sure you have plenty of free space on your mobile device and only upload footage over WiFi.

Indaba Titan

It is also important to have some free space (at least 20GB) on the laptop you will be using to ensure that all participant videos can be safely uploaded to that device. It is recommended that before each deployment, any personal media or large files/folders are removed from your laptop to an external hard drive to ensure that there is enough free space on the laptop for running an Indaba deployment.

•

Do I give out devices to the participants?

One Android device can be provided to each group you are working with for this initiative e.g. one device each for men, women, youth, elderly etc.

The group is encouraged to work together and share access to the tablet to capture and review footage. It is recommended that you label each device (using masking tape) with the name of the group (e.g. men). On the first day before handing the device to the group, the Indaba team leader can sign-in with the name of the group on the sign-in screen of the app.

See Section 2 and 3 of this training manual for more instructions on how to join a project and sign-in.

After the groups have been trained on using basic features of the app, they can be given the device for the Capture, Review and Creation stage. It is important to keep track of the devices and to be sure to collect all devices at the end of each day to back up the data. It can also be helpful to have the groups identify a focal point in each of their groups who can be responsible for returning the device.

5.3 Annex 3: Diagnostic Issues

My devices will not connect to the Indaba application

1. Check you are on the same WiFi network as the device
2. Try turning off your Firewall, as this will prevent anything from working. This is a temporary measure to ensure that there aren't Firewall rules preventing **Indaba** from working. Once you've checked that it is not the Firewall causing issues, then please turn it back on. If the issue is Firewall related, please contact your network administrator to add **Indaba** as an exception (as a safe application).

If you are still having issues, ask an IT person or network administrator to do the following 2 steps:

1. Change the DHCP address range of the router to be within 10.10.10.2 - 10.10.10.255 - usually done through the router admin panel. Your IT person should know how to do this.
2. Manually set the IP address of the computer running **Indaba** to be 10.10.10.1.

5.4 Annex 4: Participant Consent Script

Hello. My name is xxxxxxxxxxxx. I am a xxxxxxxxxxx working at xxxxxxxxxxx. I would like to invite you to participate in an activity with our team that aims to deliver a participatory video xxxxxxxxxxx. using **Indaba**. Using **Indaba**, we would like to gather your feedback on project xxxxxxxxxxx.

Indaba is a video making process, where you will be the director of your own film. You will have an opportunity to capture, edit and create your own video story. We will work together with you over the following five days and train you on the **Indaba** process and its mobile application, including the equipment needed to create your video story.

Note: Here you can show the participants with the Android device some of the **Indaba** features.

At any point in this process, you can raise any issues with either of us or another member of our team and/or decide to not further participate in this activity. Your participation is entirely on a voluntary basis and you have the right to stop participating at any time. Refusal to participate or deciding to withdraw from this initiative will involve no penalty or loss of benefits and it will neither affect your relationship with xxxxxxxxxxx organization.

Do you have any questions?

Would you be interested in participating in the **Indaba** process and signing the consent form?

5.5 Annex 5: Participant Consent Form

This is a consent form for **Indaba**. As part of this community you might be in video(s) or photo(s) during this initiative.

I understand that at any time I can ask that my information to be removed without a problem.

I Understand

Photos and Video

We may use your stories and images for reporting to our donors and sharing with other people in the country and abroad.

If you have filmed with the smartphone or have been filmed or photographed during this initiative:

Will you allow us to publish photos or videos of you on Red Cross, program partners' and other respected international websites?

Yes No

Will you allow us to publish video recordings you made on Red Cross, program partners' and other respected international websites?

Yes No

Are you a storyteller and/or a group participant:

Yes No

Do you want to have your name included at the end of the film?

Yes No

Research

We might use some of your interactions with the **Indaba** tool to learn more about how communities make videos.

Will you allow us to publish with this information, as long as we do not use your name.

Yes No

Participant's first name: _____

Participant's last name: _____

Participant's age: _____

Participant's signature: _____

If a minor, please have your guardian fill out the below:

Guardian's first name: _____

Guardian's last name: _____

Relationship to Participant: _____

Guardian's signature: _____

5.6 Annex 6: Example Budget

IFRC Example Budget from a Deployment in Asia						
No	Item	Quantity	Frequency		Jnit Cost	Total Cost
					CHF	CHF
IFRC Personnel Travel Cost						
1	Local Flight	2 Person	2 Times	119	478	
2	Perdiem	2 Person	10 Days	55	1,100	
3	Accomodation	2 Person	8 Days	75	1,194	
Local Personnel Cost (PMER, IT, 2 driver)						
4	Local Flight	2 Person	2 Times	119	478	
5	Perdiem	4 Person	5 Days	7	149	
6	Accomodation	4 Person	5 Days	75	1,493	
7	Home to Airport transport	2 Person	1 Times	41	82	
Local Cost						
8	Car Rental	2 Unit	5 Days	45	448	
9	Fuel	2 Unit	5 Days	11	112	
10	Local team/Community costs	40 person	5 Days	6	1,194	
11	Local intrepreter	1 Person	5 Days	37	187	
12	Translation material/transcript	1 Person	1 Times	224	224	
13	Stationary	1 Unit	1 Times	75	75	
Others						
14	Extras	1 Unit	1 Times		800	
Total						8,012
15	PSSR					521
GRAND TOTAL						8,533

5.7 Annex 7: Example Schedule

Day	Event	Activity	Facilitators	Format, Support & materials needed
Day 0	Arrival of the team in country	Prepare Indaba equipment and verify all necessary documents for field deployment (consents, etc.)	• Indaba Facilitation Team	• Indaba equipment • Consent sheets
Day 1	Briefing with Field Team	<ul style="list-style-type: none"> • Debrief • Planning for the Indaba process with the community 	<ul style="list-style-type: none"> • Indaba Facilitation Team • Field Team 	
	Introduction	<ul style="list-style-type: none"> • Welcome by the Community Leader and National Society • Introduction of Indaba team to the community • Introduction of the Indaba process 	<ul style="list-style-type: none"> • Community • National Society • Indaba Facilitation Team • Field Team 	<ul style="list-style-type: none"> • Interpreter
	Ideation	<ul style="list-style-type: none"> • Introduction • Photo Walk • Story Cards • Narrative Building 	<ul style="list-style-type: none"> • Community • Community Representatives • Indaba Facilitation Team 	<ul style="list-style-type: none"> • Photos • Flip Chart, Markers, Post its, Stickers • Flipchart Markers • Story Cards • Indaba dice • Interpreter
Day 2	App Training	<ul style="list-style-type: none"> • Training on using Android devices 	<ul style="list-style-type: none"> • Indaba facilitation Team 	<ul style="list-style-type: none"> • Android devices
	Capture	<ul style="list-style-type: none"> • Microphone training • Training on Indaba app • Capture footage 		<ul style="list-style-type: none"> • Microphones • Flip Charts with selected stories
Day 3	Review and Capture	Communities review footage and capture again if necessary	Community Representatives with the support of the Indaba facilitation team	<ul style="list-style-type: none"> • Android devices • Microphones • Flip Charts with selected stories
Day 4	Creation	Communities edit stories	Community Representatives with the support of the Indaba team	<ul style="list-style-type: none"> • Android devices • Flip charts with selected stories and tags

Day 5	Community Feedback	Community screening	<ul style="list-style-type: none"> • Community Leader • Community Representatives 	<ul style="list-style-type: none"> • Projector • Screen • 2 USB sticks for handover • Dark Room or Evening Screening
Day 6 &7	Transcription	Transcribe videos from local language into English	<ul style="list-style-type: none"> • Volunteers • Indaba team 	<ul style="list-style-type: none"> • Room for transcription • 3 to 4 Headphones • Volunteers • 3 to 4 computers with transcription software downloaded
<u>Day 8 Departure of the Team</u>				

Appreciation goes out to the communities and the National Societies for their inputs and collaboration on the Indaba process. Many thanks also to Daniel Parry, Delvin Varghese, Tom Bartindale and Miki Tsukamoto for preparing and developing the Indaba training materials.

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