Prompt Template 1

Scenario: Scenario 1 - GPT as a validation tool
Task: Deductive Coding
Dataset: Dataset 1 (Light Wheel)
Model: GPT-4o
Temperature: 0

Step 1: Role playing

Objective:
Understand your role as a research assistant in supporting deductive coding for thematic analysis.

Process:
1. **Understand your role description:**
   Your role will involve supporting the **deductive coding** process for thematic analysis. You'll be responsible for understanding the framework of our organisation, categorising, and interpreting data using the predefined codes we have established.
2. **Familiarise yourself with our mission and evaluation methods:**
   Our organisation is a Christian charity that annually supports various community interventions. Every program supported by our organisation and our partners undergoes a thorough evaluation. Evaluators engage with the beneficiaries of these programs and assess the following evaluation criteria: effectiveness, efficiency, relevance, and impact. These criteria are defined as follows:
   - effectiveness – to what extent it achieved its aims
   - efficiency – how well time and money were used
   - relevance – to what extent it met the actual needs of beneficiaries
   - impact – including any unintended consequences

   Each evaluation is compiled into an evaluation report. Your task is to support the coding of findings from these evaluation reports, using our established evaluation criteria—effectiveness, efficiency, relevance, and impact. Your coding will identify where evaluators have observed impact and how they recommend we improve our work. Evaluating our work is vital for both accountability and learning, ensuring the wise use of resources and deriving lessons for future programming improvements.
3. Follow the step-by-step instructions provided in the following prompts.
4. Confirm your understanding with brief, no more than one-line feedback

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Step 2: Provide codebook

Process:
1. The Light Wheel toolkit is our codebook comprising 9 themes on holistic well-being: (1) Living faith, (2) Social connections, (3) Personal relationships, (4) Participation and influence, (5) Emotional and mental wellbeing, (6) Physical

health, (7) Material assets and resources, (8) Capabilities, (9) Care of the environment.

2. Each theme includes several subthemes listed below. Read and understand the definitions of the predetermined themes and subthemes.

3. To confirm your understanding, provide the list of the 9 theme titles from the codebook.

Themes and definition:

(1) **Living faith**: Our faith in God and the way our daily lives are shaped by it. This theme includes the following subthemes: Importance of faith, Personal practice, Reliance on faith, Acts of service, Role of faith institutions, Relationships between faith groups.

(2) **Social connections**: The extent to which we connect with and support each other as a community. This theme includes the following subthemes: Group membership, Exclusion/inclusion, Collaboration, Support network, Safety/protection.

(3) **Personal relationships**: The love, security and respect we find in marriages, families and close friendships. This theme includes Satisfaction with close relationships, Feel respected, Participation in decision-making, Handling disagreement, Trust.

(4) **Participation and influence**: Using our voice to influence decision-makers and make our communities a better place. This theme includes Having a voice, Collective agency, Participation in influencing change, Achieving change.

(5) **Emotional and mental wellbeing**: How we feel about ourselves and the opportunities we see in our future. This theme includes Sense of personal wellbeing, Emotional support, Coping with stress, Hope for the future, Sense of self-worth.

(6) **Physical health**: Looking after our bodies and having access to good-quality health services. This theme includes Access to safe water, Hygiene and sanitation, Health status, Access to and quality of healthcare, Balanced diet.

(7) **Material assets and resources**: Using our creativity to make the most of our resources, make new resources, and share our resources with others. This theme includes Land access and ownership, Food security, Income and savings, Coping mechanisms, Financial inclusion, Attitudes towards resources.

(8) **Capabilities**: Developing and using our gifts and skills to make a living, serve others, and bring about positive change in our lives. This theme includes Ambition/vision, Individual agency, Skills development, Knowledge transfer, Access to and quality of education.

(9) **Care of the environment**: Looking after and enjoying the natural world, easing the risks and protecting resources for future generations. This theme includes Awareness of environmental changes, Disaster risk reduction, Adaptations, Solid waste management, Tension over scarcity, Access to natural resources.

Step 3: Code generation (3 layers of coding)

Process:
1. Comprehend the user's uploaded text provided in later prompts.
2. **Identify excerpts** that specifically describe observable or reported changes related to wellbeing resulting from the intervention. Focus on excerpts that clearly

articulate the nature and impact of these changes, ensuring they are both meaningful and directly connected to the project's outcomes. Excerpts should be concise yet comprehensive, ranging from one sentence to a full paragraph, and must directly contribute to understanding the changes in relation to the wellbeing. Avoid selecting excerpts that do not add new insights or repeat the same argument, ensuring a balanced selection that highlights diverse perspectives without redundancy.

3. **Generate the first layer of codes (Coding 1)**:
   - Apply the predetermined codes from the Light Wheel toolkit mentioned in Step 2. Conduct deductive coding based on these codes.
   - **Each excerpt can have either one or multiple codes.** If an excerpt clearly addresses more than one theme, assign multiple codes. However, be careful not to assign unnecessary codes.

4. **Categorise Excerpts and Generate the Second Layer of Codes (Coding 2)**: Categorise each coded except into two groups: (1) positive vs (2) negative or no change. Generate the second layer of codes as 'Positive change' and 'Negative/ no change'.

5. **Assess Impact and Generate the Third Layer of Codes (Coding 3):**
   - Review all coded excepts and identify whether the excerpt presents evidence of impact related to changes in any themes, regardless of whether the impact is positive or negative/ no change.
   - Generate the third layer of codes as 'Yes' if the excerpt presents evidence of impact, or 'No' if it does not.
   - Definition of evidence of impact: It must show a change related to the themes and indicate that the project contributed to this change. Evidence can be quantitative (e.g., percentage change in income) or qualitative (e.g., a participant's quote). However, a quote or story from one individual alone is insufficient; it must be representative of others' experiences to qualify as evidence of impact.

6. Await further instructions and data uploading before proceeding.

Output: Present a table with the following columns:
   Column 1: Code 1
   Column 2: Code 2
   Column 3: Code 3
   Column 4: Quotation exemplifying the code from the user's text

DO NOT output explanation

Step 4: Few-shot learning

Process:
1. I'll provide some examples to guild you on assigning Code1, Code2 and Code 3.
2. Some examples for Code 1 have a single code, while others have multiple codes.
3. Analyse these examples to understand when to assign one code versus multiple codes for a single excerpt, as well as the appropriate code.

4. In addition, learn to identify excerpts related to wellbeing changes due to the intervention. Excerpts can range from one sentence to a paragraph, depending on context. Avoid coding the same argument more than once by keeping excerpts appropriately sized.
5. Confirm your understand with brief, one-line feedback. Do not output examples

Example 1:
'Positive changes were registered in food security, adaptation of new agricultural practices and knowledge techniques, as well as improving house structure and good hygiene.'

Code 1: 'Material assets and resources', and 'Physical health'
Code 2: 'Positive change'
Code 3: 'No'

Example 2:
'we are very happy in many ways because we already know how to do many things that we didn't do before (Beneficiary 1) ...What changed in the agriculture part and the way of cultivating, we know how to select seed, even make manure (Beneficiary 2); Savings makes us proud because we have learned a lot of things, even agricultural production has improved a lot with savings (Beneficiary 3)'

Code 1: 'Capabilities'
Code 2: 'Positive change
Code 3: 'No'

Example 3:
'After the committee formation, they prepared a Community Action Plan (Disaster Preparedness and Response Plan). However, when the evaluation team asked about the key contents in the plans, to the surprise of the team, they could not articulate well. In fact, the plans were developed in a rapid process, without applying a participatory process of mapping, ranking, or rating.
During the focus group discussion, the participants shared what external resources they need to have with regards to protection from risks of wild animal attack and damage of flood or fire.
Based on the discussion, the committee did not focus on community preparedness activities they could do themselves.'

Code 1: 'Care of the environment' and 'Participation and influence'
Code 2: 'Negative/ no change
Code 3: 'No'

Step 5: Upload data (repeat if needed)

I will be uploading text data split into several prompts. Please wait until I provide a final signal saying "PROCESS NOW" before you start processing the data. Until then, just

acknowledge each data upload without processing it. Once you receive the "PROCESS NOW" signal, process all the uploaded data according to the instructions I'll provide.
Document Name: "_____"
Content: "_____"

Step 6: Execute deductive coding

PROCESS NOW
Output in a table format

Step 7: Verification for accuracy and hallucination avoidance

Please review your previous responses for accuracy and consistency. Specifically:
1. **Accuracy Check:**
   Verify that all quoted excerpts accurately reflect the content of the provided text. Ensure there are no instances of hallucination or fabricated information. If any discrepancies or unsupported information are identified, correct them to maintain factual accuracy.
2. **Removal of Duplicate Quotation:**
   Review all quoted excerpts and remove any duplicates. Ensure that each quotation is unique and relevant to the analysis provided.

After completing these checks, provide a revised response that is accurate, consistent, and free of duplicates.

GPT-4o Output Example (Only show partially):

Code 1	Code 2	Code 3	Quotation Exemplifying the Code
Personal relationships	Positive change	Yes	"Seventy-one per cent of participants reported that personal relationships had improved. Interestingly 86 percent of the Christian people we spoke to reported improvements compared to just 50 per cent of other faiths' responses."
Material assets and resources, Capabilities	Negative/ no change	No	"However economic outcomes such as access to food and income were less positive with just over half stating that these had improved."
Physical health, Living faith	Positive change	No	"The spiritual health has improved among my family. The physical health of my daughter also improved with the medicine."
Living faith, Social connections	Positive change	Yes	"Nearly all of the people we spoke to talked positively about the local church supporting the most vulnerable in the community."
Capabilities, Living faith	Positive change	No	"The elder of my church advised me to start a business. I also thought that the shop is also a form of ministry service."
…	…	…	…

Prompt Template 2

Scenario: Scenario 1 - GPT as an initial annotator
Task: Inductive Coding
Dataset: Dataset 2 (SDGs)
Model: GPT-4o
Temperature: 0.5

Step 1: Role playing

Objective:
Understand your role as a research assistant in supporting inductive coding for thematic analysis.

Process:
1. **Understand your role description:**
   Your role will involve assisting with qualitative text analysis, coding data, identifying themes, and interpreting results for evaluation reports.
2. **Familiarise yourself with our mission and evaluation methods:**
   Our organisation is a Christian charity that annually supports various community interventions. Every program supported by our organisation and our partners undergoes a thorough evaluation, documented in an evaluation report. Your task is to analyse these reports Inductively, focusing on identifying **'learning points'** (improvements or successes to carry forward) rather than factual statements or impact claims.
3. Follow the step-by-step instructions provided in the following prompts.
4. Confirm your understanding with brief, no more than one-line feedback

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Step 2: Open coding

Objective:
Conduct an inductive coding process on the provided text, focusing on identifying and labelling **'learning points'**. Learning points refer specifically to improvements or successes that can be carried forward in future programs, rather than factual statements or impact claims.

Process:
1. **Comprehension:**
   The text will be provided in multiple parts across several prompts. As each part of the text is uploaded, carefully read and comprehend it to build a holistic understanding of the content.
2. **Identifying learning points:**

Analyse the text to identify significant statements or phrases that represent 'learning points.' Start coding the 'recommendations' section first but also look beyond it to capture relevant.

3. **Assigning descriptive codes:**
   Assign a descriptive code to each segment of the text identified as a learning point. Ensure each code is specific to the context provided. Unify similar points across multiple reports under a common code.

4. **Defining codes:**
   Write a clear and concise definition for each code, explaining what it represents within the context of the text.

5. **Quotations:**
   Provide a direct excerpt from the text for each code to exemplify its meaning.

6. Wait next prompt before proceeding

Step 3: Search for themes

Objective:
Based on the completed inductive coding process, your task is to identify and develop overarching themes from the provided codes.

Process:
1. **Review the codes:**
   Reviewing all the descriptive codes generated in the previous step, along with their corresponding definitions and quotations.

2. **Identifying up to 3 potential themes:**
   Look for patterns, similarities, or repeated ideas among the codes to develop themes that represent broader learning points.

3. **Grouping codes into themes:**
   Group the identified codes under each theme. Each group should represent a potential theme, with related codes telling a coherent story.

4. **Defining themes:**
   For each theme, write a clear and concise definition that encapsulates the essence of the grouped codes.

Output: Present a table with the following columns:
   Column 1: Theme
   Column 2: Theme Definition
   Column 3: Codes (each code should be in a separate row)
   Column 4: Code Definition
   Column 5: Quotation exemplifying the code from the user's text

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Step 4: Upload data (repeat if needed)

I will be uploading text data split into several prompts. Please wait until I provide a final signal saying "PROCESS NOW" before you start processing the data. Until then, just

acknowledge each data upload without processing it. Once you receive the "PROCESS NOW" signal, process all the uploaded data according to the instructions I'll provide.

Document Name: "_____"

"_____"

Step 5: Execute inductive coding

PROCESS NOW

Step 6: Verification for accuracy and hallucination avoidance

Please review your previous responses for accuracy and consistency. Specifically:
1. **Accuracy Check:**
   Verify that all quoted excerpts accurately reflect the content of the provided text. Ensure there are no instances of hallucination or fabricated information. If any discrepancies or unsupported information are identified, correct them to maintain factual accuracy.
2. **Removal of Duplicate Quotation:**
   Review all quoted excerpts and remove any duplicates. Ensure that each quotation is unique and relevant to the analysis provided.

After completing these checks, provide a revised response that is accurate, consistent, and free of duplicates.

Step 7: Categorise each document under corporate priorities

Objective:
Categorise each report under Tearfund's corporate priorities based on the previously identified codes and themes. Typically, a document will align with one corporate priority, but it may also span across two, three, or even all four corporate priorities. In some cases, a document may not align with any of the corporate priorities.

Process:
1. **Review the identified themes:**
   After completing the inductive coding and theme identification processes, review the entire report holistically, considering the broader narrative and the key insights that have emerged.
2. **Categorise each report under corporate priorities:**
   Based on the overall content and key learning points, assign the entire report to one or more of Tearfund's four corporate priorities. The detailed description of these corporation priorities will be provided in the next prompt. If a report does not align with any of the corporate priorities, clearly state that as well.
3. **Provide reasoning:**
   For each corporate priority selected, provide a brief rationale explaining why the

report aligns with that priority. If the report spans multiple priorities, explain how it contributes to each selected area.

4. **Determine the primary focus:**
   If the report aligns with multiple priorities, identify which priority is the most dominant or relevant to the report's content.

Output: Present a table with the following columns:
   Table title: Document Name
   Column 1: Assigned Corporate Priority/Priorities
   Column 2: Primary Corporate Priority
   Column 3: Rationale for Categorisation

Step 8: Provide details of Tearfund Corporate Priorities

1. Church and Community Transformation (CCT)
- **Objective:** Mobilize and equip local churches to transform the holistic wellbeing of communities living in extreme poverty.
- **Key Focus Areas:**
  - Empowering churches to drive long-term change, restore hope, and foster sustainable economic growth.
  - Extensive training programs and partnerships with theological institutions and networks to scale the CCT approach globally.
  - The most successful CCT processes are based around small-group structures, such as Bible study groups, savings groups or livelihoods cooperatives.

2. Reconciled Peace-filled Societies (RPS)
- **Objective:** Support communities in addressing the causes and effects of violence to bring about sustainable peace.
- **Key Focus Areas:**
  - Empowering churches, youth, and women to lead peacebuilding and gender justice initiatives.
  - Promoting reconciliation, interfaith dialogue, and addressing structural injustices.
  - Strengthening local peacebuilders and leveraging digital technologies for impact.

3. Crisis to Resilience (C2R)
- **Objective:** Build resilient communities that are well-prepared to respond to crises and recover with hope.
- **Key Focus Areas:**
  - Strengthening disaster preparedness and response capabilities of local churches and communities.
  - Focusing on long-term resilience and hope beyond immediate crisis response.
  - Enhancing the role of faith actors in disaster management and decision-making.

4. Environmental and Economic Sustainability (EES)

- **Objective:** Promote sustainable economic development while tackling environmental and climate challenges.
- **Key Focus Areas:**
  - Advocacy for environmental justice and the integration of sustainable practices into economic activities.
  - Developing green jobs, ecosystem restoration, and renewable energy initiatives.
  - Influencing global policies, including participating in UN Plastics Treaty negotiations.

GPT-4o Output Example:

Theme	Theme Definition	Codes	Code Definition	Quotation exemplifying the code from the user's text
Effective Community Engagement	Successful strategies and practices that enhanced community involvement, ownership, and satisfaction with the interventions.	Community Participation	Active involvement of community members in decision-making and project activities.	"The community classified the rehabilitation projects as the most sustainable impact ITDC has left in the area to meet their needs."
		Local Authority Training	Training provided to local authorities to improve their understanding and support of the project.	"The stakeholder analysis and local authority training improved the context analysis process..."
		Transparent Procedures	Clear and transparent processes for selecting beneficiaries and handling complaints.	"Community leaders and beneficiaries confirmed that the mechanism was clear and easy for regular beneficiaries to follow."
		Female Participation	Ensuring women's active participation in all project activities.	"Requiring community voting for female LCC members, nominate female participants joining all trainings equally to men..."
Capacity Building and Skill Development	Initiatives aimed at enhancing the skills and capabilities of community members and local partners to ensure sustainable development.	Vocational Training	Training provided to community members to develop vocational skills.	"Due to the quality content of training, it was received as a unique vocational course provided in the area for the first time."

		PSS Training	Training focused on providing psychosocial support and mental health awareness.	"The majority of participants have expressed their gratitude to join such course and gain knowledge on how to deal with their emotions..."
		Capacity Building for Local Partners	Training and support provided to local partners to improve their service delivery capabilities.	"Both partners gained practical experience in conducting food assistance and PSS sessions."
		Financial Literacy	Training aimed at improving financial management skills among participants.	"Moreover, the financial management training inspired female participants to improve their financial management..."
Integrated Approach and Sustainability	Strategies that combine short-term relief with long-term development to ensure sustainable impact and community resilience.	Food Security and Hygiene	Providing immediate food assistance and hygiene support to address urgent needs.	"Food baskets have filled an enormous gap in their food security."
		Solar Energy Training	Providing training on solar energy as a sustainable and environmentally friendly energy source.	"The solar training has helped students to increase their personal awareness toward using solar system as a clean alternative energy..."
		Rehabilitation Projects	Projects aimed at rehabilitating community infrastructure to improve living conditions.	"The community classified the rehabilitation projects as the most sustainable impact ITDC has left in the area to meet their needs."
		Integrated Project Design	Combining humanitarian, development, and peace-building activities for a holistic approach.	"The intervention has followed a unique integrated approach that meet both immediate needs and long-term development and peace objectives in the community."

Assigned Corporate Priority/Priorities	Primary Corporate Priority	Rationale for Categorization
- Crisis to Resilience (C2R)	**Crisis to Resilience (C2R)**	**Crisis to Resilience (C2R):** The report highlights building long-term resilience through vocational training, solar energy initiatives, and rehabilitation projects. The project prepares communities to handle future crises by promoting self-sufficiency, livelihoods, and conflict resolution.
- Reconciled Peace-filled Societies (RPS)		**Reconciled Peace-filled Societies (RPS):** The report emphasizes peacebuilding, conflict resolution, and social cohesion activities, particularly through leadership and human development (HD) programs that address community conflicts and promote reconciliation between IDPs and host communities.
- Environmental and Economic Sustainability (EES)		**Environmental and Economic Sustainability (EES):** The focus on solar energy as an alternative, promoting green job opportunities, and reducing fuel dependency addresses the environmental and economic aspects of sustainability.