



ACF – INTERNATIONAL NETWORK

**PARTICIPATORY RISK, CAPACITY
& VULNERABILITY ANALYSIS**

A PRACTITIONER MANUAL FOR FIELD WORKERS





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ACRONYMS

ACF	Action Contre la Faim
CAP	Community Action Plan
CBDRM	Community-Based Disaster Risk Management
CBO	Community-Based Organisation
CCA	Climate Change Adaptation
CMDRM	Community-Managed Disaster Risk Management
DRM	Disaster Risk Management
DRR	Disaster Risk Reduction
EWS	Early Warning System
FGD	Focus Group Discussion
WASH	Water, sanitation and hygiene
FSL	Food Security and Livelihoods
KAP	Knowledge, Aptitudes and Practices
IFRC	International Federation of Red Cross and Red Crescent Societies
NGO	Non-Governmental Organisations
PCVA	Participatory Capacity and Vulnerability Assessment
PRA	Participatory Rural Appraisal
UN	United Nations
UNISDR	United Nations Office for Disaster Risk Reduction



Created in 1979, Action Contre la Faim is now one of the world's largest international humanitarian organisations fighting against hunger, with an international network with five registered offices (Paris, London, Madrid, New York and Montreal). In 2010 Action Contre la Faim International carried out operations in 45 countries affected by serious food crises, implementing emergency and recovery programmes in the fields of nutrition, food autonomy, water and health, and helping close to 5 million people. For further information: www.actioncontrelafaim.org

PREAMBLE

This manual is intended to provide methodological and practical guidance to ACF field workers on how to implement Participatory Capacity and Vulnerability Assessment (PCVA) so as to design and initiate stand-alone or mainstreamed DRM actions at the community level.

Its variety of tools and guiding questions for disaster risk analysis facilitate a participatory process through collaborative learning. It is designed to stimulate dialogue and information sharing between ACF's field workers, community members and local partners.

The guiding questions serve to examine the factors of risk and vulnerability at multiple levels so that risk reduction measures and the outcomes of the PCVA are integrated into the development or recovery process of the community.

PCVA enables people to enhance their knowledge and understanding of disaster risks, and facilitate action planning for alleviating threats. It focuses on the most vulnerable, those who have less ability to face and recover from disasters.

The PCVA is a flexible model that must be tailored to suit the needs of a particular context. However, the process is always the same and should be complied with and aligned with ACF's strategic directions.

The PCVA is designed as a multi-sector assessment and is therefore holistic and inclusive by nature. It complements other ACF assessment tools aimed at analysing and reducing disaster risk and sector-related issues all together. It is intended to be used for undertaking in-depth assessments in development, recovery or chronic crisis contexts.

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INTRODUCTION

Disaster risk management strategy aims for the sustainable integration DRM into ACF operations whilst aiming to support DRM action on the ground. ACF DRM programming should have an open vision of disaster risk that considers future impacts of natural hazards, insecurity and other man-made shocks; and that more closely links the management of risk with emergency response.

It rather aims at integrating DRM within the project cycle and the program management of ACF operations at the community, institutional and organizational levels. As such, DRM is a cross-cutting sector that helps the sectors of WASH, FSL, Nutrition and Health, and Care practices and Mental Health consider the broader aspect of the intervention context. It expands ACF's humanitarian mandate from saving lives to protect livelihoods and creates an enabling environment for successful development to help solve world hunger, poverty and vulnerability to disaster. The increased understanding of the dynamics of disaster and the new interest shown by national governments and other actors, provide an opportunity for ACF to evolve and offer relevant programming to the changing needs of those who require assistance most.

The need of integrated programming is therefore crucial and through its operations, ACF offers a humanitarian vision of DRM programming, which has evolved beyond natural disaster to include conflicts and the impacts of under-nutrition. ACF's integrated actions target the impact and risk of disaster, and manage urgent needs in an environment of uncertainty. The skills and experience of ACF for operating in unsafe zones play an important role in minimising disaster.

ACF encourages the assessment, analysis and design of programs and projects keeping in mind past, present and future disasters. Therefore the PCVA, as a comprehensive risk assessment and analysis tool, is the pre-requisite to achieve operational outcomes of the five key ACF DRM policy objectives which are aligned with the 2010-2015 ACF Strategic Framework and the five DRR priority actions of the Hyogo Framework for Action 2005-2015.



This document describes:

- Chapter 1 summarizes the key concepts outlined in the ACF DRM Policy, gives a clear positioning on what DRM means for field operations and introduces the approaches used to manage DRM action. It sets the basis for implementing stand-alone or mainstreamed DRM activities and programmes.
- Chapter 2 gives an overview of what PCVA is and why its implementation should be considered in designing comprehensive programming in disaster-prone countries.
- Chapter 3 indicates the process that should be followed by the missions. It is built upon the materials produced and used by ACF International over the past 10 years in 40 countries, including Bangladesh, Ethiopia, Pakistan, Haiti, Guatemala and the Philippines.

A workbook (in the Appendices) explains forms and templates needed to ensure a standardized implementation of the process.

CHAPTER 1 – CONCEPTUAL APPROACH ON DRM

This section provides insights into the key aspects of the DRM conceptual framework within ACF's strategy.

It is based on ACF's DRM terminology along with complementary information from external references that can be found in the Appendices. This section can be used as a resource when preparing and training the field teams for PCVA field implementation.

1.1. HOW TO DEFINE DISASTER RISK?

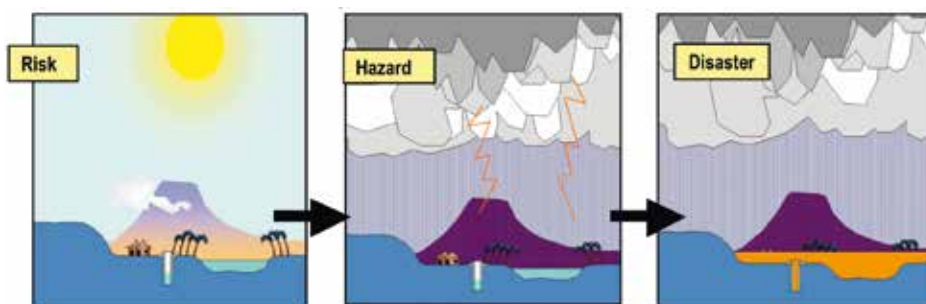
Disaster risk is the probability of devastating effects of hazards on vulnerable people. Most hazards result from the interaction of people with natural processes, and occur rapidly (termed rapid onset e.g. a flood), or slowly (termed slow-onset e.g. a drought). The capacity of people to cope with or adapt to these hazards reduces risk. Thus, to successfully manage risk, programming needs to address the following four aspects:


People living in a zone characterised by high cyclone activity (exposure), who have significant under-nutrition and health issues (sensitivity), and who live in communities that do not have the means to prepare for, and react to cyclones (capacity), are at high risk from a disaster.

$$\text{Risk (disaster)} = (\text{hazard} + \text{threat}) \times \text{vulnerability} / \text{capacity}$$

Most villages and cities are at risk of disaster because there has not been adequate planning and capacity developed for hazards, or impoverished people have no choice but to live in places at risk of disaster.

Here, a village located on the edge of a river bank and, at risk of disaster, is exposed to flooding (the hazard) that destroys houses and contaminates the water point, resulting in disaster.





Vulnerability is determined by the exposure of these people to the hazards, their sensitivity to the hazards, and their capacity to confront crisis situations and to survive them. Vulnerability can be defined in relation to five components that include livelihood, welfare, self-protection, social protection, and governance.

The degree of vulnerability of people, their ability to withstand, cope and recover often depends on social, cultural, economic and political trends. Trends are widespread phenomena occurring over decades and can be divided into changes in local climatic parameters, environmental degradation, changing demographics, economic marginalisation or informal/formal governance issues. Many natural hazards are worsened by these trends. People are generally more vulnerable where poverty and/or inadequate social protection reduce their ability to resist. It is therefore vital to work towards reducing poverty, especially since the disaster often ruins the efforts in this direction and negates progress made. Each time they strike, disasters cause a decline in development. Recognising that disasters often sweep years of investment at once, there is an increased need to protect people from hazards to sustain the development or recovery process.

People's capacity is divided into their ability through:

- Coping mechanisms as temporary responses to reduce or minimize effects of a stressful event or an unfavourable situation. For instance, food access is abnormally disrupted during drought, flood, earthquake or military activity so people reduce their consumption.
- Adaptive mechanisms as measures used to manage and minimize the risk from recurring situations such as chronic food insecurity. Adaptation is a process of adjustment to a longer-term solution. For instance, pastoralists moving to new migratory areas with better rainfall and pasture growth; farmers using drought- or salt-resistant crop varieties.

Successfully managed, these capacities decrease the exposure of people to disaster risk. The PCVA allows the community identifying and analysing its ability to plan mechanisms to address the disaster risks factors.

1.2. WHAT IS DISASTER RISK REDUCTION?

Disaster risk management is the systematic process of using administrative directives, organisations and operational skills and capacities to implement strategies, policies and improved coping and adaptive capacities, in order to address vulnerability and lessen the adverse impacts of hazards and the possibility of disaster. Generic risk management employs various strategies to reduce, avoid or manage risk including mitigation, deferral, sharing, transfer, acceptance and avoidance (adapted from UNISDR, 2009).

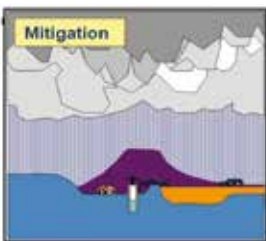
Disaster risk reduction is defined as the concept and practice of reducing disaster risks through systematic initiatives, strategies or policies to analyse and manage the causal factors of disasters, including through reduced exposure to hazards, lessened vulnerability of people and property, wise management of land and the environment, and improved preparedness for adverse events (adapted from UNISDR, 2009).



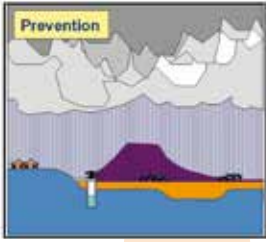
DRR is one of the components of the disaster risk management cycle. It usually stands before the event but measures can also be taken during the response and recovery phases. There are 3 classic ways in which disaster risk can be reduced:



✓ **Preparedness** involves action taken to forecast or warn against hazards and to put in place contingency planning and means to allow a community to strengthen its capacity response to a threat before it occurs (e.g. emergency training in first aid or search & rescue, prepositioning of relief, drawing up evacuation plans, setting up an early warning system, etc.).



✓ **Mitigation** involves any action taken to limit the impact of threats or potential disasters. It includes structural (e.g. building a dyke to block flood water, raising the height of a well and protecting it with a hand-pump, strengthening roofs against hurricane, constructing higher house foundations in floodplains, putting seismic alarms in place, etc.) or non-structural activities (e.g. flood barrier signs, land-use plans, DRM training, etc.).



✓ **Prevention** involves measures taken to avoid the occurrence of a risk and potential disaster (e.g. relocating a community to higher ground above flooding or outside the range of risk of a volcano, ensuring the water point is accessible and protected, building canals to divert rivers and prevent flooding, constructing dams to avoid seasonal changes in river levels, establishing strict construction to prevent earthquakes, delineating areas to limit the impact of tsunamis, etc.).

PCVA helps determine the necessary preparedness, mitigation and prevention measures to be taken to reduce disaster risks. These measures have to be classified, prioritized and implemented according to community capacities, institutional commitment and external support level. The systematic development and application of these measures (policies, strategies, and practices) contribute to building up the resilience of the community.

1.3. WHAT IS THE APPROACH TO ACF?

ACF defines and analyses disaster risk using a sustainable livelihood approach: a holistic view of how people access and control the factors that determine their livelihood choices. When using the term disaster risk, ACF incorporates the risk of negative impacts of natural phenomena and insecurity together with under-nutrition. These impacts result in shocks (punctual) and stresses (cumulative and continuous) on people's livelihoods and harm people when these events go beyond local and institutional capacity to cope or adapt. For instance, changes in seasonality heighten the vulnerability of people's livelihoods at specific times during the year and may augment periods of income shortages and increase health problems.

ACF recognises the link between DRM and the development process and through an integrated approach addresses vulnerability to disasters and contributes towards the overall improvement in the quality of life and environment of a targeted population. This means that traditional ACF activities that act to prevent under-nutrition can also act to reduce disaster risk, when DRM is applied to ACF programmes and their projects.

Given that ACF's work is focused to meet acute and structural humanitarian needs, reducing vulnerability aims to restore the livelihood system to the pre-disaster state using traditional livelihood activities. In contrast, building resilience aims to improve the pre-disaster state of a community by introducing new livelihood activities and promoting changes to traditional practices. Communities are able to recover from each disaster whilst developing new methods to keep pace with the evolving nature of the disasters.

1.4. HOW ACF INTEGRATES DRM PROGRAMMING?

With the DRM Institutional Strategy as part of the DRM Policy document, ACF has developed proper guidelines to seek the sustainable integration of DRM into its operations. This global strategy orients the missions to integrate DRM according to 5 DRM Objectives while designing and implementing “regular” ACF activities. It aims to prepare the missions for developing DRM programming as well as responding to disasters.

Basic country risk analysis, exchange with key DRM platforms, coordination with local or regional early warning systems, setting up contingency plans and awareness-raising are the main strategic requirements which may be supported by the PCVA process.

DRM operates as:

- **Mainstreamed actions**, which refer to actions that are secondary objectives within a larger operational objective. Integrating DRR measures into recovery and development programming increases the sustainability and the impact of interventions in sectors such as water, agriculture, livelihoods, and health. It increases the resilience of the community. As such, disaster risks are analysed and considered by sectorial projects, which adjust approaches to address those risks.
- **Stand-alone actions**, which have the explicit objective of reducing vulnerability to disaster-related risks. Measures on DRR have priority, and sectors are integrated within DRM project.

For instance, “supplying emergency water and sanitation” is the overall objective, whilst “modifying water infrastructure to resist future flooding” is the mainstreamed DRR element.

For instance, “establish DRR measures to floods through WASH project” is the overall objective, whilst “build raise water points” is the stand-alone element.



CHAPTER 2 – THE PCVA FRAMEWORK: A RISK REDUCTION TOOL

To develop efficient and sustainable programming that aims to reduce disaster risks and build the resilience of vulnerable groups, in-depth background information collected through participatory assessment is required to understand the local dynamics of vulnerability and consequently draw action based on this knowledge.

This section provides general information on PCVAs, including where, when and why it should be undertaken, who it should include, how it can be done, and what missions can expect to get out of this approach.

2.1. WHAT IS THE PCVA?

PCVA is an investigative method that uses a variety of qualitative participatory tools (PRA) to engage local stakeholders in their own disaster risk and vulnerability diagnosis.

It combines local knowledge with secondary information (scientific, policy, practice, etc.) on disaster risks, and increases understanding of the context where ACF wants to intervene.

It includes an in-depth analysis of the following:

- The likelihood and the severity of a shock or on-going stress, such as conflict, abnormal weather patterns, changes in household budgets, harvest failures, etc., and the impact of these shocks or stressors on the population.
- The changes in external factors (transforming factors, structures and processes or vulnerability context) those are likely to impact outcomes after a shock or on-going stress, such as market fluctuation.
- The coping mechanisms or strategies that households are likely to adopt when faced with a crisis, and the effectiveness and sustainability of these strategies.

2.2. WHY CONDUCT A PCVA?

PCVA is not an isolated event that is sufficient in itself. It should result in action where Disaster risk reduction is the aim. The PCVA provides a solid foundation for designing, planning, implementing and evaluating practical coping and adaptive strategies. It contributes to linking DRM programmes or initiatives with local concerns, needs and priorities. The information is used to build disaster risk management programmes which include response, mitigation and/or preparedness activities.

The PCVA helps define measures so as to:

- Reduce the effects of risk itself, wherever possible (to mitigate, to alert people and to prepare them).
- Build institutional capacity and community resilience to help reduce people's vulnerability and their exposure.

- Limit the effects of poor governance, discrimination, inequality and insufficient access to resources and livelihoods.
- Address the root causes that lead to weakened systems.

The PCVA can be conducted when:

- There is a great need to secure and sustain ACF’s operations by protecting projects’ assets from disaster effects.
- The targeted population is highly exposed to disaster risks and the full achievement of ACF’s objectives must be attained in reducing their risk exposure and their vulnerability to disasters.

L’EPVC doit être menée lorsqu’au moins un des cinq objectifs en GRD d’ACF doit être mis en œuvre au niveau communautaire. L’EPVC est transversale à tous les objectifs en GRD et peut être menée lorsqu’il faut concevoir ou compléter le **groupe d’activités GRD** prédéfinies.

2.3. WHO DOES THE PCVA TARGET?

PCVA is an interactive approach. It involves dialogue with, and the participation of the most vulnerable communities and households using their local expertise, knowledge and resources.

It identifies particularly vulnerable populations, why these groups are vulnerable and ways in which risks have been or could be handled, what the needs and capacities of these groups are, and what can be done to minimize disaster risk. It recognizes that different individuals, households and groups in the community have different vulnerabilities and capacities often determined by age, gender, class, sources of livelihoods, ethnicity, language, religion or physical location. The PCVA is aligned with ACF’s strategy which pays particular attention to: gender-balanced action, children, pregnant/ lactating women, people living with disabilities, HIV or other illnesses, and discriminated groups (based on ethnicity, religion or caste). This community disaggregation ensures that inequalities are understood, the most vulnerable are targeted and the different capacities of groups are harnessed. The success of DRM initiatives depends on equal relationships between different social groups.

Target groups - Ethiopia

“The assessments were done by participatory approach where different segments of community have participated and key partners have also played a great role in facilitation of meetings, targeting communities and solving different problems that the team have encountered while implementing the activities. The participants were: range land experts, water resource experts, mining and energy experts, district and local leaders and chairman, development agents, health extension workers, youth representatives, elders and key informants, women’s affair, and most vulnerable groups of the communities.”

2.4. WHO THE PCVA INVOLVES?

PCVA is an equitable and interactive participatory method and requires significant involvement of, and with local stakeholders. The focus is the local community. Local stakeholders are put at the heart of the entire DRM process and got involved from the assessment, to the design and implementation of the program in a continuum.

“The PCVA itself empowers the community because the nature is to facilitate the community in making their own analysis.”

It is a bottom-up approach that emphasizes people’s perception of their problems, needs and probable solutions in designing projects. This guarantees that their real needs and resources are considered which lead to more appropriate targeting and effective reduction of vulnerability. The inclusion of local stakeholders at each stage of the process encourages ownership, acceptability between locals and outsiders, and judicious use of its resources leading to higher chances of success and sustainability.

PCVA leads to a deeper understanding of local vulnerability and to appropriate vulnerability targeting. When local stakeholders are consulted and their views considered, we aim to create a more open space for sharing information and key-decision making. The PCVA empowers and motivates them to find solutions to the problems they face and take appropriate DRR actions. They agree on what should be done to reduce their risk according to their capacities and resources, and the needed institutional or external support.

“It helps to raise people’s voice and helps to break culture of silence”.

“The community is leading its own development, and it is not a mere recipient, which facilitates NGOs exit strategies and prevents chronic humanitarian aid”.

ACF recognises that the context, capacities and wishes of the community will dictate the approach used when planning its action.

The ACF community approach can be carried out through:

- Direct approach
- Community-based approach
- Community-managed approach

The **community approach** will be defined accordingly during the preparation phase and will be adapted to the level of community participation. For instance, if full participation is not possible, then the approach will tend to a direct approach. If full participation is possible, then the community-managed approach will be applied and will better fit with the PCVA method.

2.5. WHEN TO CONDUCT THE PCVA?

PCVA can be used around the disaster cycle in:

- **Emergency or conflict context** when activities aim to protect and save lives and livelihoods (e.g. evacuations, emergency food distributions). In this context, the population is concentrated on their short term needs. **Here the PCVA will be adjusted, shortened and sped up.**
- **Recovery context** when activities are directed towards rehabilitating the areas affected, reducing vulnerability to disaster (e.g. hazard-proofing new and permanent infrastructure, such as water systems) or ensuring effective preparedness response to the impact of future hazards (e.g. prepositioning of WASH item stocks, etc.). Given the focus of ACF on humanitarian needs, the PCVA is usually conducted during the early recovery phase. **Here the full PCVA may apply according to time and resources availability.**
- **Development or stable context** when a full range of measures applies with a focus on building resilience to disaster by significantly changing livelihoods and the prevailing culture to cope with disasters. **Here the entire PCVA process applies** allowing communities to strengthen their capacity to manage both current and potential risks.

Depending on the context, the information needed from the PCVA will change to meet the most appropriate response according to ACF operation areas. The participation approach and the tool selection will then be modified accordingly.

2.6. WHERE THE PCVA FITS WITHIN THE PROJECT CYCLE?

The PCVA is used at a variety of stages of the **project cycle**. Ideally it should be undertaken before the proposal submission. However funding constraints often limit this flexibility. General objective and expected outcomes of DRR intervention are then predefined in the project proposal.

The PCVA method is usually conducted during preliminary planning stages of the project to specify its objectives and the type of activities. It must be carried out early on.

Based on the assessment, local information is analysed and crosschecked with scientific knowledge and baseline sectors. Potential options to reduce disaster risk are determined and confronted with other activities in conjunction with community priorities and attitudes. Decision and activities are prioritized, optimised and then planned as stand-alone or mainstreamed actions.

The **Community Action Plan** will document the results of the process that will be used by the community with the support of ACF in order to disseminate to local and national stakeholders their own priorities and solutions for disaster risk reduction.

The method can also be used to monitor or evaluate the course of the project and track changes in the vulnerability of the targeted population to disaster risks, highlight the progress made towards the initial assessment outcomes, highlight sections of the project which might be vulnerable to new risks and identify potential adjustments. For the final evaluation stage, there is interest in applying the method to measure to what extent the project has been successful in reducing risks and to identify further priorities for action.

2.7. WHAT ARE THE PCVA LINKAGES WITH OTHER ACF SECTORS?

Clearly a stress in the DRM Policy, the PCVA is seen as a bridge between DRM and the four traditional sectors. **“PCVA should be conducted in ACF’s areas of operations as part of all assessments made to design new projects”** and be embedded within the conceptual framework of malnutrition, which provides a structure that ensures sector coherence.

PCVA Indonesia- PCVA Integration results

“For instance, we did terracing and garden fencing in FSL and we constructed gutters to mitigate the impact of floods. We also did promoted water filtration and hygiene awareness to reduce the impact of ‘water contamination’ during diarrhea outbreaks in the targeted areas”.

Because hazards affect people’s livelihoods and wellbeing, sector-related questions may be introduced at each step of the PCVA process so as to address key questions to obtain information about technical WASH/FSL/Care/Nut issues. **PCVA must be conducted using a multi-sectorial approach.**

Much of the work addressing vulnerability to disaster requires a joint approach of ACF expertise to increase the integration of the risk factor into program design and implementation so as to ensure that services/input can withstand future disasters.

When combined with other ACF assessment tools (refer to **DRM activities vs. sectors** in the Appendices) PCVA secures existing programmes and makes communities more resilient in high-risk zones. It increases effectiveness of ACF’s recovery and development activities in the long-term allowing better targeting and predicting future vulnerabilities. It contributes to equitable and sustainable community development. It sustains DRM and sector initiatives. ACF missions must ensure that livelihood strategies are more resilient to potential hazards (e.g. promoting climate-resilient agricultural practices, supporting diversification of livelihoods, promoting savings, etc.) and adapt accordingly based on integrated assessment results.

The deep understanding of internal and external vulnerability conditions and adaptive and coping strategies demands a holistic approach that can be led either by the PCVA integrating sector guiding questions and methods, or by sector assessments integrating disaster risk guiding questions. The PCVA is an open and dynamic framework that examines disaster risk, vulnerability and poverty conditions and analyses the interaction between the three. It enables the integration of sector and crosscutting related issues (HIV, gender, livelihoods, health, etc.). Its method provides sufficient flexibility to adjust objectives and tools to simultaneously address the poverty, vulnerability and disaster risk issues of a particular community. It gives important data for sectors on where, when, how and on what to intervene. **Therefore DRR people should not be the only ones to carry out this assessment. The PCVA has to be conducted by technical teams across sectors in order to build stronger programming.**

The link between the PCVA and the other ACF sector assessment remains in their similar methodology. Identical PRA tools are commonly used. Only the guiding questions change. Therefore it is easy to combine the PCVA with other sector assessments. Instead of doing multiple successive assessments, sector and transversal guiding questions should be integrated in the same process. Methods to promote integration are reviewed in *integrated approaches to treat and prevent acute malnutrition (ACF, 2009)*. Examples of integrated DRM, FSL, Wash and Nutrition activities in the aim of building resilience, reducing vulnerabilities and disaster risks can be found in the Appendices.

2. 8. WHAT ARE THE LESSONS LEARNT FROM ACF PCVA EXPERIENCE?

The following table summarizes the lessons learnt of the PCVAs carried out in several countries:

STRENGTHS	LIMITS	RECOMMENDATIONS
It gives importance to people's indigenous capacities/ knowledge	It is time consuming as the entire process is long It is difficult to implement other activities simultaneously	Plan the PCVA at the earliest stage Be ready for immediate and quick actions Adapt to community's timeline
It reflects people's thinking and perception	It requires a strong skilled and well-motivated team with diverse background	Insist on team's preparation and training Use experienced local human resources
It introduces and popularizes DRR in communities	It requires human and financial resources It takes time to compile information from different communities	Reduce the number of communities Avoid extensive PCVA
It improves community self-management of disaster risks from the design to the implementation	The first results of the PCVA may not be visible for the community It increases expectations It conflicts with immediate benefits from other agencies	Be transparent Ensure large dissemination of PCVA principles
It prioritizes community's action	All PCVA results (documented in the CAP) may not be fulfilled because of lack of funds	Use the PCVA for decision-making purposes The CAP is not a community proposal
It commits the community	It involves long preparation	PCVA is more relevant in known contexts
It is gender, culture and custom specific	It is difficult to reach out to all stakeholders' interests	The specific objectives shall guide you to what is necessarily needed and from who
It increases project sustainability	Community may not participate in disaster, conflict or harvest times	Do not plan the PCVA during hurricane, electoral or lean periods
It increases external actors' acceptance and trust	It takes time to really involve the community	Partner with local organisations to increase interests



It is an easy, understandable and flexible method	CONSTRAINTS/CHALLENGES	RECOMMANDATIONS
It can serve the other actors as a source document	Facilitators can divert the answers	Put in place a quality control system
It is easily transferable to different contexts	Vested groups can mislead the results Men are sometimes too dominant	Create a consensus regarding the sample Diversify the key respondent groups
It can be incorporated into wider assessments	Strong and widespread belief in God/Allah	Raise disaster awareness during the process
It reduces dependency on external consultants	Dependency on continuous external support	Design a follow-up plan with the local stakeholders (institutions, CBOs, etc.)
It can capture sectorial information	Community often has a low literacy level Culture of silence and lack of strong voice	Adapt tools and methods to local culture Give suitable time for all key respondents

CHAPTER 3 – THE PCVA PROCESS

Once the decision is made to conduct the PCVA, the team should take the subsequent following phases and detailed steps.

The process of conducting the PCVA is as important as the results. It uses a step-by-step approach that progressively empowers the targeted local stakeholders. It involves several phases from preparation to action. Each step grows out of the preceding step and leads to further action. Together, the sequence can build up a planning and implementation system, which can become a powerful DRM tool.

PCVA Ethiopia - PCVA Process
Several visits were made to all the targeted locations to complete the PCVA. 12 formal community meetings, 24 focus group discussions, 580 interviews and questionnaires, 12 debates, and 10 experience sharing visits were made. All steps that were followed in collecting the data of PCVA are interrelated in a sense that one follows the other.

The **PCVA Progress Plan** helps the field team to mark each phase, step and tool that have progressively been completed.



The process of conducting the PCVA is as important as the results. It uses a step-by-step approach that progressively empowers the targeted local stakeholders. It involves several phases from preparation to action. Each step grows out of the preceding step and leads to further action. Together, the sequence can build up a planning and implementation system, which can become a powerful DRM tool.

3. 1. PHASE 1: HOW BEST TO PREPARE FOR THE PCVA EXERCISE?

The PCVA process starts with preparation. Actually, the success of the PCVA exercise depends on the depth of preparation.



The preparation phase includes the formation and the training of a team, the research and analysis of background information, the selection and the information of the communities, the selection and testing of the investigative tools to use, and finally the planning of the field exercise. These activities are primarily the responsibility of the technical and coordination team.

>>>> STEP 1: DEFINE THE OBJECTIVES OF THE ASSESSMENT

The PCVA must be contextualized according to the mission's objective and resources, time and the community's availability.

PCVA Bangladesh - Objectives

- Complement the current analysis of the situation in Barguna;
- Give ACF the opportunity to better understand the vulnerabilities of the area, to learn and disseminate best practices and facilitate the exchange of knowledge;
- Envisage disaster risk reduction activities; and write concept notes or proposals as opportunities are identified.

PCVA Ethiopia - Objectives

- Identify the major hazards; assess the capacity, vulnerability of the communities
- Enhance learning on the DRR approaches of the pastoralist and agro-pastoralist communities
- Identify risk management strategies

The following questions must be answered so as to define the scope and the nature of the assessment afterwards:

- **Why the PCVA is being conducted?**

This could be i.e. to mainstream DRR into on-going sector programming, to increase response preparedness, to develop community action plans, to design an EWS, to advocate on necessary DRR measures, etc.

- **What are the general and the specific objectives of the PCVA?**

This could be to identify potential hazard effects on people's assets, to measure the level of capacity, to select specific DRR measures, etc.

- **What are the areas of inquiries?**

This could refer to who (for example, who is most vulnerable to hazard), what (what risks are communities facing), where (what scale of analysis), why (what drivers are increasing risk levels), when (what are seasonal risks that can be mitigated) and how (how can policies or regulations can better address risk levels).

The objectives should seek to answer a combination of these questions. Moreover, the objectives must be SMART (Specific, Measurable, Achievable, Realistic, Timely). Since both vulnerability and capacity are conditions that are subject to place, time, groups of people and types of hazard, every PCVA needs to be context-specific, with a clear objective.

Once the objectives are determined, the Terms of References should be developed.

- the purpose of the assessment
- the information required to meet this purpose
- the tools and the methods that will be used
- the targeted population and,
- the timeline of the process.

Some teams may find it useful to draw a **field kit checklist** before programming the field assessment. Quantities of items will depend on the number of villages and the size of the team.

The terms of reference can be combining with the **PCVA Guiding Matrix** that facilitates the fieldwork. The matrix may potentially be created during a one-day workshop with the field team with the support of the coordination team. Technical sector staff involved in existing programmes should participate, especially if the action is integrated-oriented.

>>>> **STEP 2: COMPOSE AND TRAIN THE FACILITATION TEAM**

The selection of the facilitation team members is the key to the PCVA process and valuable results. There is a great need to compose a gendered homogeneous and multi-disciplinary team. The team should have diverse backgrounds (Community Facilitator Job Description) e.g. DRR knowledge, ACF's programming participation, PRA experience, writing and oral skills, sector knowledge, etc.

PCVA Bangladesh - Team Training

The field team was provided four days of training in total. Following the one-day in-house training, two days of piloting were done in a village. The team executed the steps they learned in the classroom. After two days of practical learning the assessment was refined, learning problems identified and the team received a final day of training back in the classroom.

In order to ensure appropriate entry points into communities, and to increase trust during the field assessment exercise, the team should include national people who know the intervention area well. However, special attention should be paid to people who are easily influenced or have a vested interest in the outcomes of the analysis. Ideally, local government representatives or representatives from line agencies (e.g. s agriculture or water) may also be members of the team. This will increase ownership of the process, as well as accountability for taking action on the results. It also serves to facilitate relationships between service providers and vulnerable groups who might not have an opportunity to interact with these organizations under normal circumstances.

Once the team is formed, members have to be trained to ensure common understanding of the PCVA process.

The team may first be trained in:

- Participatory approaches
- Facilitation roles and techniques.
- Reviewing the key concepts in DRR (hazard, vulnerability, capacity, disaster risk, etc.)
- Developing skills in identifying and assessing the capacity and vulnerability of a community.

Key principles of participatory learning and action planning will be given to the participants to familiarise them with PRA tools, techniques and methods. You may find it useful to use the ACF's Integrated Risk Management Instructor Training Pack and the OXFAM's PCVA Training Pack to build your own **Training Outline**.

Strong thoughtful facilitation and probing skills are required to conduct the field exercise. The coordination team should ensure that the field team members are qualified enough and able to **draw deep examination and analysis that is the key factor for PCVA's success and rapid decision-making**. Do not engage the community or postpone the field assessment if you feel that your team is not trained well enough and capable of facilitating the process.

Team composition - Bangladesh

The assessment team was led by an Expatriate ACF DRM Expert who was chiefly supported by the ACF Deputy Food Security Program Manager and ACF Head of Base both based in Barguna, eight Sangram (local NGO in Barguna) community facilitators from Barguna and several ACF support staff based in Barguna and Dhaka respectively. Notable too was the assistance provided by the Head of Mission and ACF Climate Change Expert who facilitated key Dhaka meetings. Sangram and ACF had a pre-existing operational relationship.

>>>> STEP 3: ANALYSE SECONDARY DATA

This step assumes that the area of intervention is already chosen. If not, the selection of the area will come before building the team.

Secondary data (scientific data, institutional analysis, sectorial assessments, etc.) as background information helps to have a global vision of the context area and shrink the scope of the PCVA so as to yield a complete and comprehensive understanding of existing local and external vulnerability conditions (**secondary data collection form**).

This activity identifies information gaps and comes prior to fieldwork. It orients the focus and the purpose of the PCVA, leads the definition of guiding questions and determines key group respondents. It also limits overburdening the community and research information that is readily available. **It is therefore essential to review existing external information before undertaking the fieldwork otherwise the results of the PCVA may be very restrictive. Incorporation of issues analysis at provincial, national and regional levels is imperative otherwise the PCVA will remain incomplete.**

The PCVA will validate or update this secondary data. The collection of secondary data before visits is intended to expedite the analysis, avoid unnecessary duplication and reduce time needed from communities.

PCVA Pakistan: Secondary Data Collection

The integrated WASH/FSL assessments of March 2010 and Jan/Feb. 2011 have been used to complement the data. Multiple disaster reports from NGOs, United Nations, local/international media, national government offices and meteorological reports have also been used as additional sources of relevant information.

The Country Strategy document available in each country and produced by ACF may be a valuable source of information. However the coordination team may find it useful to complement this with other **sources of information available at the country level** such as:

- Maps,
- Strategic and policy documents,
- Government development plans,
- Census and poverty data,
- Risk analysis,
- NGO and UN reports,
- Evaluation of post-disaster response,
- Environmental reports, or
- Project baseline studies.

Persons involved in policy- or decision-making in DRM or relevant sectors, civil society, technical experts or donor representatives **may also be interviewed to crosscheck document information**. The actors identified will later be key sources for validating findings and exploring intervention options. The focus may be on the integration of DRM issues and initiatives into policies and practices, and on the identification of openings and barriers to DRM programming in the targeted area.

As information at the local level is often out-of-date or non-existent, it is useful for the field team **to interview local key informants of CBOs, NGOs, or local government bodies**. The objective is to understand local governance structure functioning, priorities and practices, to measure the effectiveness and the level of implementation of vulnerability reduction policies and strategies against reality, to identify power dynamics and development strategies. This research can yield useful information on capacity resources that will then be used for the analysis and planning phases when it will complement **data systematisation** (Step 10) Collected information on stakeholders may include: origin and date of creation, objectives, intervention area, activities, organisational hierarchy charts, funding resources and support, perspectives, capabilities and resources available, difficulties, partnership, etc.



>>>> STEP 4: SELECT AND MEET WITH THE COMMUNITY

Community selection applies in the case where there is no existing operation in the selected area, or there are too many communities in the programme area and only those most at-risk will be targeted.

In the context of DRM, a community can be defined as people living in one geographical area who may share common experience in responding to disasters. A community can be defined geographically such as a cluster of households, a small village, or a neighbourhood in a town. It can be a sample of communities, which for instance represent different agro-ecological zones, socio-economic profiles, etc.

The selection of a community for the PCVA exercise is based on clearly defined criteria such as:

- The vulnerability conditions (physical, social, etc.),
- The severity of community's risk exposure,
- Accessibility,
- The size of the community,
- The frequency of disasters, etc.

This rational analysis can be conducted in several communities and those which have the higher level of vulnerability will be selected. Blocks and localities for large communities will be distributed. The information of this tool will be collated with the PRA tools during the analysis phase. Local authorities and key actors of the civil society should be involved in the selection process.

Once the community is selected, the field team must initiate information meetings with leaders and local key players such as institution representatives to share objectives and explain the process of the PCVA method, and to obtain their approbation, their involvement and their commitment.

PCVA should not be seen as a mandatory exercise. Benefits from it should be highlighted. Joint site observations are also very welcomed to get a full overview of the community boundaries and the existing vulnerabilities to disaster risks. The meetings and the visits help measure the readiness of the community to engage in DRM and to assess the security for the field team. This is the basis on which the ACF team will decide whether or not the PCVA should be conducted. If the PCVA process is to be continued, general meetings will be organised to inform all community members. Limits of the PCVA must be clearly stressed to avoid raised expectations. Transparency and commitment from both parties are essential and will be documented in the **Community Agreement**. Support and permission may also be necessary from other stakeholders such as local officials, local organizations and partners. Widespread communication about the start of the process may be useful and agreed upon with the community leaders.

Along with these meetings and field visits, an initial investigation such as **Community Profiling** through semi-structured interviews and focus group discussions may be conducted to collect specific quantitative information.

The inquiries are a valuable source of information for the steps that follow. This is also a way for the field team to identify resource persons within the community and to become familiarised with its geography. If an integrated approach is sought, sector-focused surveys may also be carried out to understand the community's development position and the context in which disasters could impact it. If sector surveys or assessments have already been conducted, the results will have to be correlated and shared with other sector's evaluations, such as **KAP Survey**.

PCVA Bangladesh - Community profile

“Profiling of villages using secondary sources begins before entering the village. Sangram and ACF staff relying on their own knowledge/ resources and other available information (government and NGO) developed profiles for each community. The profiles are concerned with information on demographics, social structures, livelihoods, education, and basic needs, services and infrastructure.”

In existing operation areas trust with the community may have already been established so the openness of the community will increase the effectiveness and extent of the PCVA approach. **The PCVA is better suited where ACF already has current programming.**

TOOL 1: COMMUNITY AGREEMENT

Objective: to confirm that ACF has the agreement from the community to carry out the assessment and share information with local and national stakeholders.

Description: this tool is used to introduce ACF, and the objective of the assessment. During this stage, ACF should explain the procedure and all the tools that will be used during the assessment. The final objective, that is to collect information in order to identify disaster risk reduction related to the vulnerability and capacity of community, has to be clearly explained.

Suggested guiding questions:

- Who is ACF?
- Why ACF is in your village?
- What does ACF need?
- Does your village agree to participate?
- Does your village permit ACF to share the information collected with other agencies, experts, donors and government?
- Are there parties with whom ACF is not granted permission to share information with?

Facilitation tips: select information will be collected through secondary sources to reduce time needed from the community. However the community should validate any secondary information. For transparency and validation an open meeting is ideal, however if the sheer numbers of the collected prohibit timely data collection then create a focus group discussion that is representative of the entire community. Upon completion review the information with the community to validate and build consensus. This could be done via open meeting, distinct focus group discussion or household's interviews if necessary. Don't drill down too far here, be ready for information that doesn't fit in the template and know info will not flow according to your template. Possibility to back track later as needed.

TOOL 2: COMMUNITY PROFILING

Objective: to collect basic information about the community.

Description: use this tool to record demographics data, define the geographical relationship to key points, to describe the land features, to identify the power and influence persons and groups and religious, language and ethnic make-up, to define the livelihood groups, loan access and mechanisms, and the relative wealth according to the community, to determine the educational and literary rates, to determine the access to water, to define common and outstanding illnesses, impact and coping, to identify the internal medical access and the sources of power, to identify the internal and external means of transportation, and to recognize the internal external means of communications.

Facilitation tips: select information will be collected through secondary sources to reduce time needed from the community. However the community should validate any secondary information. For transparency and validation an open meeting is ideal, however if the sheer numbers of the collected prohibit timely data collection then create an focus group discussion that is representative of the entire community. Upon completion review the information with the community to validate and build consensus. This could be done via open meeting, distinct focus group discussion or household's interviews if necessary. Don't drill down too far here, be ready for information that doesn't fit in the template and know info will not flow according to your template. Possibility to back track later as needed.

>>>> STEP 5: SELECT AND TEST THE METHOD

A workshop may be organised to capitalise on the information from secondary data and the various inquiries so that the entire team is aware of the results and is able to guide the questions accordingly and avoid the redundant collection of basic data. This capitalisation will determine the reason, the scope and the depth of the PCVA and orient the method.

The following questions will lead the process:

- What information are we looking for and what are the guiding questions leading to answers?
- What are the most appropriate PRA tools to obtain this information?
- What approach is the most appropriate according to the context and community's readiness and availability?
- Who will be the key respondents? How many respondents do we need? What kind of representative groups?
- How will the process integrate a sector-related approach (if required)?

These questions can be reproduced in a **PCVA Guiding Matrix** to facilitate the fieldwork. The matrix may potentially be created during a one-day workshop with the field team with the support of the coordination team. Technical sector staff involved in existing programmes should participate, especially if the action is integrated-oriented.

Links to other sector assessment tools can be made here. The method will then be defined in accordance with sector requirements to ensure a complementary and comprehensive analysis, and to enhance the identification of needs. This exercise will help reach a consensus on the method to be commonly used by all team members and it is also a good refresher to recall the PCVA objectives. The matrix will also shape the analysis and limit the collection of inadequate information.

Once this matrix has been filled, the method will be field-tested for a day in a community,

preferably one that is already known by the team members. The knowledge and skills in facilitating participatory techniques will be confronted with practice. The feasibility of the method will be checked, and its process will be modified and validated according to the field team's feedback. This field-testing also helps the coordination team foresee what resources are needed, how the planning can be better managed, which team members have leadership, etc. The outcome of this simulation will help finalise the distribution of roles and functions within the team.

>>>> STEP 6: PLAN THE FIELD EXERCISE

When the method is finalised and the team is operational, the PCVA can be programmed. Then the team will have to find appropriate responses to the following questions:


- What resources are necessary to implement the process?
- How will logistics be arranged?
- What budget is needed?
- How long will the processes last?
- Who will be our main respondents?
- What other organizations can be partnered with to share existing experience and information,
- Who may potentially want to collaborate on field assessments and follow-up planning?

The needed resources and amount of time really depends on the scope of the assessment, and the number of communities and stakeholders involved, and the amount of currently available data and information on disaster risk that can be used. It will also depend on whether the assessment builds on an existing presence in the community. If not, more time will be needed to identify appropriate entry points and establish trust through successive and repeated meetings and field visits.

Key respondent volunteers will be jointly designated by the local stakeholders and the PCVA team according to the predefined key respondents' criteria (age, gender, geography, quantity, social

PCVA Bangladesh - Community Approach

“Specifically concerning the work with the villagers, the approach was community led and initiated with open meetings and transitioned to targeted focus groups with respected formal and informal leaders, men, women and children and supplemented with interviews as needed. A variety of PRA was used. The community led approach places community members as the central player in analysis to promote community ownership and empowerment while ensuring that information is not superimposed by outsiders. Consequently, facilitators are not to direct the outcomes but merely to facilitate the steps while providing clear definitions, guidance and time management.”



status), and distributed into groups (5 to 10 people). Diversity and representativeness are essential. You must ensure that those who are particularly vulnerable are included, i.e. those living in hazard-prone areas, marginalized populations and those with limited livelihoods. Be sensitive to some vested people who may be introduced. The volunteers will be briefed by the field team on the content and the course of the PCVA as well as the importance of their participation and their impartiality in the given answers.

Finally the fieldwork will be scheduled according to volunteers' availability. A timetable will be distributed to all parties concerned (Master Calendar).

3. 2. PHASE 2: HOW TO CONDUCT THE PCVA?

The implementation of the field assessment or learning phase inaugurates the beginning of the participatory process. Its aim is to **complement, verify and validate secondary data**.

Different investigative techniques and tools (PRA) presented in step 7, 8, 9, 10, 11, and 12 along with series of guiding questions are suggested for enabling the community to carry out their own appraisal of the existing risk ¹.

These techniques allow the understanding to what extent the community is exposed to hazards and are able to resist, adapt or recover after they strike. They enable the stakeholders to learn about hazard issues. Disaster risk information is collected along with an in-depth examination of people's vulnerability, root causes and existing dynamics.

It involves **analysis on hazard, vulnerability and capacity** where the following main subjects will be studied:

- Disaster risks faced and apprehended by the community,
- Capacities and resources of the community, including livelihoods system,
- Causes and consequences of the disaster risks on the livelihoods and environment,
- Adaptation and coping strategies developed by communities (preparedness, mitigation, response).

With this information, ACF will better understand and examine the causes of a community's vulnerability to disasters in order to design appropriate operations to support DRR strategies according to local capacities and priorities.

EPVC Bangladesh - Planning de l'évaluation

“Les réunions sont toujours pré-arrangées avec les communautés pour respecter leur temps. Les communautés ont déterminé la durée des réunions et de demander un retour d'ACF lors d'un autre jour si nécessaire. Les réunions ont généralement lieu le matin. Le lieu est décidé par la communauté (toujours une structure de la communauté ou la maison du chef).”

1 - For an integrated approach, please refer the *ACF FSL Assessment Practical Guide (2010)* page 93 & 191 which proposes detailed toolkit. For further reading, please refer to: *IFRC, VCA Toolbox, 2007*; Alliance, *Tools Together Now!*, 2006



RECOMMENDATIONS FOR THE FIELD TEAM

Depending on the context and the availability of the key respondents, it is relevant to use one tool separately with different groups of people through successive working sessions to confront different views. The number of groups and the number of people in each will be decided by the coordination team according to time, funds and objectives.

Because a group is not representative of the opinions and wishes of all groups, information should be collected with the greatest possible number of different groups. This is to ensure that priorities and monitoring activities are based on the fair treatment of people and reduce the risk for all of the community.

Tips and guidance on using participatory tools and facilitating discussions with focus groups are also described. Extra facilitation process tips can be found in other manuals ². However it is necessary to repeat that:

- The team must systematically collate the information at the end of each day, sort and interpret it, draw conclusions and develop recommendations.
- The team must motivate the groups and give the community the feeling that the exercise is to their own benefit and internally driven. It is a way to build knowledge, understanding as well as replication abilities.
- The team must ensure that every member of the group is given the opportunity to share their own view while being aware that inequalities of power and social status may influence what is said.
- The team must manage the groups' expectations.

It is imperative that at the end of each working session a brainstorming session is organised in an informal manner. The community highlights the most significant lessons, its causes and consequences, and draw conclusions according to their perceptions. This is also a way to build a relationship and trust with the participants but also to collect unexpected information.

All guiding questions are general and very vague to give an initial broad overview of the context and the vulnerability. The assessment team will then be responsible for orienting the questions so as to match the answers with the assessment objectives. The questions will be progressively poignant so as to get specific and individual answers.

2 - ADPC, *CBDRM field practitioner's handbook*, 2004; CARE, *CVCA handbook*, 2009; IFRC, *VCA Learning-by-doing*, 2007

>>>> STEP 7: IDENTIFY DISASTER RISKS

TOOL 3: FOCUS GROUP DISCUSSION

Objective: The focus group discussion is a guided conversation in which only a few issues and questions are decided upon in advance. The field team defines the relevant topics first and analyses the possible relationships between these subjects and issues at stake.

Tools box

- Focus Group Discussion
- Disaster History
- Seasonal Calendar
- Mapping
- Transect walk
- Historical calendar



PCVA Pakistan - FGD method

Two member-groups were formed in order to conduct the FGDs, segregated between males and females, in which one was facilitator and the other was note taker.

Description: Ideally the fieldwork should start with focus group discussions about general topics like natural hazards, socio-economic vulnerabilities, disaster preparedness strategies, environmental issues, etc. This technique explores values and attitudes of different groups, as well as the knowledge and understanding of the topics.

Suggested guiding questions:

On natural hazards, questions may be:

- What are the risks the community is facing?
- What are the causes and the consequences of these risks?
- What is the community doing to reduce these risks? How does the community react?
- What measures should be taken to reduce these risks?



© ACF Cambodia

On environmental and health issues, questions may be:

- What problems arise after a disaster?
- What is the quality of the water sources after a disaster?
- How does the community manage waste?

Facilitation tips: It is important to remember that this is not an interview; it is a discussion. The facilitators must encourage and support the discussion so as to ensure that everyone has the opportunity to express themselves.

TOOL 4: DISASTER HISTORY

Objective: The disaster history tool helps provide a better understanding of the most significant disaster events that have left their mark on the community's development and evolution, on the changes in their nature, intensity and behaviour. It provides a more in-depth history and community identity. It helps reveal how disasters have affected people's resources over the years and evaluate their negative effects on their lives.

Description: The disaster history tool narrates significant events that happened in the community. Several topics can be chosen according to the focus of the assessment such as natural disasters, health risks, environmental changes, etc.; human and non-human elements at risk.

Suggested guiding questions:

- What are the disaster events that have happened or are happening in the community?
- How did they or do they affect the community?
- Who are the most affected?
- Has the impact always been like this?
- Why are these disasters more serious than before?

Facilitation tips: The field team organises a group debate around the selected topics that will start at the earliest date of memory. Tables will be developed, corresponding to the number of topics. Depending on the context a homogenous Focus Group Discussion comprised of either: Women, Men, Elders or Leaders may be most appropriate but Youth would not be ideal for a compilation of a historical record. ACF may introduce hazards unknown to the community in this step but only when certainty and imminence override daily hardship.

Example of Disaster History tool developed in Burkina Faso

HIGHLIGHTS	PERIOD	EFFECTS	SURVIVAL STRATEGY
Drought	1849	- Famine and suffering - Death of several people	- Digging anthill grain reserve - Consumption of wild roots and leaves, sometimes certain toxic
	1940	- Migration of certain families - Famine	- Consumption of game - Consumption of wild leaves and roots (e.g. lily pods)
	1962	- Death of several men	
	1984	- Migration for some definitive, especially to Diabatou - Famine - Migration - Famine, poverty	- Consumption of immature corn - Consumption of seeds, leaves and wild roots, some of which are toxic - Sale of livestock and poultry
	2004	- Famine, poverty - Death of livestock	- Work against millet - Ready in cash and kind, sometimes with conflict
	2008	- Millet found in the region - Famine, poverty	- Gold Panning and small trade Salhan - Consumption of rice instead of millet as a staple food
	2011	- Migration - Famine over, poverty - Anxiety and distress - Very poor financial and material capacities	- Sale of livestock and poultry to buy rice/millet - Travel to gold mine (especially young people) - Sale of animals - Migration to other villages is planned
Floods	1988	- Loss of animals carried away	- Sale of livestock and poultry
	2009	- Victims of drowning - Granaries, kitchen utensils, silver and bikes carried away	- Receiving gifts and help (corn flour, mats)
	2010	- Devastation of fields, which caused a famine	- Evacuation of family members in the dugout - Assistance in the evacuation of goods - Information on water status is done by telephone
Winds	1999	- Devastation of some millet - Trees toppled - Death of poultry - Damage to roofs of houses - Fires - Cooking utensils blown away - Famine and poverty	- Sale of livestock and poultry to supply - Consumption of wild leaves - Purchase of cereals subsidized by the State and its partners

TOOL 5: SEASONAL CALENDAR

Objective: The seasonal calendar is used to study changes in the community over a year.

The image shows a hand-drawn seasonal calendar grid. The title is 'Seasonal Calendar'. The grid has columns for months (Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec) and rows for various categories: Rainfall, Snowfall, Wind, Corn, Beans, Vegetables, Fruits, Fodder, Wood, and Water. The grid contains handwritten notes and symbols indicating seasonal patterns. For example, 'Rain' is written in the 'Rain' column, and 'P S' (likely planting and harvest) are written in the 'Corn' and 'Beans' rows. There are also some numbers and other symbols scattered throughout the grid.

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Description: The seasonal calendar contains a lot of information about seasonal changes and related hazards, diseases, community events and other information related to specific months of the year. It can be used to show weather patterns such as hurricanes, floods or droughts, the social and economic conditions, public events and seasonal activities. It shows periods of stress, work, disaster, hunger, debt or vulnerability. It identifies livelihoods and coping strategies. The tool allows visualising the correlation of different events or activities. For example some rainy periods may correspond with periods of cultures and precedes an increase of income. This technique helps to answer to some basic questions such as the effects of disasters on the economic situation of the community or the relationship between diseases and rainy periods.

The seasonal calendar is a good example of integrated assessment: “It should not only capture information about ‘climate-dry and rain season’, lean seasons or period of floods and so on, but also should consider scarcity of water if we are talking about WASH, or when are the hunger and diarrhea seasons in nutrition oriented programming”.

Suggested guiding questions:

- When the hazards/disasters occur over a year?
- When is there scarcity in food supply?
- What are the common illnesses during rainy season or cold season?
- When are the planting and harvest seasons?

Facilitation tips: Note the seasonality of weather in the first row (preferably with words alternately symbols); and seasonal livelihoods, Hunger Gaps, water shortages, disease peaks, festivals and cultural aspects, other as appropriate in the rows below. Depending on the context a homogenous Focus Group Discussion comprised of either: Women, Men, Elders or Leaders may be most appropriate for construction of a seasonal calendar. The realization of the seasonal calendar is the same as for the maps that is to use available materials found in the community.

Example of Seasonal Calendar tool developed in Ethiopia

Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Typical weather	Long dry season		Long rain season			Cold dry season			Short rain season			Long dry season
1- Planting crop and farming			✓	✓	✓							
2- Settlement			✓	✓	✓							
3- Selling livestock's			✓	✓	✓							
4- Saving money									✓	✓	✓	
5- Festivals						✓	✓					✓
6- Buying Livestock Stock medicine						✓	✓	✓				
7- Pasture collection						✓	✓	✓				
8- Fencing Range land						✓	✓	✓				
9- Salt collection	✓	✓										✓
10- Loss of livestock's	✓	✓										✓
11- Livestock's migration	✓	✓										✓
12- Shortage of Pasture	✓	✓										✓
13- Animal Disease	✓	✓										✓
14- Human Disease	✓	✓										✓
15- School drop out	✓	✓										✓
16- Water Source dry up	✓	✓										✓

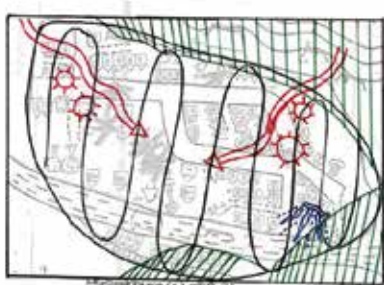
TOOL 6: SOCIAL, RESOURCE AND HAZARD MAPPING

Objective: The maps are used to indicate the location of health centres, schools, water points, etc. and identify in particular, risk areas and located vulnerable groups. They help to understand complex relationships and allow visual comparisons of information. As the PCVA goes on, the map enables the strengths and the weaknesses of the community to be visualised (resources, livelihoods, etc.). This tool can also provide support to identify new issues in the community such as what the community can change. Locating exposed groups facilitates the design of evacuation routes.

Description: Mapping is a way of presenting a visual form of existing resources, services, vulnerabilities and risks of the community. It facilitates communication and debate on important issues in the community.

There are two types of map:

- **The social and resource map:** this shows the potentialities of the community. The main features of the area are represented such as houses, fields, roads, facilities, buildings, waterways, land, forest, and other uses of space and resources of the community. A list of assets that can be mapped and be relevant for integrated programming is presented in the appendices.
- **The hazard map:** this shows the risks, those that pose a threat (flooding area, landslide, deforested area, submergible area by the sea, mudslide, rock fall, blocked channels, upland, etc.), those that are unpredictable or that occur after heavy rains, and those that have worsened the current situation. The risk map can also locate the most affected and the most vulnerable areas. Moreover, vulnerable sites such as homes built in the riverbed or at the bottom of a cliff need to be located.



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Community Mapping drawn in Bangladesh and Resources mapping in Ethiopia

Suggested guiding questions:

- What resources can be found in the community?
- What resources are at risk?
- What community infrastructures or critical facilities are in danger?
- What areas are at risk?
- Where are the safe areas?
- Who are the people that are most exposed to risks and will likely need assistance?

Facilitation tips: Before drawing the map, key landmarks (roads, rivers, mountains, gullies, etc.) must be identified to get an overview of the area and to define its limits. Then the centre point is defined and will serve as a benchmark from which information on topography, population, vegetation, hydrology, the social infrastructure, etc. will be shown.

Information drawn on the risk map may include: floodplains, submergible areas, mudslides, landslides, deforested areas, uplands, obstructed ducts, waste, vulnerable sites, mitigation works, houses with single women, with elderly people, with disabled persons, etc.



Information on the resources map may include: main roads, side roads, paths, water points, markets, health centre, churches, schools, houses, fields, trees, cattle, public places, evacuation roads, temporary shelters, etc. The type of legend to be used will be decided upon by the entire team during pre-training. The simplest way to draw the map is to use items found in the community's own environment and directly draw the contours and the shapes of the map in the sand or in the soil. Thus it will be easier to make changes. Once the map is finalised, the field team reproduces it on a paper sheet.



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TOOL 7: TRANSECT WALK (OPTIONAL)

Objective: The transect walk (or community risk profile) is to observe the community organisation, the risk areas and the available resources.



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Description: This tool is used to record the topography of lands, to understand the interrelationships with the environment, to locate vulnerable sites, evacuation sites, spatial planning, the types of construction, the distribution of social infrastructure, the health issues and facilities, the business activities, etc. It also serves to identify the elements that should be studied more in-depth and to approve or not the indications mentioned on previously drawn maps. The transect walk does not require strong community participation. Only a few community members need to accompany the field team.

Facilitation tips: The team draws a line across the risk and resource maps based on the most exposed area defined by the community during the mapping. Then the team takes the road. It is essential to start and end at the boundaries of the community so as to browse the entire area over its length. During the walk the field team must spontaneously interview women, children, farmers, etc. to collect crossed information. It must stop at different places and look at all the possible elements of the analysis. One team member should take notes during the walk and then retransmit them in a Transect Walk Matrix. It is essential to divide the route into at least 3 and at most 7 sectors depending on the geography of the area.

TOOL 8: HISTORICAL CALENDAR (OPTIONAL)

Objective: The goal is to visualize the nature and the intensity of changes that have occurred in the community. It is aimed to determine the factors that led to the disasters and the impact on people's lives, livelihoods, environment and assets.

Description: The historical calendar has the same objectives as the historical profile and should be performed in the same way. Themes are defined in advance such as forest coverage, livelihoods, number of inhabitants, etc. which will be gathered in one calendar.

Suggested guiding questions:

- How has forest coverage been over the last several decades?
- Have you noticed changes in weather patterns?
- How have the community's resources evolved?

Facilitation tips: The field team must collect information based on a ten-year or a five-year period beginning with the earliest date. This visualization is performed only for one community and its area, not for the surrounding areas. Then the field team must open the debate on the evolution of changes in the community and help the participants to predict the future over 10 or 20 years for each subject mentioned in the calendar and what may be the future if certain behaviours and trends persist. The filling of the tool should be done with symbols that differently represent each subject. Each symbol represents one, ten, hundred or thousand units.

Example of Historical Calendar in Haiti

Date	Population	House	Field	Forest	Cattle	Disease	Waste	Livelihoods	Floods	Rain
1930	+	+	+++	++++++ ++++++	+++	+	+++	++++		++
1940	+	+	+++	++++++ ++++++	+++	+	+++	++++		+++++
1950	+	++	+++	++++++ ++++++	+++	++	+++	++++		+++++
1960	+	++	++++	++++++ +++++	++++	++++	++++	++	+	+++++
1970	++	++++	++++	++++++ +++++	++++	+++	++++	++	+++++	+++++
1980	+	++++	++++	++++++ +++++	++++	++	++++	++++	+++++	+++++
1990	+++	+	++++	++++++ +++++	++++	++++	++++	++++	++++++ +++	++++++
1995	+++	+++++	+++++	+++++	+++++	++++	+++++	+++++	++++++ +++	+++++
2000	++++++	++	+++++	+++++	+++++	+++++	+++++	+++++	++++++ ++++++	++++++ ++++++
2005	++++++	+++++	++++ ++++	+++	+++++ ++++	+++++ ++++	+++++ ++++	++++	++++++ ++++++	++++++ ++++++
2010	++++++ ++++	++++++ ++++	+++++ +++++	+	+++++ +++++	+++++ +++++	+++++ +++++	+++	++++++ ++++++	++++++ ++++++

>>>> STEP 8: PRIORITISE DISASTER RISKS

TOOL 9: DISASTER RISK RANKING

PCVA Ethiopia - Disaster Risk Prioritization

“After the potential hazards are identified, including frequency of occurrence, severity of impacts on individuals and households, number of people affected, size of geographical area affected: scores and ranks were given to the hazards and according to the order of ranks, prioritization was sorted out for all the listed hazards.”

Objective: The aim is to know, prioritize and analyse the most significant disaster risks faced by the community, and to weight needs and solutions for further assessment. It determines the hazards that have the most serious impact on important people’s assets, and the current coping and adaptive strategies.

Description: This ranking exercise is used to develop a common understanding of risk and to compare different sources of risk.

Tools box

- Disaster Risk Ranking
- Hazard Analysis



Suggested guiding questions:

- What are the biggest disasters risks issues faced by the community?
- What are the causes and effects of these issues?
- What critical facilities are at the greatest risk?

Facilitation tips: Whenever possible, gather a mixed group to do the exercise. Repeat the exercise twice to crosscheck the information. Extract and list the disaster risks identified from the previous tools. Ask the community which disaster risk has the largest impact and score it '1' under Frequency of Occurrence, the second most frequently occurring '2' and so on. Do the same for each column. It is imperative to specify and first list the different hazards and community resources (property, facilities, fields, cattle, water, road, schools, food reserves, etc.). A set of criteria for ranking must be developed. It refers to the size, the number, or the colour of the items (leaves, stones, beans, etc.) used to classify and determine the greatest problems and needs.

Ranking and prioritization of the hazards - Ethiopia

After all the potential hazards are identified, including frequency of occurrence, severity of impacts on individuals and households, number of people affected, size of geographical area affected: scores and ranks were given to the hazards and according to the order of ranks prioritization was sorted out for all the listed hazards.

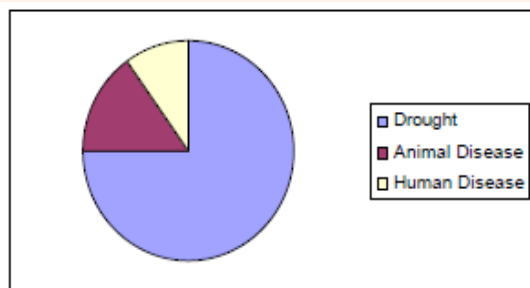


Figure 3. showing the three prioritized hazards analyzed based on the operational kebeles

TOOL 10: HAZARD ANALYSIS

Objective: To develop hazard specific analysis.

Description: This tool is used to support community to describe the characteristics of the major hazard that has been prioritized during the previous stage.

Suggested guiding questions:

- What is the cause of the hazard?
- What is the frequency and period of occurrence?
- Is there any warning sign to predict this event?

Facilitation tips: The exercise should be visualized on flip chart for the community as well as recorded on the tool. You may need to reduce the total number of participants for efficiency. Alternately if time is an issue, split into two groups and have each analyse separate hazards. But be sure to share the analysis for consensus and validation.

Example of drought analysis in Ethiopia

Characteristics	Elements
1. Cause/Origin	-Shortage of rainfall -over grazing -Deforestation
2. Force (<i>What is the nature of the element(s) that cause the impact</i>)	-Extreme sunlight -High wind velocity
3. Warning Signs & Signals (<i>Should Include Temporal Markers and Trigger if possible</i>)	-Drying of water source -Drying pasture -Failure of crops -High dusty wind
4. Forewarning (<i>Time between Warning Sign and Impact</i>)	2-3 Month
5. Speed of Onset (<i>Rapid, Slow, etc.</i>)	-Slow
6. Frequency (<i>Annually, Seasonally, Anytime, etc.</i>)	-Annually
7. Period of Occurrence (<i>Period Event is likely to Occur and Impacts are to be Felt</i>)	-From December –mid March
8. Duration (<i>Length Impact is Felt</i>)	-3 month
ANALYTICAL DESCRIPTION OF HAZARD (<i>Summarize the characteristics. Share the summary with the community and seek their validation and consensus.</i>)	

>>>> STEP 9: ANALYSE DISASTER RISKS

TOOL 11: VULNERABILITY & IMPACT ANALYSIS

Objective: To define vulnerable elements, why they are vulnerable and how they are impacted by the specific hazard.

Description: Use this tool to:

- Specify the categories of people affected by this hazard. Allow the community to discuss this and be wary of jumping to ‘traditional’ categories, but as needed point out groups.
- Specify the Organizations et al exposed to the hazard. Probe as needed but do not provide answers.
- Specify the physical elements at risk of the hazard. Reference the social map and other sources as needed. Ensure answers are justified not generic.

Suggested guiding questions:

- How are the People at Risk of the Hazard? (Gender, Age, Locale, Economic, Disabled, Sick, etc.)
- What are their levels of vulnerability or exposure?
- What are the consequences of the hazard on their personal assets?

Facilitation tips: Interview all leaders and the women, men and youth through focus groups discussion. Begin by explaining that vulnerability relates to location and time. Vulnerable elements or Elements at Risk are all the resources and persons exposed to the hazard. Use pictures to explain the concept.

Analysis of vulnerability and impact - Burkina Faso

“The grazing area for animals, the fields and the majority of homes are located in the floodplain. For instance, during the 2010 floods, 83 households with 705 persons were affected in an estimated total population of 981 people. In case of drought the village is strongly affected by the adverse effects due to lack of shallow basement despite the potential. There is no diversification in agricultural production, which increases the vulnerability of the population at risk of drought.

Vulnerability and Impact Analyses - Bangladesh

The vulnerable categories of people can be broken into two broad categories:

- Those living outside the embankment (landless)
- Those living inside the embankment

Those living outside the embankment consistently suffer greater losses than those living inside. As the villages have virtually no existing systems it cannot be said that there are vulnerable systems, though the occasional fishery cooperation is impeded by individual losses. Below are the expressed average losses for historical cyclone and flood events. Cyclones clearly indicate greater losses than floods.

Tools box

- Vulnerability & Impact analysis
- Capacity & Risk analysis
- CVA Matrix
- Problem & solution tree
- Visioning Matrix



The scale is 0-3 with 0 indicating no loss and 3 indicating high loss.

Specific impact includes:

Individual:

- Death and illness
- Houses destroyed or damaged
- Cooking and household utensils lost
- Yard animals lost
- Home garden lost
- Latrines inundated and subsequent disease from feces spreading in water
- Readily available food destroyed (not stocks as stocking is rarely done)
- Ponds inundated with salt water and debris: Subsequent drinking water and fish cultivation destroyed
- Fishing boat/net lost
- Productive and Protective Trees broken
- Agricultural animals lost
- Wave erosion and saline intrusion on crop and garden land: subsequent environmental damage and crop loss

Community Infrastructure:

- Tube wells broken or inundated and subsequent access to drinking water cut off
- School damaged
- Mosque damaged
- Road/embankment broken
- Trees

Cyclone

Human Loss	Personal Assets	Homes Destroyed	Environmental Damage	Productive Assets	Infrastructure
2.38 (med-high)	2.81 (high)	2.81 (high)	2.81 (high)	2.63 (high)	2.38 (med-high)

Floods

Human Loss	Personal Assets	Homes Destroyed	Environmental Damage	Productive Assets	Infrastructure
0.03 (no-low)	2.09 (med)	1.97 (med)	1.84 (med)	2.22 (med)	1.03 (low)

Vulnerability and Impact Analyses - Ethiopia

Hazard: Individual Categories of People at Risk of the Hazard (Gender, Age, Economic, etc.)	Drought Location of Element at Risk (Where are they in relation to the hazard?)	Level of Vulnerability			Reasons for Level of Vulnerability (Why are they in the Location at the Time of the Hazard?)	Consequence or Impact
		H	M	L		
		1. Elders	In the PA	√		
2. Poor	In the PA	√			-No/Low capacity.	-Expose to disease, Death, Malnutrition, Dependency.
3. Disabled	In the PA	√			-Dependent	-Death, Malnutrition, Disease.
4. Men	In the PA	√			-B/c they have more responsible for the family.	-Work load, Travel duty.
5. Women	In the PA	√			-B/c they have more responsible for the family.	-Work load, Low food intake, Malnutrition, Death.
6. Children	In the PA		√		-Dependent -low immunity	-Malnutrition, Disease, death, loss of body weight.
7. Pregnant/Lactating mam	In the PA	√			-Low immunity -competition of womb	-Susceptible to disease, Death, Have a thin age child.
8. Youth	In the PA		√		-Shortage of food	-Loss of body weight

TOOL 12: CAPACITY AND RISK ANALYSIS

Objective: To identify capacities, gaps and determine most at risk groups within the community.

Description: This tool is to discover the needs from the community and to further disaggregate vulnerable groups. After capacities and gaps have been listed, a risk rank is assigned to individual or households groups.

Suggested guiding questions:

- Are there measures existing that are intended to mitigate the impact of the disaster on the people, systems, and infrastructure at risk?
- Are there any measures that could be implemented to mitigate future hazards?
- Are there other measures that can be taken to mitigate the impact of the disaster on the elements at risk (including strengthening of Existing measures)?
- Do any Existing Organizations, Institutions, Groups and Systems have Capacity that is or should be applied to the Hazard?
- Do any Existing Organizations, Institutions, Groups and Systems need to have their Capacity built so that they can better resist/respond to the hazard?
- Are there other Organizations, Institutions, Groups and Systems that need to be established to enable the Community to be more ready for disasters?

Facilitation tips: Begin by explaining that capacities are means used to address disasters and hazards. They are actions taken before the event to prepare, during the event to respond and after the event to mitigate the effects of the hazard. Only introduce the term Prevention if you will be discussing outright prevention of the threat. When eliminating negative measures, be sensitive to the community or eliminate them later. Recall the level of exposure when ranking risk.

Example of Capacity and Risk Analyses in Ethiopia

Individual Categories of People at Risk (From Vulnerability Assess. Form)	Time	Capacities			Risk Rank		
		Existing (Includes negative coping mechanisms)	Total Required (Do not include negative coping mechanisms)	Gaps	H	M	L
2. Poor	During Hazard Event	-Mining -Wild fruit and Vegetable. -Fire wood collection and charcoal making. -wage labor -Bragging	-Petty trade -Wild fruit and Vegetable. -Reducing intake/consumption. -Mining -wage labor -Saving and profits.	- Petty trade -Reducing intake/consumption.	√		
	Before Hazard Event	-Mining - Fire wood collection and charcoal making. - Petty trade - Wage labor -Saving	-Income diversification. -Mining -Wage labor -Reducing intake/consumption. -Saving and profits	- Income diversification. -Credits.	√		
3. Disabled	During Hazard Event	- Negotiation - Participation. -Idea contribution. -Praying	- Negotiation - Participation. -Idea contribution. -Praying	-	√		
	Before Hazard Event	- Negotiation - Participation. -Idea contribution.	- Negotiation - Participation. -Idea contribution.	-	√		
4. Men	During Hazard Event	-Mobilization -Alternative Job. -Collecting Pasture. -Herdng.	-Mobilization -Alternative Job. -Collecting Pasture. -Herdng.	-	√		

TOOL 13: CVA MATRIX (OPTIONAL)

Objective: Its aim is to provide an inventory of all the capacities and resources of the population. It is a way to organise information about the community and attempt to have an overview of the main factors to consider prior to planning.

Description: The CVA matrix is a simplified combination of the Vulnerability and Impact Analysis and the Capacity and Risk Analysis of the last PCVA toolbox. The basic CVA Matrix can be modified to capture the complex condition of a community by disaggregating the capacity and vulnerability by gender, age, socio-economic status, livelihood, location, income, time scale, and so on, as required by the PCVA objective. It can be drawn up by the team, and completed and validated by the community members.

Simplified example of CVA matrix drawn up in the Philippines

CATEGORY	VULNERABILITIES	CAPACITIES
Physical / Material -Resources -Skills -Hazards	Hazards / Drivers of risk -Floods, typhoons, landslides, earthquakes, storm surges -Compounded risk of diseases, including influenza, diarrhoea, respiratory diseases, hypertension, wounds/accidents -Proximity of houses to areas near sea/rivers/lakes	Resources / Skills -Self-employment skills exist -Variety in types of livelihoods in the region -Access to coping mechanisms -Post disaster assistance received -Financial savings -Physical preparedness / mitigation efforts
Social / Organizational -Relationships -Organization -Drivers	Weak relations / organization / Drivers of risk -Many communities with longer than 30 - 60 days to return to normal employment or livelihoods after disaster	Strong relations / organizations -Knowledge of coping mechanisms -Knowledge on mechanisms for financial saving for multiple livelihoods -Social support mechanisms for preparedness / mitigation efforts
Motivation / Attitude -Views -Beliefs -Drivers	Negative or lacking views on abilities / Drivers for risk -Not noted in PCVA example	Positive views on abilities -Undertaking preparedness and mitigation activities



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TOOL 14: THE PROBLEM/SOLUTION TREE AT COMMUNITY LEVEL (OPTIONAL)

Description: The community and the team will together choose the most dangerous hazards based on the disaster risk ranking and hazard analysis tools. Then a problem/solution tree can be developed for the major hazard.

Objective: To determine the consequences of the hazard on the community and to determine its capabilities to limit or reduce these effects.

Suggested guiding questions:

- What are the main risks and potential effects related to this hazard?
- What are the effects on livelihoods, livestock, well-being, facilities, people, etc.?
- What are the stakes that make the community vulnerable to this problem and how are they impacted?
- What can be done to reduce their impact?

Facilitation tips: Ask the reasons why the identified hazard has such an impact on the community. Then draw a big tree on a big flipchart with roots, trunk and branches and facilitate the position of each cause and each effect of the hazard. Then draw another tree and step-by-step explain how solutions can be designed opposite the problems identified. Then the community members will do the same for the rest of the problems.

Example of problem tree in Ethiopia



TOOL 15: VISIONING MATRIX

Objective: This exercise allows the community to participate even more in the decision-making process, and to identify potential action on DRR.

Description: The Visioning Matrix tool allows the community to refine the analysis and to define potential measures that can transform weaknesses into capacities. It provides a vision of their ideally prepared and resilient community.

PCVA Ethiopia - Activities Identification

“The community was given full responsibility in identifying the most common hazards and also put their objectives, strategies, and broad recommendations on how to prepare and mitigate the impacts of the prevailing drought and other hazards prioritized by the community themselves.”

Still in working sessions, the community is asked to consider the kind of “safe community” they want to attain and identify activities for selected strategies.

It can be divided into three categories:

- Individual/household,
- Community readiness
- Environment, facilities and infrastructures.

Example of visioning matrix in Ethiopia

RISK REDUCTION STRATEGIES	CURRENT SITUATION	ASPIRED SITUATION (DESIRED CHANGE)	BARRIERS	HOW TO ADDRESS BARRIERS (ACTIVITIES)
INDIVIDUAL OR HOUSEHOLD				
- Migration to temporary sites with good pastoral grass	Yes	- To minimize death of livestock secondary to food shortage during drought seasons	- Increase of diversification (desert) - Inter-tribal conflict - Lack of interest	- Cutting & storing grass - Reforestation - Bring awareness to the community
- Hard splitting	Yes	- To reduce level of risk related to over grazing of land & reduce death	- No support from external body in organized migration	- Dividing cattle on age base - Rearing them in different places
- Experience sharing with other pastoral communities	NO	- Once every 3 months so that the community finds new insight about pastoralists	- Financial shortage - Lack of interest	- Cross cultural visits for experience sharing - Sharing ideas, Information on know-how
- Training on modern livestock rearing system	NO	- Every 3 months to enhance quality of breads & products	- Financial shortage - Lack of interest	- Training the community. DRR committee - Training on animal husbandry
- Selling livestock in times of plenty & saving the cash	NO	- To enable the pastoralist to save at least a quarter of their livestock resources in cash	- Community belief in number of heads - Inability to forecast the future	- Selling livestock out of personal interest - Depositing cash in Bank

RISK REDUCTION STRATEGIES	CURRENT SITUATION	ASPIRED SITUATION (DESIRED CHANGE)	BARRIERS	HOW TO ADDRESS BARRIERS (ACTIVITIES)
COMMUNITY READINESS				
From the committee	NO	- Community DRR committee should establish organized community	- Community movement from place to place	- Select the committee from the community
Skill building training for the committee	NO	- Training & skill building	- Financial shortage	- Select 6-12 persons
Linkage of the committee with other department	NO	- Information flow to & from the departments	- Poor relationship of PA's with DRR actors & NGO's	- Cap citation
Identification of pastoral early warning sign	Yes	- Let the community know the indicative signs of drought every year	- Failure of early warning signal and forecast	- Creating linkage between the department and the committee - Identifying & consciousness building on PEWS
ENVIRONNEMENT, SERVICES ET INFRASTRUCTURES				
Rehabilitation of pond	Partial	- To rehabilitate the pond affected by drought - To make water available all season	- Lack of community mobilization to work - Lack of skills & knowledge - Lack of financial capacity for equipment.	- Awareness building training - Cap citation is providing trees for digging - Financial aid
Rehabilitation of traditional well	Partial	- To rehabilitate 3- 4 traditional wells in the district - To use modern cattle trough	- Lack of community willingness to work - Lack of financial capital	- Cap citation - KDMC request to government & NGO's for financial aid
Range land rehabilitation (Area enclosure)	Partial	- To rehabilitate degraded rangeland - Use pasture for livestock	- Undefined community work plan - Passive community participation	- Clear & brief community work plans - Demarcation of the area for rehabilitation
Planting desert tolerant fodder trees	NO	- Tree planting campaign every summer	- Lack of awareness on the ecological use of trees	- Public awareness campaign on the use of plants - Awareness training on the ecological use of trees
Limits imposed by law on coal making & fire wood collection	Partial	- To change use of coal as alternative power sources	- Lack of alternative power sources - Financial inability to purchase modern power saving stoves, etc	- Supplying alternative fuel source for better prices - Affordable prices
Practicing Agro-pastoralist livelihood system	NO	To avoid mono economic dependency so that risks related to pastoralists could be eliminated	- Mobility of pastoralists & exacerbated pastoralists	- Distribution of Agricultural tools (seed, fertilizers, hoe knives, etc.)

3.3. PHASE 3: HOW TO ANALYSE THE PCVA RESULTS?

The analysis and planning phases are action-oriented.


The results allow the community to work on the risk factors and measures. It helps to organise, analyse and prioritise information from the learning phase to develop appropriate and anticipatory risk reduction plans and actions to prepare the community for hazards, to prevent them from becoming disasters and to mitigate their effects. It promotes changes (beliefs, behaviours, practices, attitudes, knowledge, etc.) at the community level. The risk that should be addressed first may sometimes not be related to natural hazards.



>>>> STEP 10: SYSTEMATISE THE DATA

After completing the field work:

- 1/ The field team should review the information gathered to identify any gaps in the information collected. Follow-up interviews or further research may be required to fill in gaps.
- 2/ The results should be combined and compared with the information gathered at different levels from the secondary data and the results of the tools used in step 4 in order to answer the guiding questions of the PCVA Guiding Matrix.
- 3/ Then field teams who worked in different communities come together to identify trends, common issues, differences, and to evaluate the process.



Tools box

- Key Data Record
- Ven Diagram

TOOL 16: KEY DATA RECORD

Objective: The Key Data Record tool is the abstract of all information collected through the PRA tools.

Description: It is mostly based on the problem/solution tree and the CVA matrix. It records the main disaster risk and the appropriate measures according to the community's weaknesses and capacities. It identifies gaps in DRM strategies. It is realised by the team, and be completed and validated by the community members.

Suggested guiding questions: Data must be ordered in a way that facilitates their analysis. It is therefore necessary to systematize the data by hazards in answering the following questions:

- What are the effects of hazard on people's lives, livelihoods, assets, etc.?
- What are the vulnerability and capabilities against these effects?
- What are the immediate and long-term DRR measures that can initiate by the community?

Exemple d'archivage de données-clés en Haïti

HAZARD	EFFECTS	VULNERABILITY	CAPACITIES	RISK REDUCTION STRATEGIES
Floods	Residents drowned and / or live in water	<ul style="list-style-type: none"> - Lack of temporary space for rehousing - Limited facilities for evacuation - No systematised contingency plan 	<ul style="list-style-type: none"> Existence of safe area - Disaster knowledge - House-to-house EWS - Existence of CBOs 	<ul style="list-style-type: none"> - Temporary rehousing - Evacuation plan - Community EWS - Create and train response teams - Build a community shelter
	The river leaves its bed	New areas are flooded	Human resources; machinery	<ul style="list-style-type: none"> - Retaining walls construction - Dyking
	Flooding contaminates potable water sources	<ul style="list-style-type: none"> - Soil too impermeable - Deforestation 	Tree nursery	Reforestation
	The dusts are obstructed	Stagnant water	Mitigation materials	<ul style="list-style-type: none"> - Clean dust - Draw a deviation water plan - Conduct sanitation campaign - Create management committees
	Houses are flooded	Weak structural foundation	Human resources; rocks	House base reinforcement



>>>> STEP 11: VALIDATE THE DATA

Data analysis and interpretation will be comprehensive only if they are presented and validated by the community.

The field team presents the findings through community **meetings to review, adjust and confirm the conclusions**. The information should be generated in a manner and language that is understood by all community members.

Key local stakeholders (CBOs', NGOs', local authorities' representatives) should be present during the meeting. Dialogue should be facilitated on issues that have been raised by particular groups that may have implications for other groups. In particular, this provides an opportunity to make other groups in the community aware of the views of particularly vulnerable groups. It must be ensured that the sharing of views does not yield negative consequences for any members of the community. Feedback will be incorporated into the PCVA analysis.

This step is crucial as it determines **who can do what and when, and what cannot be done**. The team must inform the community on the use of the field assessment conclusions. There are three main groups of stakeholders who will be involved in the planning phase:

- The community itself that will engage itself in DRR measures according to its capacities, resources and motivations.
- ACF which will engage itself in practice according to its mandate, its funding resources, its approach and its technical knowledge, and which may advocate on the community's needs for activities that go beyond its capacity.
- The others, meaning the civil society, authorities and the donors who may engage themselves only if the PCVA process is documented and disseminated, and if an advocacy campaign is carried out.

It is imperative to demonstrate that all the outcomes of the field assessment may not be achieved by ACF. But the community will be informed that the results will be given to potential partners. Raised expectations must be limited for the sake of the community.

Then mixed groups will be formed by the community to participate in the planning phase so as to prioritise and scale down appropriate and feasible DRM measures that may be supported by ACF according to the conclusions of the learning and analysis phases.

3. 4. PHASE 4: HOW TO GENERATE ACTIONS?

“In Haiti, because of the several shocks, population in general was constantly focused on their needs and weaknesses. Our strategy was, obviously to analyze them, but to focus on capacities and strengths. This helped us take them out of the role of victims to the role of active participants responsible for recovery”.

The field team organises working sessions with the designated groups who will reach a consensus on what disaster risks or threats should be given priority among those which were highlighted during by the field assessment. **The group must consider to what extent these key issues undermine the community’s development, why, and what can be easily and rapidly changed.**

Bear in mind that the planning and implementation phases are inclusive. Necessary steps should be taken to avoid agreement on unrealistic activities. Do not decide for the community. Do not influence the solutions. Let them come up with their own ideas.



>>>> STEP 12: DECIDE ON THE TYPE AND THE SCOPE OF THE ACTION

PCVA Bangladesh - Strategic Recommendations

- Enhancing Social Protection, Health and Nutrition of Women and Children
- Empower Community Emergency Response System
- Implement DRR Measures to Stabilize Poorest HH and Community Infrastructure.
- Expand Livelihood Resiliency and Diversification for Landless and Poorest HH
- Improve Water Access and Management

Based on the data collected on the field and decision made on potential actions on DRR, **community decide which DRR measures will be carried out on short, mid and long term period.** Information from the Visioning matrix has to be compiled in order to have a clear DRR strategy selection matrix.

This stage has to be linked with the Community Action Plan.

For each DRR measures selected and validated, community has to define how these activities will be implemented:

- Which resources are needed to set up activities?
- Who will be involved during the implementation?
- To what extend does the community contribute to the implementation of these measures?
- Who will be responsible to monitor and ensure the effectiveness of the activities?

TOOL 18: DRR STRATEGY SELECTION MATRIX

Objective: the community will verify the feasibility of the selected DRR activities in order to specify what the community can and cannot do.

Description: By filling in this matrix, it is particularly important to insist on the availability of resources in the community or the need for external resources. Then the community must determine how it will use and/or acquire what it needs in terms of resources and technical support. The focus must be on measures that the community can take with little external support from the short to medium term.

Example of DRR Strategy Selection Matrix in Haiti

KEY ACTIVITIES	TERMES			LOCAL CAPACITIES	NEED FOR EXTERNAL SUPPORT	OVERALL FEASIBILITY	ACTIVITY SELECTED
	SHORT	MEDIUM	LONG				
Clean and rehabilitate dust	X			Medium	Medium	Medium	No
Draw and develop a water deviation plan			X	Low	High	Low	No
Conduct a sanitation campaign		X		High	Low	High	Yes
Create management committees	X			High	Low	High	Yes

Example of DRR strategies in Bangladesh

Cyclone Strategies			Monsoon Flood Strategies		
Individual Survivability	Community Readiness	Mitigation	Individual Survivability	Community Readiness	Mitigation
Cross Bracing for Homes	First Aid Team Formation	Raise Pump Platform	Raise Up HH Floor	First Aid Box Team	Raise Pump Platform
Build up HH with Pillars	Helper Team Formation	Raise Pond Rim	HH Livelihood Diversity Training	Establish Money Transfer Team	Raise Pond Rim
Raise up the Soil around the house	Establish Money Transfer Team	Repair Embankment	HH Water Management Improvement	Grow in Size Voluntary Team	Embankment Repair
Raise HH Floor	Grow in Size Voluntary Team	Tree Plantation	HH Awareness Campaign	Group Formation	Tree Plantation
HH Awareness Campaign	Early Warning Group	Grass Plantation on the Embankment	Provide Training	Sub-divisional Team	Tube well Protect
HH Livelihood Diversity Training	Improved EWS and Evacuation	Tube well Protection	Improved Toilet System to Prevent back flow	Skill Development Group	Community Embankment Repair
Retrofit Vulnerable Homes	Food Storage Bank	Embankment Management	HH Filter System	Emergency Equipment Supply	Tree Lining in the Sea and River Side
Tree Planting Around Homes	First Aid Box	Switch Gate Improvement	Raise Houses	Improved EWS and Evacuation	
Provision of Small Emergency Implements		Culvert Improvement		Food Storage Bank	
		Reestablish Internal Canal			
		Tree Lining of River and Sea			

>>>> STEP 13: DOCUMENT THE ANALYSIS

As the process will narrow down to what ACF and the community can do to immediately reduce disaster risks, it is now important to report and document the PCVA analysis for advocacy, accountability and monitoring perspectives.

The PCVA Report³ should be written by the team and centralise all the information from the different PCVAs carried out in different locations. Documenting the analysis helps to ensure that the basis for decisions on the programme is clear, that it forms a good benchmark for the project baseline, and that other stakeholders have valuable information to engage. **Strategic and operational recommendations are stressed based on the findings** and may interest policy makers, donors, CBOs, NGOs, or local governments. The report should be **disseminated to a large and diverse number of stakeholders** and may be accompanied along with meetings and workshops. The report complements the Community Action Plans.

Report outline:

EXECUTIVE SUMMARY

- Introduction, Purpose and Objective
- Background
- Methodology
- Main Findings
- Main Recommendations
- Approach
- Strategic Recommendations

LIST OF CONTENTS *(Include tables and maps as needed)*

- 1/ Introduction *(Including Objectives, Target Audience, Broad Context and Dates)*
- 2/ Background Information
 - a/ Context (Hazards and other Critical Information)
 - b/ Climate
 - c/ Assessed Area
- 3/ Assessment Methodology and Sources
 - a/ Team Composition
 - b/ Overall Methodology (Steps)
 - c/ Village Based Assessment
 - d/ Main Constraints and Limitations (staff, political, security, access, rainy season, etc.)

3 - For further reading: *CVCA handbook*, Care, 2009; *ActionAid, PVA. A step-by-step guide for field staff*, nd

- 4/ Outcome of Using the Methods
 - a/ Where and how were the methods developed and tested
 - b/ Field Team Training and Evaluation of their Skills
 - c/ Reliability of the Method and Validity of Findings
 - d/ Unintended Results
- 5/ Findings
 - a/ Method Used to Analyze the Information
 - b/ Desk Review and Interviews
 - c/ Community Based Analyzes
- 6/ Discussion and Conclusion
- 7/ Recommendations
 - a/ Approach (Top Down, Mix, Bottom Up)
 - b/ Objective and Strategic Recommendations
 - c/ Operational Recommendations (Modalities, Partnerships, etc.)

>>>> **STEP 14: DRAW UP THE COMMUNITY ACTION PLAN**

The Community Action Plan (CAP) describes the **DRM statement of one community and the proposed action in need for support to improve this statement.**

A SUCCESSFUL CAP DEMONSTRATES

- ✓ A clear objectives and strategies
- ✓ A clear link to reducing the risk of a priority hazard
- ✓ Wide- ranging community benefit
- ✓ Substantial and broad community participation
- ✓ Precise input of local knowledge and resources
- ✓ Clear community project leadership and management
- ✓ A commitment to account, monitor and evaluate, and report on the project
- ✓ Outcomes that will be sustained after the end of the project
- ✓ Indicators for success
- ✓ A clear implementation plan
- ✓ A realistic budget and resource list that includes the community's input

It presents the results of the PCVA process in a way that will be useful for local stakeholders, highlighting the priorities and needs of the most vulnerable. The CAP draws up the **implementation plan and budget**, lists the community's contributions and the necessary resources, the people or groups responsible for ensuring the implementation of the activities.

Community Action Plan anticipates the sequence of roles and activities so as to facilitate the monitoring of the activities. The CAP should not be developed according to ACF's capacities but only according to the community's priorities.

Example of Community Action Plan in Ethiopia

NAME OF THE PROJECT	Drought Risk Reduction Mitigation Project.
PROJECT SUMMARY	The so-called community managed small-scale mitigation project will address drought and aim to reduce drought risk; this will be done through mitigation measures. Effects through active community participation, capacity building so that the community will curb the impacts of drought and eventually become resilient to drought and its effects.
WHAT IS THE HAZARD TO ADDRESS?	Drought
WHY IS THE PROJECT IMPORTANT?	To reduce impacts of drought and build a resilient community
WHAT IS THE PROJECT OBJECTIVE?	To rehabilitate natural resources and make wise use of them and diversify the community activity.
WHAT ARE THE STRATEGIES?	Pond and well rehabilitation, water management, committee establishment, training on wise use of natural resources, bush clearing and enclosures, reforestation, rotational grazing, capacity building training.
WHAT IS THE EXPECTED SUSTAINED POSITIVE CHANGE?	<ul style="list-style-type: none"> - Availability of enough water throughout the year. - Availability of enough pasture throughout periods of drought. - Community capacity will be built and skill development. - Accountable and responsible community establishment. - Animal parasite and pest reduction. - Improved well-being of communities.
HOW WILL THE PROJECT REDUCE THE RISK OF THIS HAZARD?	<ul style="list-style-type: none"> - Mobilization of locally available materials in anticipation of a drought, - Awareness creation, - Integrate with stockholders and seek external support.
WHO WILL BENEFIT FROM THE PROJECT?	The individuals, households, the entire district society directly or indirectly.
TO WHAT EXTENT IS THE COMMUNITY PARTICIPATING IN THE IMPLEMENTATION?	The community will participate to the extent of 30%.
WHAT ARE THE LOCAL KNOWLEDGE AND RESOURCES THAT THE COMMUNITY IS CONTRIBUTING TO THE PROJECT?	<ul style="list-style-type: none"> - Indigenous knowledge, - Locally available materials like sand, gravel, wood, time and labour, water etc.
WHO IN THE COMMUNITY WILL MANAGE THE PROJECT?	<ul style="list-style-type: none"> - District Disaster Management Committee - The whole community.

WHO WILL ACCOUNT FOR THE PROJECT AND HOW?	<ul style="list-style-type: none"> - District Disaster Management Committee and the community, - District Disaster Management Committee will set rules and regulations and play a direct role as far as accountability is concerned while the community will have ownership of the project and give a clear picture on how they will contribute to.
WHO WILL MONITOR AND EVALUATE THE PROJECT AND HOW?	<ul style="list-style-type: none"> - District Disaster Management Committee and external body - Daily monitoring according to the time budget and overall activity even quarterly and annually evaluated.
WHO WILL REPORT ON THE PROJECT AND HOW?	<ul style="list-style-type: none"> - District Disaster Management Committee will make monthly reports on the activity's progress.
HOW WILL THE PROJECT OUTCOMES BE SUSTAINED AFTER THE PROJECT IS FINISHED?	<ul style="list-style-type: none"> - Communities commitment and sense of ownership development, - Developing a sense of accountability and responsibility, - Rules, regulation and even policy and measures should be developed. - Rehabilitation and maintenance phase of the project.
WILL THERE BE A CHANGE IN KNOWLEDGE OR BEHAVIOUR?	<ul style="list-style-type: none"> - There will be a change in the knowledge and behaviour b/c communities develop experiences to easily establish other projects and can maximize their participation from 30% - higher per cent.
WILL THERE BE A STRUCTURAL OR SYSTEMIC CHANGE?	<ul style="list-style-type: none"> - Structural change will be expected, forming different committees for different activities.
WHERE SPECIFICALLY WILL THE PROJECT BE IMPLEMENTED (SCHOOL, RIVER BANK, ETC.)?	<ul style="list-style-type: none"> - Water points - On grazing land and - All within the district

ACTIVITY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Bush clearing and enclosure	✓										✓	✓
Well rehabilitation								✓	✓	✓		
Pond rehabilitation	✓									✓	✓	✓
Reforestation		✓	✓	✓								
Destocking	✓	✓									✓	✓
Preservation of animal pasture and leftovers			✓	✓	✓							
Migration of selected livestock	✓										✓	✓
Capacity building through training, poster picture and awareness creation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Income/activity diversification	✓	✓									✓	✓
Controlling of animal breeding	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Establishing water management committee	✓	✓										
Establishing land management committee	✓	✓										
Establishing early warning committee	✓	✓										

>>>> STEP 15: SUPPORT THE COMMUNITY ACTION PLAN

A range of solutions to confront the problems identified in the PCVA is reviewed, guided by the five ACF DRM objectives and the group of DRM activities.

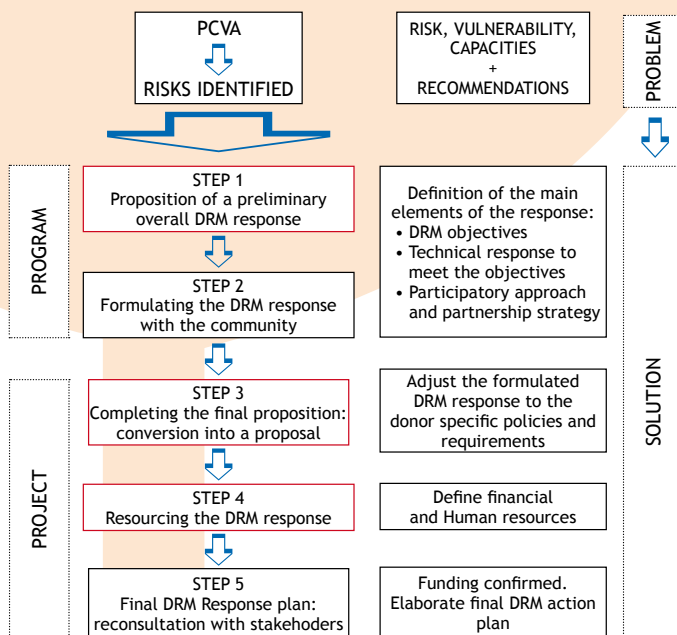
An activity chart will be developed for fundraising and implementation purposes in order to be aligned with the ACF DRM objectives. The chart helps understand how each objective can address the different risks, vulnerabilities and capacities previously identified in the PCVA. It makes the link between the problems (risks) and the solutions (specific objectives).

In some instances, not all five ACF DRM objectives can be met through a single project and partnerships can be sought to achieve as many of the five objectives as possible. In some cases the PCVA would have already explored some potential solutions.

ACF will verify the feasibility of the selected DRR activities in order to respect the objectives of DRM mentioned on policy document and within the donor proposal. **In every way the PCVA process should end up with concrete disaster risk reduction measures.** ACF will make necessary arrangements to support the CAP's recommendations through the ACF Action Plan.

The CAP should be accompanied and not be seen as an exit strategy. Low-cost actions should be promoted to ensure ownership and sustainability. Make it clear what ACF is capable of in fulfilling community's needs so as to avoid false expectations and frustration.

Process of ACF Action Plan



General example of activity chart

PROBLEM	DRM OBJECTIVE = LFA GLOBAL OBJECTIVE	SPECIFIC SOLUTION OBJECTIVE = LFA SPECIFIC OBJECTIVE	ACTIVITY EXAMPLE
Agricultural production is greatly affected by recurring flooding	ACF will reduce vulnerability and build the resilience of communities affected by recurrent flooding	Communities will diversify their agricultural varieties, using new techniques.	Introduction of floating gardens, containing new vegetable species Introduction of wheat varieties with more rapid ripening
Drinking water is polluted during the flooding season		Communities will flood-proof their water supply and sanitation infrastructure	A large earth dyke is built adjacent to the river Water points are rehabilitated using raised platforms. Community sanitation facilities are relocated outside of the immediate flood pathway
People are unaware of how to reduce the risk to flooding, with particularly women and children impacted.		Community management committee, women's groups and schools are sensitised on the risks of flooding, and measures to reduce risk	Public theatre performances DRM sensitisation introduced into school curriculum Training and exchange visit made for the community management committee and the local women's association
Community does not have the capacity to react when a flood emergency warning is received from the EWS at the district		ACF will reduce the community exposure to hazards	Community contingency plans are continuously updated with information from district flood EWS

Design advocacy campaigns to communicate the PCVA Report and the Community Action Plan and make linkages between the community and local/national stakeholders.

The CAP is a credible document to take voices of vulnerable people to other levels to influence the development and the application of DRM policies, laws and strategies. It is a good way to demonstrate that simple DRM actions can be undertaken and provides practice evidence for advocacy to inform national and international level action so as to be replicated and scaled up. Liaisons with provincial and national actors and officials already made during the analysis and planning phases should then be reinforced to see their potential implications on reducing the community's vulnerability so as to consider what they can do to foster change and to link the CAP with long-term action.



When necessary, an Advocacy Plan shall be drawn up with recommendations on how to distribute the CAP to local, departmental or national levels. These campaigns may be implemented by ACF, directly at the national or international level, and indirectly at the local level by local partners through the community. The PCVA is an evidence-based advocacy tool that can influence the development and implementation of decisions, policies and practices grounded in local reality.

The local authorities may find it interesting to internalise the PCVA process or the results that will be factored into future institutional planning and action. Besides sharing the PCVA report and the CAP, ACF may find it useful to hold a workshop and meeting to present the results to local and national governmental and non-governmental organisations. Ideally community representatives will present the information.

Technically and financially support the CAP's activities

ACF may decide to support some of the activities identified by the community according to funding, resources, expertise and the DRM policy paper (ACF, 2011). According to its mandate and capability, ACF will then decide to mainstream, introduce or run stand-alone DRM activities. The following questions will need to be answered:

- What risks exist and what needs are covered? E.g. other actors may have covered many of the DRM angles, and ACF would act to support this with a specific DRM activity.
- What is the community willing to commit to? E.g. communities may opt for a mainstreamed approach as they feel other needs are the priority.
- What are the opportunities or limitations of the funding sources? E.g. there is no stand-alone funding available, so it must be mainstreamed into other donor envelopes.
- What is the operational context? E.g. the government is instrumental in a conflict context, and thus, partnership is not possible, resulting in a decision to mainstream simple DRM activities into existing humanitarian projects.

Conduct additional technical assessments

ACF may find that the PCVA results do not provide enough information for an integrated approach and may want to conduct complementary research to cover gaps and design a comprehensive programme. ACF may also wish to broaden the understanding of the situations to have a greater influence on policies and practices. In that case, the PCVA can form the basis for the design of large-scale, survey-based studies.

Monitor and evaluate the CAP

The CAP should be reviewed and updated every three or six months so as to measure the progress on agreed action, the engagement of stakeholders, the changes in the environment and the evolution of disaster risks, vulnerabilities and coping strategies. The community itself shall monitor the CAP.

PCVA Burkina Faso - PCVA monitoring

“The process in Burkina Faso began in a development context, but a deficit rainy season and pockets of drought have tipped the context to an emerging crisis, with a reorientation of activities and an adjustment in the prioritization of these activities.”

The Participatory Monitoring Evaluation and Learning Plan (PMEL) will help to compare the initial situation and the current situation, identify problems and corrective measures when necessary, prioritize allocation of resources, analyse the factors of successes and failures, inform high level authorities or other concerned agencies and demonstrate accountability.

The PMEL Plan helps the community answer the following questions:

- Are we making satisfactory progress towards our goal (reducing risk, building resilience)?
- Should we change our strategy or our activities?
- Should we reassess our objectives?

This PMEL can be developed during a two-day workshop. Information and conclusions need to be recorded in some format that can then be shared with a variety of stakeholders.

Plan for handover

It is essential to link the exit strategy with the programme objectives during the planning phase and define at what stage of the project the exit strategy will start to be implemented and the timeframe for disengagement.

The main questions among others to be answered are:

- Are we making satisfactory progress towards our goal (reducing risk, building resilience)?
- Should we change our strategy or our activities?
- Should we reassess our objectives?

This PMEL can be developed during a two-day workshop. Information and conclusions need to be recorded in some format that can then be shared with a variety of stakeholders.

CONCLUSION

PCVA may be considered a long and tiresome process. It requires strong engagement from the communities and staff. In some circumstances (emergency, early recovery, unstable environment, chronic crisis), the entire PCVA process may be difficult to apply. **Make it simple with clear and focused questions. Do not overwhelm the community.** Whatever tools you keep, omit, modify or add the process will always be the same: identify, meet, assess, collate, analyse, validate, plan and implement. All these steps are undertaken together with the local stakeholders.

The redundancy of tools aims to compare and confirm some hypotheses, and engage the community in in-depth and inclusive reflexion. **Building trust and empowering the community** are the key messages that should be shared within your team. Then the understanding of the disaster risks and the potential solutions will emerge more easily. While **using local resources** the community should be given the knowledge to monitor and update this tool so as to ensure the sustainability of the action.

Do not think ahead. After a few discussions and observations you may think about appropriate measures but you may be on the wrong track. **It is the community who decides** but be sure that consensus is reached and that the voice of the most vulnerable is heard. This is why conducting a PCVA is so important.

Think outside the box. ACF has a large capacity to conduct integrated assessments. This should be seen as a necessary indicator for building community resilience in a context where vulnerabilities are aggravated by global warming, extensive urbanisation, scarcity of water sources, etc. DRM should now be seen as an asset to secure traditional programming and the PCVA as a tool to broaden the understanding of the existing local and external vulnerabilities. **PCVA is meant to be holistic and not sector specific.** It must be seen by all ACF staff as a good basis for integrative assessment for the sake of vulnerable communities.



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APPENDICES

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GLOSSARY

Adaptive capacity: The ability of a system to adjust to changing shocks and trends, to moderate potential damages, to take advantage of opportunities, or to manage the consequences (adapted from Crahay, 2010).

Coping capacity: The ability of people, organizations and systems, using available skills and resources, to face and manage adverse conditions, emergencies or disasters (adapted from Villagran de Leon 2006)

Disaster: A serious disruption of the functioning of a community or a society involving widespread human, material, economic or environmental losses and impacts, which exceeds the ability of the affected community or society to cope using its own resources (UNISDR, 2009).

Disaster risk management: The systematic process of using administrative directives, organisations and operational skills and capacities to implement strategies, policies and improved coping and adaptive capacities, in order to address vulnerability and lessen the adverse impacts of hazards and the possibility of disaster. Generic risk management employs various strategies to reduce, avoid or manage risk including mitigation, deferral, sharing, transfer, acceptance and avoidance (adapted from UNISDR, 2009).

Disaster risk reduction: The concept and practice of reducing disaster risks through systematic efforts to analyse and manage the causal factors of disasters, including through reduced exposure to hazards, lessened vulnerability of people and property, wise management of land and the environment, and improved preparedness for adverse events (UNISDR, 2009).

Exposure: The degree to which people, property or other elements are located within zones affected by hazards, and thereby subject to potential losses (adapted from Crahay, 2010).

Hazard: The probability or possibility that a harmful event manifests itself in a certain geographical area within a certain interval of time. Hazards can be classified as natural or man-made (adapted from Villagran de Leon, 2006). Rapid-onset hazards refer to hazards that occur suddenly and that cannot be predicted long in advance (e.g. flooding or cyclone). Slow-onset hazards refer to hazards that develop throughout a limited period of time (a few months/ years), and that can generally be predicted.

Mitigation: Any action taken to minimise the extent of a disaster or potential disaster. Mitigation can take place before, during or after a disaster, but the term is most often used to refer to actions against potential disasters. Mitigation measures are both physical or structural (such as flood defences or strengthening buildings) and non-structural (such as training in disaster management, regulating land use and public education) (Twigg, 2004).

Preparedness: specific measures taken before disasters strike, usually to forecast or warn against them, take precautions when they threaten and arrange for the appropriate response (such as

organising evacuation and stockpiling food supplies). Preparedness falls within the broader field of mitigation (Twigg, 2004).

Prevention: Activities to ensure that the adverse impact of hazards and related disasters is avoided. As this is unrealistic in most cases, the term is not widely used nowadays (Twigg, 2004).

Resilience: The ability of a community, household or individual to resist, absorb and recover from shocks and stresses while fulfilling its needs, retaining its functionality and developing its ability to learn, cope with or adapt to hazards and change (adapted from IPCC, 2007; Mayunga, 2007).

Risk: The probability of harmful consequences, or expected losses (deaths, injuries, property, livelihoods, economic activity disrupted or environment damaged) resulting from interactions between natural or human-induced hazards and vulnerable conditions (Olhoff and Schaer, 2010)

Risk analysis: The systematic use of information to identify hazards and to estimate the chance for and severity of, injury or loss to individuals or populations, property, the environment, or other things of value. (GTZ, 2003)

Vulnerability: A function of the character, magnitude, and rate of hazards to which a community, household or individual is exposed, its sensitivity, and its capacity to cope and adapt (adapted from IPCC, 2007).



ACF DRM INSTITUTIONAL STRATEGY

The DRM Institutional Strategy aims for the sustainable integration of DRM into ACF operations whilst aiming to support DRM action on the ground. The institutional strategy is comprised of four global objectives:

- **Objective 1:** All ACF missions strive for integrated DRM action, which works towards community resilience against disaster, conflict and under-nutrition and is adapted to the context.
- **Objective 2:** ACF becomes a reference humanitarian organisation for DRM relating to under-nutrition, insecure contexts and urban households.
- **Objective 3:** ACF actively contributes to national and international advocacy on the impact of under-nutrition and disaster risk (particularly regarding climate change), and the application of DRM in zones of insecurity and conflict.
- **Objective 4:** ACF promotes shared DRM action and resources across its network, striving for operational partnerships between ACF headquarters, regions and countries where ACF intervenes.

These institutional objectives are detailed as follows:

OBJECTIVE 1: All ACF missions strive for integrated DRM action, which works towards community resilience against disaster, conflict and undernutrition and is adapted to the context.

I. Key geographical areas for DRM action are targeted based on significant vulnerability to, and the impact of natural hazards, under-nutrition, conflict and climate change.

The strategy uses entry points in countries where ACF operates to prepare for the integration of the more challenging aspects of DRM that come later. It centres on::


- Prioritising operations that are in high-risk multi-hazard zones with risk of under-nutrition.
- Reinforcing existing ACF strengths, including disaster preparedness for rural communities, under-nutrition prevention to reduce vulnerability, action in relief and early recovery contexts and climate change/under-nutrition advocacy.
- Prioritising ‘no-regrets’ decisions in programming: this means, even if no disaster takes place in the future, there are still benefits to the community from the DRM action, i.e. our actions to reduce vulnerability will lead to the reduction of under-nutrition whether a disaster happens or not.

What is a minimum DRM package for missions? THE TOP TEN

- 1 - Basic country risk analysis, feeding into a country strategy that outlines the main axes of DRM. This means having a general vision of how trends will impact under-nutrition and disaster in the future. It also means ensuring the dissemination and discussion of key ACF DRM guidance material.
- 2 - Coordination with key national DRM or climate change platforms to enhance information collection, partnerships and common action for the most vulnerable, particularly those suffering from under-nutrition.
- 3 - Analyzing the risks - more specifically shocks and seasonality - in ACF's areas of operations, and the local coping and adaptation strategies, with basic questions included as part of all assessments.
- 4 - Development of, or coordination with, local or regional early warning systems (EWS for natural hazards, livelihoods, food and nutrition security and insecurity). Surveillance systems are connected with EWS.
- 5 - Contingency plans in place, following the ACF Contingency Planning Guidelines, including better proactive management of caseloads of wasted children.
- 6 - Contributions to reduce the seasonal peak of wasting.
- 7 - Hazard-proofing key assets for food security, care and health.
- 8 - Ensuring that new operations consider the potential impacts of hazards in the area of operation, and adapting its new operations accordingly to.
- 9 - Ensuring that livelihood strategies are more resilient to potential hazards and diversifying livelihood options. In particular, promoting climate-resilient livelihood options.
- 10 - Raising the awareness and capacities of current and future partners in all the initiatives.

II. PCVA should be linked to other key ACF assessments and tools, and DRM is integrated within all new technical policies.

Much information has already been gathered supporting our under-nutrition operations, which can be used when assessing, and analysing disaster risk. This provides information to help us understand community vulnerabilities as well as elements related to hazards and livelihood shocks. In Bangladesh and Ethiopia, ACF is piloting an assessment method drawing together a PCVA with focus on climate change, food security and under-nutrition.



III. DRM action aims for operations to integrate sectors and to form partnerships with local stakeholders.

Much of the work addressing vulnerability to disaster requires an approach that incorporates the four traditional sectors of ACF expertise. Methods to promote integration are summarised in ACF International's review of integrated approaches to treat and prevent acute malnutrition. The ACF Partnership Policy supports partnerships with local stakeholders, with detailed methodologies outlined in the ACF National Partners Guidelines.

IV. ACF develops systematic operational partnerships with long-term DRM actors, ensuring that DRM actions are integrated sustainably.

Large-scale and long-term initiatives in collaboration with other operators are the key to achieving significant impact on disaster risk and under-nutrition, together with better delivery during emergencies. Internally, ACF is structuring regional strategies for West and East Africa after piloting this approach in Central America. DRM is an important issue in each of the three strategies in Objective 4. Externally, three different ACF DRM initiatives represent models for different types of consortiums:

- Cambodia Preparedness programme - ACF with Mekong River Commission (regional body) and the Cambodian Red Cross
- Kenya livelihoods diversification and resilience programme - the ARC INGO consortium including AAH, Food for the Hungry, World Vision, CARE and Catholic Relief Services
- Bolivia integrated DRM programme with under-nutrition - ACH with a range of actors including academic institutes, the Hydrological and Meteorological National Department, and other local government departments.

OBJECTIVE 2: ACF becomes a reference humanitarian organization for DRM relating to under-nutrition, insecure contexts and urban households.

V. Further technical and operational research to produce best practices DRM under-nutrition tools, with an emphasis on climate change and the utilisation of GIS techniques.

Applied research in Bangladesh and Ethiopia on nutrition security that encompasses DRM, livelihoods and nutritional causal analysis, has built on previous research on pastoral livelihoods and climate change in Mali and Ethiopia. A second GIS EWS predicting the vulnerability of pastoralists across the Sahel, which measures biomass and surface water availability and the movement of animal herders, accompanies this research. This is of particular use during droughts.

VI. Reinforcement and diffusion of DRM best practices in insecure and conflict zones.

The application of DRM to insecure contexts is under review as part of a larger exercise mapping ACF DRM interventions. This work is being combined with an external review of different approaches that have touched upon DRM in insecure zones including: (a) climate change, security and conflict, (b) conflict operations and trends, (c) environment and conflict, (d) livelihoods and chronic conflict,

(e) social protection and fragile states, and (f) human rights and DRM. ACF is consulting with a group of external DRM actors to develop guidelines for the field. ACF is also piloting remote management tools in Somalia.

VII. Development of a household and community DRM approach for urban contexts

ACF will build on past urban DRM experience, such as the Jakarta urban preparedness project in collaboration with the local government, the Indonesia Red Cross and communities, and the Port-au-Paix preparedness project working with local Haitian authorities. Given the flow of vulnerable people towards urban centres, ACF is investing increasingly in research in the urban context, and DRM will be part of this overall positioning of ACF. An urban-DRM research programme will build on the existing ACF Livelihoods Assessment Guidance for the Urban Context.


OBJECTIVE 3: ACF actively contributes to national and international advocacy on the impact of under-nutrition and disaster risk (particularly regarding climate change), and the application of DRM in zones of insecurity and conflict.

ACF contributes different DRM issues to different international working groups (VOICE, Bond, UNSCN, Coordination Sud, and CAN) in order to:

- Ensure that donor and recipient governments better understand the role of DRM, promoting coherence between policy and field actions.
- Ensure that policy makers better understand the reality of field work and that sufficient focus and resources are provided to those who need those most.
- Promote linkages between DRR and CCA operators and other actors working in DRM, especially those linked to climate change adaptation and new climate change funding, therefore enhancing the ability to form operational partnerships.
- Promote linkages between the risk management and under-nutrition communities.

VIII. Climate change is a critical issue for under-nutrition in the future, and currently the linkages between the two are poorly recognised by both the nutrition and climate change communities.

ACF has advocated for linking under-nutrition and climate change within (i) the nutrition community via the UNSCN and (ii) the climate change community, as part of the UNFCCC process. ACF has been working with the UNSCN to establish a position on the UNFCCC negotiations, leading to a position paper on Climate change and nutrition security for the COP 16 negotiations in Cancun. ACF has participated over the last two years in climate change negotiations, advocating for under-nutrition to be considered as an issue within large international coalitions, which are directly lobbying national negotiators. In coordination with the ACF global under-nutrition advocacy campaign, the aim is to have under-nutrition introduced within the negotiating text, to highlight the need for extra resources from the international community to address the problem.



IX. While the priorities of the HFA and international donor and local government policies lie with natural hazards, insecurity as a result of conflict must also be considered as a threat leading to disaster. Current DRM policy and tools must be adapted to suit the operational reality of humanitarian contexts, which are affected by insecurity.

Owing to the HFA, most donor and recipient government policy is oriented towards natural disaster. However agencies managing conflict and peace building should appreciate DRM approaches. ACF, working with the VOICE and the Bond DRR working group, is reviewing the issue, leading to better guidelines for the field and an increased sensitisation of the support necessary for DRM action in insecure contexts.

OBJECTIVE 4: ACF promotes shared DRM action across its network, striving for operational partnerships amongst ACF headquarters, and regions and countries where ACF intervenes.

ACF must pool its financial and human resources to support the capacity building, technical and resource needs of missions for DRM, along the following axes:

- To develop DRM within regional ACF strategies, with a focus on West and East Africa, Central America and South East Asia.
- Joint training and career development for DRM practitioners, sector technicians (nutrition, food security and livelihoods, WASH, Care practices), managerial staff, and national partners. Capacity building is aligned with human resources strategies, with training initiatives at headquarter, regional and country levels. ACF encourages joint capacity building with other agencies. For example, ACF and Care ran joint WASH-DRM training in 2010.
- Strengthening of the ACF DRM Working Platform: a working group, which is dedicated to the collection, analysis and dissemination of DRM issues within the ACF network, including mapping and analysis of DRM donor trends.

ACF DRM OBJECTIVES AND GROUP OF DRM ACTIVITIES

<p>OBJECTIVE 1: TO PUT IN PLACE AND MAINTAIN SYSTEMATIC ACF CONTINGENCY PLANNING IN ALL OPERATIONS</p> <ul style="list-style-type: none"> ✓ <i>Construction and activation of contingency plans using the ACF Contingency Planning Guidelines</i> ☐ Context, hazard and risk analyses, scenario construction, positioning and training in human resources, stocks, planning for adjustments to WASH, FS, nutrition and care practices programming
<p>OBJECTIVE 2: TO PREPARE FOR HAZARDS AND THREATS</p> <ul style="list-style-type: none"> ✓ <i>Community contingency planning - emergency resources, plans and infrastructure</i> ☐ Disaster committee, mapping of risk and resources, evacuation and storage, emergency stocks, response, shelters and resourcing, seed and cereal banks, blanket distribution for infants, epidemic measures ✓ <i>Build knowledge and skills for a community 'culture of safety'</i> ☐ Sensitisation on disaster and response, training, simulation exercises, support for safe environment, psychological preparation, and safe dietary/eating practices with adjustments for special groups ✓ <i>Disaster information management and sharing mechanisms - early warning systems and surveillance</i> ☐ Putting in place surveillance and multi-hazard and multi-sector early warning systems (EWS) and alert systems, connecting communities to external affairs, hunger surveillance, water quality, disease information, low cost alert systems and communication systems with external agencies
<p>OBJECTIVE 3: TO MITIGATE AND PREVENT RISK BY REDUCING VULNERABILITY OR STRENGTHENING RESILIENCE TO DISASTERS</p> <ul style="list-style-type: none"> ✓ <i>Hazard-proofing livelihoods and infrastructure</i> ☐ Elevating and strengthening WASH systems, soil protection measures, flood water control barriers/drainage; provision of drought/flood/salt resistant seeds and livestock, tools, storage bins for harvested crops; protecting health posts and schools, retrofitting infrastructure for earthquakes ✓ <i>Ensuring a healthy living environment and adequate access to health services</i> ☐ Provision of shelter, health-care, proper water/sanitation/waste control measures, promoting optimal child and women's health and care practices, Community managed acute malnutrition, management of HIV, prevention of water-borne disease ✓ <i>Equitable access to and control over productive assets</i> ☐ Food security and livelihoods analysis, watershed management, crop diversification, livestock destocking/ stocking, organic and conservation agriculture and fish-farming, irrigation, seed/cereal/fodder banks, land and water management ✓ <i>Equitable access to markets, employment, income, savings and safety nets</i> ☐ Food security and livelihoods analysis, cash and food-based safety nets, seasonal hunger safety nets, social protection and income-generating activities, market support interventions, water point spare parts network, food and cash-for-work, micro-insurance ✓ <i>Promoting adequate dietary intake through household food security</i> ☐ Food preparation, cooking and processing food hygiene, food storage, fuel-efficient cooking, intra-household food access, diet diversification (food groups, indigenous foods), kitchen gardens, fresh-food vouchers, bio-fortified food, complementary feeding ✓ <i>Reinforcing the social fabric and education/skills of communities</i> ☐ Social marketing, empowerment of women (decision-making, access to assets, reduction of workload and time), access to education and training, inclusion of marginalised groups in risk mapping and planning, inclusion of DRM into school curricula/competitions, use of new communication technologies to sensitise on DRM (text messages, internet, radio), training of skilled and non-skilled labourers on hazard-resistant infrastructure methods, peer-to-peer training, model projects, farmer/women's/youth groups, breastfeeding spaces, positive deviance



✓ *Promoting community organisation and engagement with external actors*

- Support for decision-making processes (community groups, farmer associations, social institutions, cooperatives), linking community groups with local/provincial/national bodies, inter-community exchanges, consultation on urban/land/watershed management plans, community advocacy for water, food and nutrition policy development, Public-Private Partnerships, savings and revolving funds groups.

OBJECTIVE 4: TO BUILD THE CAPACITY OF LOCAL INSTITUTIONS AND STAKEHOLDERS WHO ARE MANDATED TO SUPPORT COMMUNITIES

✓ *Supporting the development of policy, organisational capacities and coordination of institutions*

- Formation of disaster committees, support for sector development policy, management structures for alert, response, preparation and vulnerability reduction, school-based disaster committees, strengthening of sector outreach centres, support to structure disaster management agencies, coordination with UN Cluster system, global DRR and CCA platforms, support for external funding processes

✓ *Supporting technical capacity of local institutions*

- Support for EWS and forecasting information and systems, communication/alert systems, GIS mapping, undernutrition protocols, capitalisation and production of locally translated guidelines, multi-actor simulation exercises, development of indigenous practice, technical upgrading of extension services, training in human resources

OBJECTIVE 5: TO MINIMISE THE IMPACT OF KEY DRIVERS OF RISK IN ACF ACTION

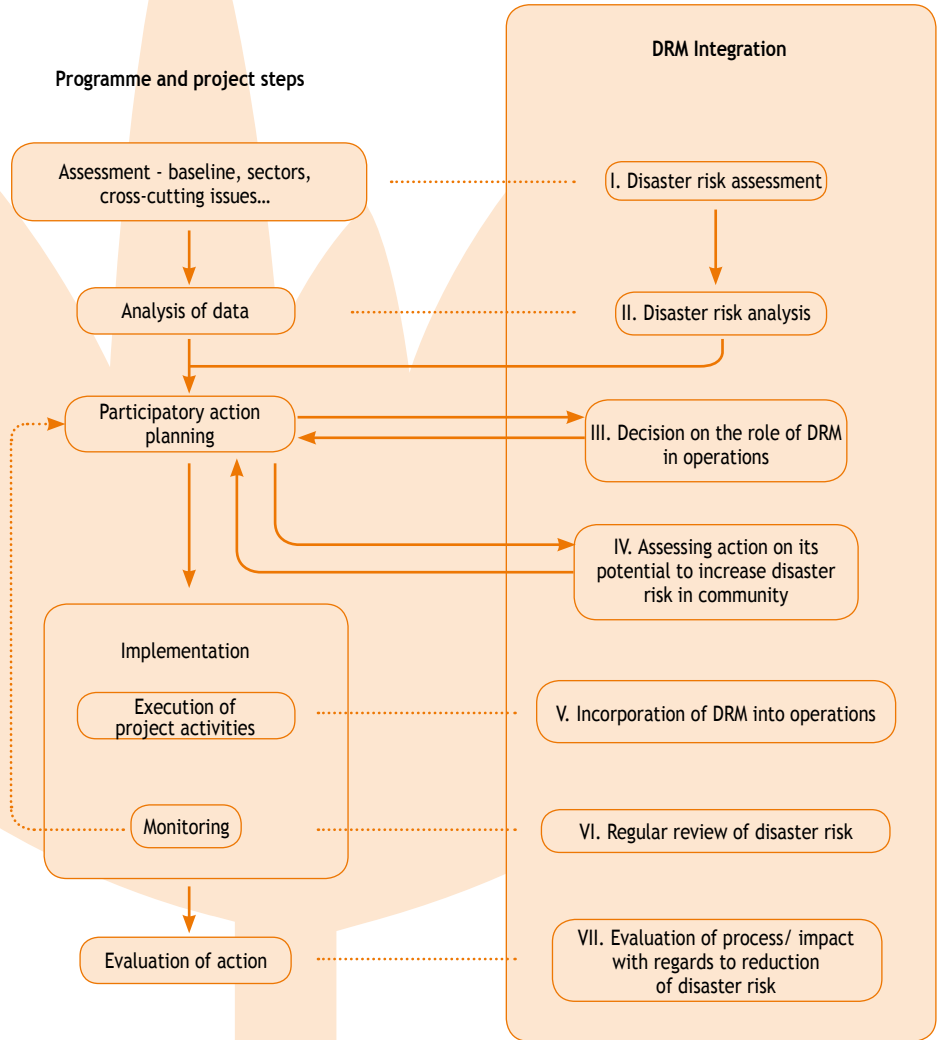
✓ *Integration of CCA, environment, urban and market fragility issues into assessment, design and implementation activities*

- Sustainable natural resource management: basic environmental assessments, small-scale mitigation protecting water resources and soil, mangrove reforestation, intercropping, land use mapping and plans, conservation agriculture, pasture management, local seed recovery, watershed management, anti-erosion work/soil conservation, planting trees, tree nurseries, plantation to improve soil water retention capacity, use of local and natural methods for pesticides and fertilisers
- Focus on strengthening urban household livelihoods, income generating activities, urban kitchen gardens, coordination and lobbying of local planning agencies, water and sanitation supply systems coordinated with user-pay systems, formation of suburb disaster committees
- Market surveillance supported by social protection and micro-insurance measures, investment in local food production

COMMUNITY APPROACHES

DIRECT RESPONSE	COMMUNITY-BASED DRM	COMMUNITY-MANAGED DRM
In emergency and early recovery contexts	In recovery and rehabilitation contexts	In rehabilitation and stable contexts
Centralised and top-down, managed by the external agencies, process owned by outsiders	Centralised and top-down, managed by the external agency, process owned by outsiders	Decentralised and bottom-up, managed by the community, process owned by the community
Driven by extreme needs - saving lives and livelihoods, and protection	Supply-driven	Demand-driven
Target oriented	Target oriented	Process oriented
Total dependency of the community on external actors	External agency as key player, dependency of the community	Community-based organisation as the key player, self-reliance
Minimal participatory and planning capacity	Reduced participatory and planning capacity	Significant participatory and planning capacity
Community reliant on external agencies	Community used to service providers	Community open to autonomy
Aid agency staff implement actions directly	Aid agency staff implements actions directly	Facilitating people to implement
Externally financed	Externally financed	Cost sharing with the community
Technological approach dominant	Technological approach important	Social approach dominant
Incorporates expert's knowledge into project assessment, design/ planning and implementation	Incorporates expert's knowledge into project assessment, design/ planning and implementation	Incorporates local people's knowledge into project assessment, design/planning and implementation
M&E by professionals	M&E by professionals	Participatory M&E
Short-term timeframe (except complex humanitarian emergency)	Short/medium-term timeframe	Long-term timeframe
Flexible donor funding rules	Rigid donor funding rules	Rigid donor funding rules

PCVA IN THE PROJECT CYCLE



DRM ACTIVITIES VS SECTORS

DRM OBJECTIVE	ACTIVITY GROUP	SECTOR ACTIVITIES USED IN DRM PROGRAMMING (DRR IS PRESENTED HERE AS A SPECIFIC APPROACH FITTING WITHIN DRM ACTION)	DRM	WASH	CARE PRACTICES	FOOD SECURITY	NUTRITION
0. Risk assessment and analysis	Exploratory missions existing surveillance/ early warning systems,	Secondary data collection (country strategy, assessment preparation) PCVA leading towards a community DRM plan covering all ACF DRM objectives	Socio-economic studies related to water and sanitation, KAP surveys, sanitary surveys Evaluation of existing and potential water resources Monitoring of hydro-geological parameters and endemic water borne diseases records	Secondary data collection (country strategy, WHO mental health Atlas, national policies, etc.) Care practices and mental health assessments and analysis	Food security and livelihoods assessments and analysis	Nutrition causal analysis, System of Malnutrition Alert Rates Standardised Monitoring and Assessment of Relief and Transition (SMART),	
1. To put in place and maintain systematic ACF contingency planning in all countries.	ACF contingency plans and positioning with other actors per hazard Response strategy, and Standard Operating Procedures for emergencies Capacity building of staff on contingency plan SIMEX for ACF and national partner teams, Setting up a supply, storage and distribution system for emergency materials, positioning of ACF for financial and human resources Communication tree and means in case of emergency Linkage of contingency planning with security management	Context analysis, hazard and risk analysis, disaster scenario construction Linkage with external early warning and alert systems per hazard	WASH item stockpiling, at regional/ national/ international level Coordination with WASH cluster, Unicef, CERF sector planning and government WASH contingency planning	Plans for baby tents (including knowledge on government policy and lobbying on signature of the code of breast milk substitutes in emergencies) and specific support to pregnant, lactating women and infants. Participation in protection, health and education clusters and working groups on mental health/ protection/psychosocial at international and local levels: mapping of agencies and contact points Contingency stocks at international level for baby friendly tents and for psychological support	Plans for food, cash and non-food item assistance (securing pipeline and distribution) Materials stocked for registration and distribution Coordination with Food security cluster, WFP, FAO, CERF sector planning and government Food security Aid contingency planning	Planning for infant feeding, therapeutic food stocks, linkage with under nutrition treatment initiatives and support to primary health facilities Mapping of state- and non-state treatment capacity at local area levels, and comparing these to acute malnutrition scenarios for seasonal hunger or other hazards, to calculate capacity gaps to be addressed. Coordination with Nutrition cluster, WHO, Unicef, CERF sector planning and government Nutrition contingency planning	

DRM OBJECTIVE	ACTIVITY GROUP	SECTOR TRANSVERSAL APPROACHES	DRM	WASH	CARE PRACTICES	FOOD SECURITY	NUTRITION
2. To prepare for, and reduce exposure to hazards and threats	Continuity planning - emergency response plans and infrastructure	<p>A community contingency plan and its implementation determines how all sectors are organised, and is linked with ACF and institutional sector contingency plans (government, UN and Red Cross/Crescent) and emergency response centres/teams</p> <p>Roles and responsibilities defined</p> <p>Positioning of stocks and finance for community</p>	<p>Setting up of community disaster management committees</p> <p>Mapping of risk and disaster scenarios, mapping of community capacities and local knowledge/practice for emergency</p> <p>Defining evacuation routes and means to evacuate, safe areas, shelters and sites of stocks, boats equipped with safety equipment.</p> <p>Household emergency planning: modifying the house to accommodate hazards, family planning to react when hazard arrives</p> <p>Planning takes into account groups with special needs: people living with a disability, those who cannot move without assistance, women and children.</p> <p>Management of utilities (turning off), fire extinguishing and debris removal equipment</p>	<p>Water, sanitation and hygiene infrastructure and materials in case of emergency</p> <p>Reinforcement of facilities for shelters and safe areas</p> <p>Vector control: Risk analysis and vector-related hygiene awareness, mosquito net distribution, insecticides, rodenticides and disinfection, fly traps</p> <p>Support of WASH infrastructure for health facilities</p> <p>Household water storage and treatment measures</p>	<p>Community messages for psychological and psychosocial preparation and measures to be taken particularly for infants and children.</p> <p>Identifying a team able to intervene on psychosocial support of individuals/families and community/</p> <p>Provide material for infants such as birth kits.</p>	<p>Plans for food and non-food assistance; Seed/cereal banks; blanket distribution for 6 month-3 year old children</p> <p>Food stocks and storage, pipeline planning, to serve safe areas, shelters and new camp sites</p> <p>Household food storage and cooking measures</p> <p>Linkage of communities to food agencies</p>	<p>Planning for the adjustment of CWAM projects and methodology in case of emergency and seasonal hunger gaps.</p> <p>Linkage of communities with planned centres for treating acute malnutrition</p> <p>Distribution of sprinkles</p>

DRM OBJECTIVE	ACTIVITY GROUP	SECTOR ACTIVITIES USED IN DRM PROGRAMMING (DRR IS PRESENTED HERE AS A SPECIFIC APPROACH FITTING WITHIN DRM ACTION)	TRANSVERSAL APPROACHES	DRM	WASH	CARE PRACTICES	FOOD SECURITY	NUTRITION
2. To prepare for, and reduce exposure to hazards and threats	Build knowledge and skills for a community 'Culture of safety'	Sensitisation on disaster risk issues and how to move towards a culture of safety (linked to the community DRM plan), emphasising preparation for, and coping with the impact of hazards.	Training on all procedures, simulation exercises (SIMEX), sensitisation on the response to issues defined by the community (for hazards and vulnerability) Training on family emergency planning Mass media, education systems and public demonstrations used to sensitise people Training to communities on legal issues, advocacy and negotiation, an environmental risk and mitigation measures	Formation of water committees/users associations, linked to the Community DRM Plan. Sensitisation on a safe living environment (handling of drinking water, hygiene practices, solid waste management), vector control	Sensitisation of psychological support to households/ communities, households and those particularly vulnerable (focus on pregnant and lactating women), measures that can be taken and negation of stigma attached to trauma Train the different partners prepared for an emergency and the population on the IASC psychosocial guidelines Training at community level and for key resources on Psychological First Aid. Activating associations, self-help groups for coping with distress, groups in the community on disaster issues, breastfeeding and prevention	Training on multi-hazard resistant food storage and handling methods.	Training on community measures to manage acute malnutrition during emergency and to prevent children falling into acute malnutrition as a secondary impact of a disaster. Advocacy for malnutrition as public health priority, cooking demonstrations; awareness on diet diversification	

SECTOR ACTIVITIES USED IN DRM PROGRAMMING (DRR IS PRESENTED HERE AS A SPECIFIC APPROACH FITTING WITHIN DRM ACTION)							
DRM OBJECTIVE	ACTIVITY GROUP	TRANSVERSAL APPROACHES	DRM	WASH	CARE PRACTICES	FOOD SECURITY	NUTRITION
2. To prepare for, and reduce exposure to hazards and threats	Disaster information management and sharing mechanisms - Early Warning and Alert Systems	<p>Putting in place surveillance and multi-hazard and multi-sector Early Warning and Alert Systems</p> <p>Allocating roles and responsibilities for information: ACF, community, institutions</p> <p>Coordination and triangulation of different information: of natural hazard, political threats/insecurity and hunger EWS</p>	<p>Building community capacity in EWS, studies on traditional knowledge on EWS and response systems, indigenous weather forecasting, community hazard scenarios (in contingency plans),</p> <p>Connecting communities with provincial and national EWS and alert systems,</p> <p>Connecting communities with scientific weather forecasting and climate information.</p> <p>Merging of natural hazard, political threats/insecurity and hunger EWS</p> <p>Emphasis on low cost easy alert systems: flood gauges, whistles, bicycles, and linking the collection and linking the collection of information with external EWS</p> <p>Setting up procedures for response; warning, evacuation and shelters, search and rescue, first aid, communication means</p>	<p>Monitoring of water quantity and quality</p> <p>Monitoring of water-borne disease outbreaks</p>	<p>Sharing information on the results of the different assessments with the population and the different stakeholders - the build-up to long-onset disasters or degrading insecurity</p>	<p>Listening posts/sentinel sites, hunger surveillance/EWS systems</p> <p>Analysis of weather forecasting for farmers</p> <p>Pastoral EWS, monitoring of pasture, water availability and movement of herds</p>	<p>Listening posts, hunger surveillance/EWS systems</p> <p>Analysis and dissemination of nutrition surveys</p> <p>Establish a System of Malnutrition Alert Rates (MARs)</p> <p>Monitoring at local area level of caseload capacity of state and non-state treatment systems, against a system of capacity thresholds that define different actions</p>

DRM OBJECTIVE	ACTIVITY GROUP	SECTOR TRANSVERSAL APPROACHES	DRM	WASH	CARE PRACTICES	FOOD SECURITY	NUTRITION
3. To mitigate and prevent risk via vulnerability reduction and the building of resilience to disaster (strengthening and diversifying livelihoods)		<p>Systematic revision of existing and new infrastructure and livelihood elements for each sector: vulnerability to disaster, and measures to mitigate this</p> <p>Hazard-proofing livelihoods and infrastructure</p>	<p>Focus on PCVA and risk scenarios that make specific mitigation measures by communities: mixing indigenous with scientific technical measures</p> <p>Coordination of mitigation measures with all sectors: modifying infrastructure may have secondary impacts on different sectors</p> <p>Retrofitting critical community structures</p> <p>Concealing or modifying materials to minimise looting or active targeting of those with portable valuables, for instance</p> <p>Bioengineering: use of natural systems as a physical barrier against hazards: mangroves, planting trees, large hollowed shelter mounds facilitating agricultural and fishery systems (e.g. Bangladeshi <i>kit-las</i>)</p>	<p>Elevation, sealing and strengthening infrastructure, adapting type of construction materials and design.</p> <p>Construction / rehabilitation of disaster-proof water points and supply system (flexible joints for piping, water proof pumping house...).</p> <p>Run-off/waste-water drainage systems: construction and maintenance</p> <p>Rain-water harvesting</p> <p>Disaster-proof sanitation infrastructure (latrine, plastic septic tanks),</p> <p>Water basin management infrastructure (dams, levees, run-off ponds, run-off ecosystem management, down-stream dredging).</p> <p>Sand dams, clay-lined run-off ponds, modified spring water catchment</p>	<p>Support of institutions/local organisations on mental health, psychosocial and childcare practices issues</p>	<p>Provision of drought/flood/salinity/ resistant seeds and livestock, with tools. Rapid-ripening seeds.</p> <p>Soil protection and anti-erosion techniques: protection of banks; energy breakers, horizontal terracing or stone barriers with food producing trees, grazing management, contouring of farmland</p> <p>Prevent soil erosion in and around (IDP) camps by providing adequate drainage systems for surface run-off.</p> <p>Post-harvest storage improvements for multi-hazards</p> <p>Livestock recapitalization, micro-insurance, cereal and seed banks, animal shelters</p> <p>Cash-or food safety nets, weather-index based crop insurance</p> <p>Transforming income generating activities into food generating activities to minimise targeted looting</p>	<p>Establish a System of Malnutrition Alert Rates (MARS)</p> <p>Strengthening of health post infrastructure and storage facilities.</p> <p>Treatment capacity threshold management system, that allows treatment decision makers human and material resources to match seasonal acute malnutrition peaks.</p>

DRM OBJECTIVE	ACTIVITY GROUP	SECTOR ACTIVITIES USED IN DRM PROGRAMMING (DRR IS PRESENTED HERE AS A SPECIFIC APPROACH FITTING WITHIN DRM ACTION)	DRM	WASH	CARE PRACTICES	FOOD SECURITY	NUTRITION
3. To mitigate and prevent risk via vulnerability reduction and the building of resilience to disaster (strengthening and diversifying livelihoods)	Ensuring a healthy living environment	Ensuring adequate shelter, health, water, care practices Measures taken are linked to vulnerabilities identified in PCVA, as well as other ACF sector assessments (WASH, care practices, health)		<p><i>Water supply & management:</i> Construction/rehabilitation of water points, installation of water-extraction systems, Water-quality analysis and monitoring, Water treatment (point of delivery, point of use), Distribution and storage, Water trucking.</p> <p><i>Excreta disposal & Sanitation:</i> Promotion of excreta disposal, excreta management, Construction / rehabilitation of latrines, Sewerage systems and treatment, Community Led Total Sanitation approach (CLTS, etc.)</p> <p><i>Hygiene & sanitary environment:</i> Construction/rehabilitation of hygiene structures, Hygiene promotion: Basic hygiene habits, hand washing, Use of water and latrines</p> <p><i>Solid-waste management:</i> Refuse collection, transport & disposal, Medical waste management, Value chain approach, recycling</p> <p>Linkage with urban water, excreta and waste management, or parallel systems for uncovered peri-urban/illegal/slum areas</p>	<p>Home management of illnesses; utilisation of health services</p> <p>Promoting optimal health care practices: Care during pregnancy and lactation; Exclusive breastfeeding; Responsiveness to developmental milestones and clues;</p> <p>Home-based Attention, Affection and involvement.</p> <p>Promoting women's reproductive health, mental health and self-confidence; physical health & nutritional status.</p> <p>Improve psychosocial well-being, autonomy and reactivity of the most vulnerable</p>	<p>Safe food storage, handling, preparation and cooking health measures</p>	<p>Utilisation of health services, follow up of child growth and standard vaccination</p> <p>Community-based management of acute malnutrition (CMAM) tools: nutrition survey methods, mobilising community members, growth and monitoring techniques, monitoring and technical supervision</p> <p>Prevention of HIV/AIDS related malnutrition including ARV delivery services and PMTC</p> <p>Strengthening health services, integrate nutrition into healthcare infra-structure and services</p> <p>Integrate acute malnutrition treatment with related communicable disease prevention and treatment programmes, such as HIV and AIDS, TB and malaria programme</p>

SECTOR ACTIVITIES USED IN DRM PROGRAMMING (DRR IS PRESENTED HERE AS A SPECIFIC APPROACH FITTING WITHIN DRM ACTION)							
DRM OBJECTIVE	ACTIVITY GROUP	SECTOR TRANSVERSAL APPROACHES	DRM	WASH	CARE PRACTICES	FOOD SECURITY	NUTRITION
3. To mitigate and prevent risk via vulnerability reduction and the building of resilience to disaster (strengthening and diversifying livelihoods)	Equitable access to markets, employment, income and savings	Covers the main cash-based, safety nets and income-generating activities (IGA), and market support interventions Food security assessment linked to PCVA Key focus on seasonality and other likely times of hardship (e.g. economic/market shocks) Key focus on the landless who cannot benefit from productive assets Key focus on non-agricultural IGA that are less vulnerable to climate-related hazards	Measures put in place to allow the movement of people to distribution or market hubs for insecure contexts Creation of job opportunities and linkage with the private sector to accompany diversification and strengthening of livelihoods (materials, knowledge and services)	Impact of price of water at household level Spare parts network for water extraction Creation of job opportunities for management of waste or excreta, production of chlorine, construction materials for local WASH infrastructure etc.	Psychosocial support to families involved in IGAs (in order to increase their self-confidence and resilience and to have a better impact in the economic activity). Respect of psychosocial IASC guidelines during distributions Day nurseries with care practices activities for working women	Food price and market monitoring at global and local levels, with analysis available to communities <i>Cash-based interventions:</i> cash grants, cash for work, voucher programs, linked to IGA and productive assets interventions (Agro-sylvo-pastoral activities) <i>Safety nets and social protection:</i> providing assistance for seasonal hunger gaps and other likely times of hardship (e.g. economic/market shocks) <i>Income-generating activities (IGA):</i> provision or loan of capital assets, financial management training and market support interventions. Rehabilitation and creation of new IGAs, extra off-farm IGA. <i>Market support:</i> Support to supply chain (development of cash crops, marketing) <i>Local credit groups:</i> microfinance, collectives, revolving funds groups, with an emphasis on women's groups where required	Coordination with safety nets and social protection: providing assistance for seasonal hunger gaps and other predicted times of hardship, boosting of hunger safety nets with fortified foods or sprinkles.

SECTOR ACTIVITIES USED IN DRM PROGRAMMING (DRR IS PRESENTED HERE AS A SPECIFIC APPROACH FITTING WITHIN DRM ACTION)		TRANSVERSAL APPROACHES		DRM	WASH	CARE PRACTICES	FOOD SECURITY	NUTRITION
DRM OBJECTIVE	ACTIVITY GROUP							
3. To mitigate and prevent risk via vulnerability reduction and the building of resilience to disaster (strengthening and diversifying livelihoods)		Food security and livelihoods assessments, and any environmental assessments linked to PCVA	Food security and livelihoods assessments, and any environmental assessments linked to PCVA	Ensuring hazard-proofing of productive assets and natural resource management measures that mitigate against hazards	Ensuring that water, sanitation and hygiene targets the vulnerable		Productive assets and inputs (fishing and fish-farming, optimizing long term access to agricultural inputs and tools, vet services, etc.)	
		Key issues of land ownership and local development planning of natural resources	Key issues of land ownership and local development planning of natural resources	Bioengineering: use of natural systems as a physical barrier against hazards: mangroves, planting trees, large hollowed shelter mounds facilitating agricultural and fishery systems (e.g. Bangladeshi <i>killas</i>)	Land-use and water resource planning at village, local and watershed level, articulated with government planning.		Hazard-resistant irrigation: below surface drip systems, above-ground reinforced channels	
		See also Hazard Proofing Livelihoods, above for water and soil management	See also Hazard Proofing Livelihoods, above for water and soil management	Alternative fuel methods for heat and cooking: biogas, fuel-efficient stoves	Plan measures that take care of sewage, sludge, or other waste products, including medical waste products		Organic farming methods, intercropping, local and natural agricultural inputs	
					Management and protection of water sources: Ensure proper drainage around newly developed water points, avoiding stagnant water near settlements		Seed, cereal and fodder banks	
							Crop diversification (cash and staple crops, agricultural input transfers, livestock health & shelter; storage room, seed banks, etc.)	
							Livestock destocking/restocking	
							Prevent deforestation around settlements, promote reforestation.	

SECTOR ACTIVITIES USED IN DRM PROGRAMMING (DRR IS PRESENTED HERE AS A SPECIFIC APPROACH FITTING WITHIN DRM ACTION)							
DRM OBJECTIVE	ACTIVITY GROUP	TRANSVERSAL APPROACHES	DRM	WASH	CARE PRACTICES	FOOD SECURITY	NUTRITION
3. To mitigate and prevent risk via vulnerability reduction and the building of resilience to disaster (strengthening and diversifying livelihoods)	Promoting adequate dietary intake by promoting household food security	Food security and livelihoods assessment. Nutritional Causal Analysis/ nutrition surveys linked to PCVA		Water provision for conservation and kitchen garden farming	Household food preparation, cooking and processing food hygiene; food storage Sensitisation on fuel-efficient cooking Equal intra-household food access Activities of childcare practices promotion to prevent vulnerabilities in case of emergency. Family support to ensure a behaviour change in childcare practices and diet diversification	Diet diversification (balanced food groups, indigenous foods) Kitchen gardens, fresh-food vouchers, urban micro-gardening techniques Balanced diet hunger safety nets	Adaptation of family diet Prevention of micronutrient deficiencies: Bio-fortified food, sprinkles, active complementary feeding

SECTOR ACTIVITIES USED IN DRM PROGRAMMING (DRR IS PRESENTED HERE AS A SPECIFIC APPROACH FITTING WITHIN DRM ACTION)	
DRM OBJECTIVE	ACTIVITY GROUP
3. To mitigate and prevent risk via vulnerability reduction and the building of resilience to disaster (strengthening and diversifying livelihoods)	<p>Enhancing local partnerships and community participation</p> <p>Social marketing</p> <p>Public transparency methodologies (decision-making, allocation of resources)</p> <p>Women empowerment (decision-making, access to assets, reduction of workload and time).</p> <p>Encouragement of autonomy, experimentation and learning (towards adaptive capacity)</p> <p>Equal access to education and training</p> <p>Linking communities to new sector development</p> <p>PCVA linked to Power Economy Analysis or Conflict Analysis</p>
	<p>DRM</p> <p>Promotion of equal participation from all in the community to design and implement the community DRM plan, using collective action</p> <p>Inclusion of DRM into school curricula, school competitions</p> <p>Awareness campaign destined to improve social awareness on sustainable management of the environment, preparation and guidelines to mitigate disasters</p> <p>Use of new communication technologies to sensitise on disaster risk measures (SMS, internet, radio, local film-making, theatre troupes, competitions)</p> <p>Training of skilled and non-skilled labourers on hazard-resistant infrastructure methods</p> <p>PCVA assessments may include an additional 'Protection Assessment component' to mitigate risk of violence on exploited/vulnerable groups</p>
	<p>WASH</p> <p>School hygiene education</p>
	<p>CARE PRACTICES</p> <p>Support to women's groups, promoting cross-gender support</p> <p>Prevention network or groups aimed to reactivate the social structure and social dynamics and favour mutual support in case of emergency.</p> <p>Prevention groups in communities for pregnant and lactating women, in school for children and teenagers through child to child approach.</p> <p>Training and sensitisation of teachers</p>
	<p>FOOD SECURITY</p> <p>Information sharing events (e.g. roundtables, workshops, etc.)</p> <p>Social learning (e.g. farmer groups, collectives)</p> <p>Capacity building on production techniques and adaptive techniques, demonstration plots</p> <p>Promoting women and men in farmer groups and cooperatives</p>
	<p>NUTRITION</p> <p>Positive deviance and the 'Mama Lumière' approach</p> <p>CMAM approach - behaviour change, community mobilisation and outreach for the detection and prevention of under-nutrition</p> <p>School canteens and gardens</p>

SECTOR ACTIVITIES USED IN DRM PROGRAMMING (DRR IS PRESENTED HERE AS A SPECIFIC APPROACH FITTING WITHIN DRM ACTION)							
DRM OBJECTIVE	ACTIVITY GROUP	TRANSVERSAL APPROACHES	DRM	WASH	CARE PRACTICES	FOOD SECURITY	NUTRITION
3. To mitigate and prevent risk via vulnerability reduction and the building of resilience to disaster (strengthening and diversifying livelihoods)	Pro-moting community organisation and capacity to engage external actors	Support for involvement in the decision-making process (community groups, farmer associations, social institutions, cooperatives) Linking community groups with local/provincial/national bodies working on under-nutrition and disaster Support for advocacy and lobbying Aiming for the maximum participation in assessments and around the project cycle	Set-up and training of Disaster Management (DRM + emergency response) Structure, able to manage and coordinate different preparedness and sector groups under one umbrella Organising local and provincial consultation and dissemination workshop from DRM project best practices with the other partners. Building community capacity to advocate for DRM plans and mainstreaming in local development and urban/land/watershed management plans Linking communities with funding and resourcing, and the means to manage this using transparent methodology (public accountability of resources) Overlapping DRM measures with conflict management and peace-building efforts - ensuring social cohesion and equity and building the resilience of livelihoods to insecurity	Strengthening local structures and training water and sanitation committees, facilitating watershed consultations between different communities Linking communities to advocate for water policy development, right to water, equitable private sector services Specific DRM training to water supply management entities (water committees, small private companies, Public-Private Partnership	Community mobilisation Programs focused on women's empowerment and women's organisation	Cooperatives for women and men (e.g. farming, gardening, food processing), savings and revolving funds groups. Civil society involvement in policies process and local development; right to food Demonstration plots, village exchanges, agricultural fairs	Setting up of CMAA system embedded into local management committees with clear roles and responsibilities for community members Advocacy for access to health services and referral/treatment systems for acute malnutrition

SECTOR ACTIVITIES USED IN DRM PROGRAMMING (DRR IS PRESENTED HERE AS A SPECIFIC APPROACH FITTING WITHIN DRM ACTION)	
DRM OBJECTIVE	ACTIVITY GROUP
4. To build the capacity of local institutions and stakeholders who support communities.	<p>TRANSVERSAL APPROACHES</p> <p>Setting up and support of materials for DRM committees at local and provincial levels</p> <p>Linking DRM committees with line ministries responsible for action addressing vulnerability and planning</p> <p>Assistance with formulation of DRM plan, linking contingency planning with sector/urban development planning</p> <p>Linkage of local institutions with national DRM and Climate Change platforms (UNISDR, National Adaptation Planning Assessment), and with the government disaster management system</p> <p>Assistance with linking local government to global initiatives (Hyogo Framework for Action, Making Cities Resilient, Safer Schools and Hospitals etc.)</p> <p>Training of school-based disaster management committees</p> <p>Overlapping DRM measures with conflict management and peace-building efforts - improving local-level governance and institutions</p>
	<p>Building Management capacity for local authorities</p> <p>Technical support on DRM and under-nutrition</p> <p>Improving accountability and transparency towards communities and linking</p> <p>Linking local governments with national disaster management, social protection, poverty reduction schemes</p> <p>Integrate food and nutrition security into poverty reduction approaches, including rights-based action</p>
	<p>DRM</p> <p>Setting up and support of materials for DRM committees at local and provincial levels</p> <p>Linking DRM committees with line ministries responsible for action addressing vulnerability and planning</p> <p>Assistance with formulation of DRM plan, linking contingency planning with sector/urban development planning</p> <p>Linkage of local institutions with national DRM and Climate Change platforms (UNISDR, National Adaptation Planning Assessment), and with the government disaster management system</p> <p>Assistance with linking local government to global initiatives (Hyogo Framework for Action, Making Cities Resilient, Safer Schools and Hospitals etc.)</p> <p>Training of school-based disaster management committees</p> <p>Overlapping DRM measures with conflict management and peace-building efforts - improving local-level governance and institutions</p>
	<p>WASH</p> <p>Data collection and transfer of information</p> <p>Water policy development and legal frameworks</p> <p>WASH cluster coordination</p>
	<p>CARE PRACTICES</p> <p>Support of institutions/local organisations on mental health, psychosocial and childcare practices issues</p> <p>Health cluster coordination</p>
	<p>FOOD SECURITY</p> <p>Strengthening local organisations/cooperatives/farmers groups and linking these with local development plans.</p> <p>Strengthening of outreach agriculture and livestock services</p> <p>Food security cluster coordination</p>
	<p>NUTRITION</p> <p>Strengthening/formulation of acute malnutrition protocols, detection and referral systems.</p> <p>Nutrition cluster coordination</p>

SECTOR ACTIVITIES USED IN DRM PROGRAMMING (DRR IS PRESENTED HERE AS A SPECIFIC APPROACH FITTING WITHIN DRM ACTION)							
DRM OBJECTIVE	ACTIVITY GROUP	TRANSVERSAL APPROACHES	DRM	WASH	CARE PRACTICES	FOOD SECURITY	NUTRITION
4. To build the capacity of local institutions and stakeholders who support communities.	Supporting technical capacity of local institutions	<p>Capitalisation and production of external support (documents, training)</p> <p>Training of local technical staff</p> <p>Provision of materials</p>	<p>Training Disaster management committees on DRM methodology (DRR, CCA, social protection)</p> <p>EWS and climate forecasting training for authorities</p> <p>Use of mass communication means for alert (SMS, radio)</p> <p>Utilisation of GIS and mapping techniques for hazard, vulnerability and capacity mapping</p>	<p>Water survey, detection, exploitation and management model set-up</p> <p>Watershed management, integrated Water Resources Management</p>	<p>Trainings of associations, local health and social workers, Health ministry, on care practices promotion and psychosocial support in case of emergency (childcare practices deterioration, pregnant and lactating women' vulnerabilities, need of psychosocial support to families in case of emergency, etc.)</p>	<p>Local stakeholder participation in community training and demonstration events</p>	<p>Strengthening the local health posts, hospitals: infrastructure, materials, and systems.</p> <p>Training for health staff on under-nutrition</p> <p>Training on acute malnutrition contingency planning - mapping of local area capacities, management capacity thresholds, measures to boost human, financial and material resources to meet ad hoc or seasonal acute malnutrition peaks.</p>

SECTOR ACTIVITIES USED IN DRM PROGRAMMING (DRR IS PRESENTED HERE AS A SPECIFIC APPROACH FITTING WITHIN DRM ACTION)		WASH	CARE PRACTICES	FOOD SECURITY	NUTRITION
DRM OBJECTIVE	ACTIVITY GROUP	TRANSVERSAL APPROACHES	DRM		
4. To build the capacity of local institutions and stakeholders who support communities.	Linking local and provincial stakeholders to communities	<p>Many of the points presented under <i>Promoting community organisation and capacity to engage external actors</i>, above, can be applied in the opposite sense</p> <p>Three Key areas are recognised by Views from the Frontline</p> <p>Enhance inclusion and participation</p> <p>Develop local capacity and capability</p> <p>Enable greater accountability and transparency</p>	<p>Organising local consultation and dissemination workshops for the tools generated in DRM programmes, in coordination with other partners.</p> <p>Facilitating input of communities, ensuring the participation of vulnerable groups, into disaster and development policy, contingency and response planning processes</p> <p>Run public awareness campaigns on risk</p> <p>Ensure the linkage of national disaster management systems (e.g. alert, early warning, response services) to local government systems, that are in turn, linked to the community level</p> <p>Map local resources, capacities and actors and ensure their coordination with local government DRM initiatives (e.g. contingency plans).</p> <p>Transparent monitoring and evaluation of DRM initiatives in participation with communities, measured against a proper planning process (objectives, means, timing)</p> <p>Standardise codes and methodologies used at local level.</p> <p>Assure sector-coordinated mechanisms attached to DRM planning at the local level, connected with trans-sector DRM committees at the community level</p>		

SECTOR ACTIVITIES USED IN DRM PROGRAMMING (DRR IS PRESENTED HERE AS A SPECIFIC APPROACH FITTING WITHIN DRM ACTION)		TRANSVERSAL APPROACHES	DRM	WASH	CARE PRACTICES	FOOD SECURITY	NUTRITION
DRM OBJECTIVE	ACTIVITY GROUP	<p>Note: many measures considering the effects of climate change, economic shocks, unplanned urbanisation and environmental degradation have been inserted in all of the sub-objective above. This sub-section lists extra measures that complement <i>Hazard Proofing Livelihoods</i> and <i>Equitable access to, and control over, productive assets</i>, above</p> <p>PCVA linked to natural resource evaluations and basic environmental impact analysis driving community action</p>	<p>Implementation of small-scale mitigation projects at community level protecting water resources and soil.</p> <p>Implementation of measures of retention of sediments and collection of water runoff, mangrove reforestation</p>	<p>Assessments on water stocks and planning of extraction (method and volume)</p> <p>Conservation of water sources: integrated management of the resource - Systems for agriculture (irrigation) and livestock water; anti-salinity measures</p> <p>Composting / ecological sanitation,</p> <p>Run-off and waste water disposal, limiting pollution: Drainage systems, grease traps and soak-away pits</p> <p>watershed management: Protection of river banks, soil conservation, wastewater drainage and treatment, conservation of water resources (reforestation)</p>		<p>Agro-forestry programs, intercropping, land use mapping and plans; conservation agriculture, pastures management, local seeds recovery,</p> <p>Anti-erosion works/soil conservation (e.g. land terracing, dune fixation), planting trees, tree nurseries,</p> <p>plantation to improve water retention soil capacity</p> <p>Promotion of the minimal use of agrochemicals for agriculture projects, and the use of local and natural methods for pesticides and fertilisers</p>	
5. To minimise the impact of key drivers of risk in ACF DRM action.	Sustainable natural resource management						

PCVA PROGRESS PLAN

PHASE/ STEP	TOOL	METHOD/ ACTIVITY	FIELD DESK	TARGET	PROPOSED TIMELINE	DONE	DATE	COMMENTS
PHASE 1: HOW BEST TO PREPARE FOR THE PCVA EXERCISE?								
Step 1	Define the objectives of the assessment							
	Terms of References	Mission workshop	Desk	ACF mission	2 days			
	Field Kit Checklist	Logistics Provision	Desk	Field coordinator				
Step 2	Compose and train the facilitation team							
	Job Description	Recruitment Interviews	Desk	Field coordinator	5 days			
	Training outline	Training	Desk	Field coordinator	5 days			
Step 3	Analyse secondary data							
	Secondary data form	Desk review; Interviews	Desk	PCVA team	5 days			
Step 4	Select and meet with the community							
	Tool 1: Community Agreement	Open meetings	Field	Community leaders	2 hours*			
	Tool 2: Community Profile	FGDs	Field	Community members	2 hours*			
	KAP Survey (opt)	Semi-structured interviews	Field	Community members	2 days*			
	Sector survey (opt)	FDGs; Semi-structured interviews	Field	Community members	2 days*			
	Quick activities (opt)	Sensitization, FA training, etc.	Field	Local stakeholders	X days			
Step 5	Select and test the methodology							
		Capitalisation of sec. information	Desk	PCVA team	3 days			
	PCVA Guiding Matrix	Workshop	Desk	PCVA team	1 day			
		Field-testing	Field	Community members	1 day *			
		Debriefing workshop	Desk	PCVA team	1 day			
Step 6	Plan the field exercise							
	PCVA Guiding Matrix	PCVA Team distribution	Desk	PCVA team	½ day			
	PCVA Guiding Matrix	Definition of resources	Desk	PCVA team	½ day			
		Selection and briefing of key respondents	Field	Community leaders; PCVA team	½ day*			
	Master Calendar	Dissemination of the calendar	Field	Local stakeholders	1 day			

PHASE/ STEP	TOOL	METHOD/ ACTIVITY	FIELD DESK	TARGET	PROPOSED TIMELINE	DONE	DATE	COMMENTS
PHASE 2: HOW TO CONDUCT THE FIELD ASSESSMENT?								
Step 7	Identify disaster risks							
	Tool 3: Focus Group Disc.	FGDs	Field	Vulnerable groups	2 hours*			
	Tool 4: Disaster History	FGDs	Field	Vulnerable groups	2 hours*			
	Tool 5: Seasonal Calendar	FGDs	Field	Vulnerable groups	2 hours*			
	Tool 6: Social, Resource and Hazard Mapping	FGDs	Field	Vulnerable groups	½ day*			
	Tool 7: Transect Walk (opt)	Semi-structured interviews; field visits	Field	Vulnerable groups	½ day*			
	Tool 8: Hist. Calendar (opt)	FGDs	Field	Vulnerable groups	1 hour*			
Step 8	Prioritize disaster risks							
	Tool 9: Disaster Risk Rank.	FGDs	Field	Mixed groups	2 hours*			
	Tool 10: Hazard Analysis	FGDs	Field	Mixed groups	2 hours			
Step 9	Analyse disaster risks							
	Tool 11: Vulnerability and Impacts Analysis	FGDs	Field	Mixed groups	2 hours*			
	Tool 12: Capacity and Risks Analysis	FGDs	Field	Mixed groups	2 hours*			
	Tool 13: The CVA Matrix	Workshop	Field Desk	PCVA team; community leaders	1 day			
	Tool 14: The Problem/ Solution Tree (opt)	FGDs	Field	Mixed groups	2 hours*			
	Tool 15: Visioning matrix	FGDs	Field	Mixed groups	2 hours*			
PHASE 3: HOW TO ANALYSE THE PCVA RESULTS?								
Step10	Systematise the data							
	Tool 16: Key data record	Workshop	Desk	PCVA team	1 day			
	Tool 17: Venn Diagram	FGDs	Field	Mixed groups	1 hour*			
Step11	Review and validate the data							
		Open meeting	Field	Local stakeholders; community members	2 hours*			

PHASE/ STEP	TOOL	METHOD/ ACTIVITY	FIELD DESK	TARGET	PROPOSED TIMELINE	DONE	DATE	COMMENTS
PHASE 4: HOW TO GENERATE ACTION?								
Decide on the type and the scope of the action								
Step12	Tool 18: DRR Strategy Selection Matrix	Workshop	Field Desk	PCVA team; community leaders	½ day			
Document the analysis								
Step13	PCVA Report	Reporting	Desk	PCVA team	3 days			
Draw the Community Action Plan								
Step14	Community Action Plan	Workshop; reporting	Field Desk	PCVA team; community leaders	3 days			
Support the Community Action Plan								
Step 15	ACF Action Plan with Advocacy plan and PMEL plan(optional)	Technical and financial support; proposal writing; fundraising; advocacy; workshop; monitoring		PCVA team; ACF mission	5 days			

PCVA PREPARATION TOOLS

TERMS OF REFERENCES

General Objective:

(What is the ultimate goal of conducting the assessment?)

Specific Objective(s):

(What are the specific achievements sought from the assessment?)

Timeline:

(Detail the beginning and end of the assessment period, include key dates such as hire dates, procurement dates, training dates, community work dates, reporting dates, etc. Attach: Master Calendar.)

Human Resources:

(Detail the number and time required in human resources along with specifics on profiles, roles, etc. Attach: Job Description.)

Material and Other Support:

(Detail support needed such as:

- Local connections [government et al]
- Local actor mapping
- Community selection/identification[
- Transportation
- Office and training stationary [A4 paper, newsprint, markers, pens, notebooks, etc.]
- Office equipment [printer, ink, scanner, copier, LCD projector, lap top, etc.] and space
- Field stationary [Attach: Field Kit Checklist]
- Training or other facilities
- Accommodations
- Translation or data entry services, etc.)

FIELD KIT CHECKLIST

Kit Item	Unit Description	Units per Team	Comment
1. Flipchart Paper	Sheet		Use for drawing Maps and Visualizing Exercises
2. Transparent Plastic Sheet	Sheet		Use for hazard maps
3. Permanent Markers or Crayon Set	Marker		Minimum of Three Colors
4. Correction Fluid	Bottle		
5. 12 Inch Ruler	Unit		
6. Ball Point Pen	Pen		
7. Notebook	Unit		Note taking
8. Scissors	Unit		
9. Stapler	Unit		
10. Staples	Box		
11. 1 Inch Binder Clips	Box of 12		Use to display information/sheets
12. 1 Inch Tape	Roll		Use to display information/sheets
13. Facilitation Papers	Templates		Section 4 of PVCA Book minus the Protection components
14. Pictures of Concepts	Flip Chart Sheet		Drawn by team during Training and used to explain concepts
15. Folder	Unit		
16. Pencil	Unit		
17. Eraser	Unit		
18. Pencil Sharpener	Unit		
19. Backpack	Unit		As needed
20. Watertight Carrying Case for Maps et al	Unit (PVCA pipe with removable caps for example)		As needed

COMMUNITY FACILITATOR JOB DESCRIPTION

EDUCATION: University degree in Social Science, Political Science, and Development, Arts, Communications or other related field is preferred. Specific DRR Experience may be used as a substitute for a degree.

ASSIGNMENT: The ideal candidate will be an expert in facilitating discussions and will not impose preconceptions regarding problems or solutions, but will be a keen listener and an astute observer. Experience in disaster management, basic rights, and local culture, economies, social structures and infrastructure is valued. Impartiality, neutrality and objectivity are required.

Facilitators will specifically: build trust with community members by demonstrating respect, confidentiality and concern; lead community discussions; ensure understanding of concepts and terms; keep participants on track where time and subject matter is concerned; manage disputes while encouraging different opinions; record information neatly and accurately; challenge participants to re-examine superficial or erroneous suppositions; probe for deeper understanding as needed; note unspoken information; and remain flexible and cooperative while appreciating local customs and constraints.

REQUIRED EXPERIENCE/SKILLS: 1-2 years' experience in development or humanitarian projects required. Experience in Disaster Risk Reduction preferred. Ability to represent ACF to community and government leaders in a professional manner required. Excellent communication and interpersonal skills required. Capable of communicating in the relevant local language(s) required. Capacity to motivate communities and inspire leaders required. Ability to solve problems and think outside the box required. Well organized, responsible, receptive, and adaptive a must. Excellent activity planning and time management required. Capable of working with diverse groups required.

MEANS: Templates, Guides, Newsprint, Camera, Basic Computer (Word, Excel)

TRANSPORTATION: Provided to and from communities by ACF. Means will be locally appropriate and could involve: boats, motorcycles, cars and significant walking.

TRAINING: Provided by ACF and full attendance and participation is mandatory. Training will last between 3-6 days generally. Demonstration of ability will be expected prior to deploying. Failure to demonstrate requisite skills and conceptual understanding may result in non-deployment.


TASKS:

- Organise working sessions and lead group discussions
- Conduct participatory tools
- Report meticulously on findings
- Participate in action planning

TRAINING OUTLINE

Here is an example of what can be developed as a training plan. Avoid top down training. Include group discussion, task group role-play and exercises throughout. Some of the components may follow this outline:

- 1 ACF Mission and Principles (1-2 hours).** It is important that facilitators understand the mission and principles of ACF. It is worth noting that these are lightly included in the Community Agreement step. Include an exercise and have individuals match the situation to a principle.
- 2 The Participatory Approach (1-3 hours).** Discuss the anticipated context (Top Down, Mix, and Bottom-Up) and what Participatory means, try break out groups where each articulates each mode or shares their view on the following. Examples:
 - Community as central players in their development and risk management supported by external players. Communities don't have all the answers but their voice must be central and supported by experts.
 - Empowerment: An empowering community is vital to their development and autonomy. Directing communities delays their autonomy and inhibits optimal risk management, as those with the greatest insight and stake are not in charge. People have the right to direct action. Communities are empowered to analyse, decide, learn, implement and succeed.
 - Meaningful participation: Community members are the central contributors to the analytical process and solution providers. Meaningful participation means they are not merely present and counted but shaping the discussion. Meaningful participation is a fundamental right and operational principle. Instrumental use (head count) does not lead to Transformative Community Participation (empowerment).
 - Non-discriminatory: means all aspects of society are allowed to participate in their process, development and risk management. Non-discriminatory means Equity, Inclusiveness, Special Needs are considered.
 - Ensure Participation of Marginalized Groups: this means facilitators actively monitor participation of those present and actively investigate if certain groups are not present. Ensure Specific Gender FGD in PVCA process.
 - User Friendly: means concepts, processes, dialogs, visual aids and other elements are accessible to the participants. User-friendly assessments/systems must be accessible to all users!
 - Facilitators embody the participatory approach: this means facilitators do not assume to know the problems and solutions and take over as a leading community voice but commit to being a facilitator on behalf of the community respecting their contributions and capacities. Facilitators need to really understand the participatory nature. Participatory Development executed with smart tools where the executors don't understand what participatory means is an empty process.



3 What is a Facilitator (1-2 hours). Discuss the role of a facilitator and what a facilitator isn't, brainstorm and build lists. Examples: Is a Researcher; is a Planner responsible for preparing for Community Visits; is a Representative of ACF; is a Facilitator of discussions who adds a defined process; is an Investigator that probes for deeper understanding, notes unspoken information and assesses specific situations as needed; is a Recorder of information who reports accurately and meticulously on findings; is a Validator Information; is NOT a Subject Matter Expert; is NOT a Community Leader; is NOT a Definer of Commitments.

4 Facilitation Techniques and Skills (1-3 hours). Discuss techniques and skills needed by a facilitator, include role-plays. Examples:

- **Building Rapport:** 1) Before entering a community, learn about the community and the stakeholders; 2) Dress humbly or as villagers do; 3) After being received, and while waiting for the initial meeting, why not: walk around, discuss village history, discuss aspirations; 4) Respect norms, local customs, beliefs, structures and institutions; 5) Do not be judgmental in attitude or language; 6) Be willing to learn from the local people; 7) Participate in local activities; 8) Have an attitude of respect, humility and patience.
- **Maintaining the Process:** 1) Know your definitions, steps and objectives; 2) Be organized and efficient: have activities planned; 3) Motivate leaders to participate and seek their help in maintaining community participation; 4) Start simple and build on small successes; 5) Check for understanding of concepts and terms; 6) Manage the time and stick to the schedule agreed upon: When conversation goes off topic bring people back; 7) Control the group - ask a question, be clear and direct it to one person, then validate it with two others; 8) Stay alert to energy, attitudes and environmental factors (heat, etc.); 9) Challenge participants to re-examine superficial or erroneous suppositions; 10) Build consensus continually (as much as is possible).
- **Recognizing Perceptions:** 1) Understand that people perceive things differently based on: experience; culture; education; history; gender; age; other factors; or a combination of factors; 2) Remember that individuals within a community often have different perceptions of their risk; 3) Remember that risk perception may vary between the community and external actors.
- **Maintaining impartiality, neutrality and objectivity:** 1) Show equal respect for all religious, social, ethnic groups; 2) Encourage different opinions; 3) be transparent; 4) Honour confidentiality; 5) Do not impose preconceptions or assume the role of a community leader.
- **Maintaining Approachability:** 1) Stay Positive in body and voice; 2) Demonstrate genuine interest, concern and empathy; 3) Remain accessible, cooperative and receptive; 4) Show flexibility and adaptability; 5) Appreciate local customs and constraints; 6) Don't be intimidating or overbearing in controlling the process; 7) Don't Demand.

- Dispute Management: 1) Think outside the box as needed; 2) Maintain open communications with all groups in the community; 3) Work with conflicting parties in a way that does not jeopardize your non-partisan status; 4) Focus on interests common to conflicting parties; 5) Be alert regarding the reaction of a party to a conflict while communicating with the other; 6) Be conscious that some people invite you for a different purpose; 7) Avoid participation in a village negotiation/arbitration.
 - Triangulation and Validation: 1) Be a keen listener and an astute observer; 2) Obtain different perspectives from different groups; 3) Be aware of our biases that inform how we view situations; 4) Maximize the power of numbers and unity; 5) Be aware of the composition of the people participating; 6) Aim for sessions which are gender balanced or gender disaggregated as needed; 7) Be timely and do not attempt to find out more than what is needed.
 - Promoting Sustainability: 1) Ensure that the community understands their primacy; 2) Ensure participation of village leadership; 3) Connect with other village institutions; 4) Connect with the government or other DM Authority; 5) Involve the community throughout
- 5 Definitions and Concepts (1-3 hours).** Define key definitions and concepts (risk, disasters, vulnerability, frequency, etc.) using visual aids as needed. Try a matching exercise.
- 6 Methods (3-4 hours).** Discuss the different methods that will be used (KII, FGD, etc.), the need for various target groups/participation (gender, ethnic, etc.) and Triangulation, Consensus Building and Validation every step of the way. Include some demonstrations.
- 7 Go over the PVCA Steps (6-8 hours).** That will be employed and each template. Ensure practice (role play) of each step, and ensure understanding of the logic of the steps and their progression.



SECONDARY DATA COLLECTION FORM

To gain a preliminary understanding of the local context; to provide a level of validation and triangulation; and to reduce time needed from community members a Secondary Analysis is carried out prior to beginning the community based work. The actors identified will later be key sources for validating findings and exploring intervention options. Findings may also be directed specifically toward them when it is determined they are best positioned to act on certain findings. Secondary Analysis should involve National and Local (local government, NGO, et al) Actors. The Community Profile can begin to be filled in with select Secondary information and the information can be validated in communities later. Below is a checklist to inform the Secondary Analysis. It should not be considered complete. Rather one should always consider a research process according to the context.

Information to collect

- Cultural, Social, Political and Economic Context (begin to consider approach in working with communities: Top Down, Mix, Bottom Up...Consider if there are the specific high risk groups identified via Secondary Analysis)
- Local Population Data and Trends
- Climate / Weather
- Maps
- Geographical and Topographical Information
- Government Systems
- Policy, Frameworks and Other Publications
- Country or Local Working Groups
- Actor Mapping to Identify Key Players and Experts
- Best and Worst Practices
- Local Actor Mapping to Avoid Overlap
- Local Disaster Profile, History and Data
- Potential Climate Change Impacts
- Prior Assessments

Potential sources

- Government Offices (National and Local)
- World Bank
- UN Offices (OCHA, ISDR, UNDP, FAO, etc.)
- Red Cross / Red Crescent (Federation and/or National Society)
- Regional Disaster Actors (ADPC, IIRR, etc.)
- INGO (National and Local)
- LINGO (National and Local)

**See Section: 3, of DRM Guideline for potential sources*

TOOL 1: COMMUNITY AGREEMENT

Description of Participant(s) [Age, Gender, Number, etc.]	
-----------------------------------------------------------	--

Hello my name is _____ and these are my co-workers _____
_____. We are with ACF and I would like to explain why ACF is here. Please allow me to tell you a little about ACF and why ACF is in your community.

Who is ACF?

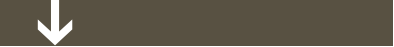
- a. ACF is a non-governmental, non-political, non-denominational, not-for-profit organization.
- b. ACF's vocation is to save lives by combating hunger, disease and those crises threatening the lives of men, women and children.
- c. ACF's principles include: Independence, Neutrality, Non-Discrimination, Professionalism and Transparency.
- d. ACF intervenes in natural or man-made crises where survival depends on humanitarian intervention.
- e. The aim of ACF is to enable communities to regain their autonomy and self-sufficiency.

Why is ACF in your Village?

- f. ACF is in your community to conduct a Disaster Risk Management assessment with your permission. The goal of preparing for disasters is to minimize their impact and save lives and livelihoods. The result of this assessment will be a greater understanding of the hazards, elements at risk and possible ways to increase the disaster resilience of your community. The ways may include measures to strengthen emergency response, disaster mitigation measures, strengthening livelihoods in relation to disasters, increasing access to water in relation to disasters, or basic health and nutrition measures to build resilience to disasters. ACF cannot guarantee that activities will be funded by ACF or any other entity as a result of this assessment.

What does ACF need?

- g. In order to conduct this assessment ACF needs your help. ACF needs to conduct a series of exercises. The people we work with need to represent all members of society. It is important that all persons be allowed to express their concern but we also need to build some consensus during the exercises.



What questions would you like to ask ACF?

A series of horizontal dotted lines for writing, overlaid on a large, light orange stylized tree graphic. The tree has a vertical trunk and several pointed, leaf-like branches of varying heights and widths, extending across the page.

TOOL 2: COMMUNITY PROFILING

COMMUNITY

Date(s) of Profile		Description & No. of Participants	
Community		<i>(District)</i>	
<i>(Zone)</i>		<i>(Division)</i>	

GEOGRAPHY

Geographical position in country	
Geographical relation to capital	
<i>Nearest govt. centre (spatial detail)</i>	
<i>Nearest Economic centre (spatial detail)</i>	
Nearest major health facility	
Neighbouring villages or other remarks	

TOPOGRAPHY

Elevation	
Terrain	
Vegetation	
Soil type	
Proximity in km to sea, river, hill	

DEMOGRAPHICS

Population		Households		Average HH Size		Female HHH	
0-9 yrs		9-15 yrs		15-49 yrs		49 yrs and Above	
M	F	M	F	M	F	M	F

SOCIAL STRUCTURES

Community Hierarchy (Name) [List in order]	Position or Title	Address / manner and means to contact	Remark		
Community groups, networks, etc. (in order of influence)	Main activities	Assets/Resources	Number of members		
External groups (list in order of influence)	Main activities	Assets/Resources	Location		
Religions	% of population per religion	Languages	% of population per language	Ethnic, minority or other group (landless, etc.)	% of population

LIVELIHOODS, LOANS AND WEALTH

Livelihood group by main source	No. or % of HH engaged	Primary asset(s) [physical, natural, etc.]	Additional livelihood source(s)
Sources of loans		Livelihood group that can access source	
Wealth groups by % of HH	Poor	Middle	Better off

EDUCATION

School type(s)		Teacher availability	
General community interest in education	Low	Medium	High
Literacy rates and other comments			



WATER

No. & type of protected / clean water points		No. & type of unprotected / open water points										
Distance to primary water point (km)		Time to collect water at water point (flow + cue)										
Water needed daily (litres) [consumable + domestic]		Water available sail (litres) [consumable + domestic]										
Seasonality (S = sufficient / NS = not-sufficient)	J	F	M	A	M	J	J	A	S	O	N	D

HEALTH

Common illnesses	When?	Scale + impacted group(s)	Coping measure(s)
	1.	1.	1.
	2.	2.	2.
	3.	3.	3.
Major disease outbreaks	When?	Scale + impacted group(s)	Coping measure(s)
		1.	1.
	2.	2.	
	3.	3.	

MEDICAL ACCESS

Facilities and type in community	
Trained personnel (Type and number)	

POWER (example: wired electricity, generator, batteries, coal, etc.)

Means and access (Quantify if possible)	
--------------------------------------------	--

TRANSPORTATION (example: donkey, bicycle, push cart, canoe, ferry, motorbike, car, bus, etc.)

Internal means <i>(Quantify if possible)</i>	
External means <i>(Quantify if possible)</i>	

COMMUNICATIONS (example: messenger, mobile phone, transistor radio, two-way radio, television, etc.)

Internal means <i>(Quantify if possible)</i>	
External means <i>(Quantify if possible)</i>	

KAP SURVEY

Here is an example sheet of the KAP survey conducted in Bangladesh:

Hello my name is _____ and I am from _____.

In _____, AACF conducted an assessment in your area to determine the risk of disaster. As a result of that assessment, a Community Managed Disaster Risk Reduction project, sponsored by AECID and ACF, is beginning in your village that focuses in part on reducing risk to disasters and preparing for disasters.

In order for your community to organize, prepare and take action against disasters, the community first needs to agree on what are the disasters the community most wants to address.

I am collecting information from individuals about what disasters the people feel most need to be addressed. I would like to talk with you for about 20 minutes. All information will remain confidential. You may decline to talk with me. May I talk with you now?

Yes No (Begin if the answer is Yes. Thank them and move on if No)

Survey Number	Interviewer	Date of Interview	Village	Interviewee Gender *at least 50% female
				Male Female
1. How old are you? (in years)	2. Are you religious?	3. What is your Primary Vocation?	4. Do you have a Secondary Vocation?	5. Are you a Member of any Group?
10-15 15-30 31-49 49 +	Islam Hindu Buddhist Other_____	Agriculture - Crop Agriculture - Animal Fish Cultivation Taxi Driver Shop Keeper Fishing Boat Driver Fisherman Daily Labour Teacher Domestic Services No vocation Other_____	Agriculture - Crop Agriculture - Animal Fish Cultivation Taxi Driver Shop Keeper Fishing Boat Driver Fisherman Daily Labour Teacher Domestic Services No vocation Other_____	Yes No (if yes, explain type and location of group below)
1. How long have you lived in the Village?	2. Are you literate?			
- 5 yrs 6yrs - 10yrs 11yrs - 20yrs 20yrs +	Yes Some Reading and Writing No			

A disaster is an event (natural or man-made) that occurs causing widespread human, material, economic, or environmental losses and communities and individuals are not able to adequately respond to and recover from the event. They cannot cope without external support. The result is that communities and individuals have their development impeded and often are trapped in a cycle of losses making their life more difficult. Hazards and disasters are not problems or accidents (events that communities and individuals can cope with, or, events that are not widespread or only affect a single household such as a man falling off of a roof by accident or a similar one-off event).

8. What disasters occur in your village?	9. Which 3 are the most destructive for you?	10. How would you describe disaster impacts on you?	11. If impacted, how do disasters affect you?
<p><i>Choose all that apply</i></p> <p>Drought Cyclone Malaria Flood High Tide Earthquake Diarrheal House Fire Water Logging Other _____</p>	<p><i>List 3</i></p>	<p><i>Choose only one</i></p> <p>Very significant Significant Moderate Minimal No impact at all</p> <p>(Skip question 11 if interviewee selects: <i>No impact at all</i>)</p>	<p><i>Choose all that apply</i></p> <p>Loss of family member Injury/Illness to member of family Emotionally challenging Home significantly damaged Home destroyed Livelihood seriously interrupted Livelihood seriously diminished Livelihood lost Stockpile destroyed Personal assets lost Other: _____</p>
<p>12. Do you take any action to prevent, mitigate or prepare for disasters?</p> <p>Yes No</p> <p>(if Yes, What action do you take to prevent, mitigate, or prepare for disasters >>>>>)</p>	<p><i>Choose all that apply</i></p> <p>Participate in planning discussions Household stockpile Household construction techniques Community construction projects Protect livelihood assets Protect household valuables Evacuate Petition government for help Other: _____</p>	<p>13. Are you aware of the Early Warning Signs and Signals for the disaster that impact you?</p> <p>Yes No</p> <p>(if Yes, Do you take any action upon receiving the early warning>>>>>>>)</p>	<p>Yes No</p> <p>(if Yes, Is the action effective at reducing the impact of disasters>>>>>>>)</p> <p>Yes No</p> <p>(If No, Why doesn't the action reduce the impact of disaster>>>>>>>)</p> <p><i>Choose only one</i></p> <p>Not enough time to act Not enough means to act I know the actions I take are not working I don't know why the action I take does not work Other: _____</p>



<p>14. Are disasters occurring more frequently?</p>	<p>15. Are the impacts of disasters getting worse?</p>	<p>16. Would you describe your capacity (physical, intellectual, emotional and material) to cope with the disasters as:</p>	<p>17. Who should be responsible for preparing individuals and the community for disasters? *Do not prompt for answers</p>
<p><i>Choose only one</i></p> <p>Yes No Not Sure</p>	<p><i>Choose only one</i></p> <p>Yes No Not Sure</p>	<p><i>Choose only one</i></p> <p>Very Good Good OK Not Very Good No Capacity at all</p>	<p><i>Choose all that apply</i></p> <p>Not Sure No one Me Everyone Community leaders Community groups Local government National government Red Crescent/Red Cross NGO Other: _____</p>
<p>18. Do you believe preparing for disasters is an important activity?</p>	<p>YES</p>	<p>NO</p>	<p>19. What is preventing you from preparing for disasters?</p>
<p><i>Choose only one</i></p> <p>Yes (if Yes, Why>>>>>>>) No (if no, Why>>>>>>>) Not sure</p>	<p><i>Choose all that apply</i></p> <p>Save my family Save my livelihood Save my community Save my home Save my personal assets Build social cohesion Learn new things Make links to other communities and authorities Other: _____</p>	<p><i>Choose all that apply</i></p> <p>Won't do any good God's will No means to prepare No time to prepare Other _____</p>	<p><i>Choose all that apply</i></p> <p>Need knowledge Need training Need a plan Need money Need materials Need labour help Need group discussions Need government support Other: _____</p>

PCVA GUIDING MATRIX

SPECIFIC OBJECTIVES	GUIDING QUESTIONS	KEY RESPONDENTS	TOOLS USED	ANSWERS (to be completed after the assessment)

MASTER CALENDAR

(Month, Year)						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

PCVA LEARNING TOOLS

TOOL 3: FOCUS GROUP DISCUSSION

FOCUS GROUP DISCUSSION		
Topic:		
Community:		Date:
Description of participants (age, gender, quantity, etc.):		
Guiding questions	Answers	Discussion

TOOL 4: DISASTER HISTORY

Community:		Date:	
Description of participants (age, gender, quantity, etc.)			

Disasters	Year	Impacts (Scale: 3: High, 2: Medium, 1: Low, 0: None)					
		Human Consequence	Homes Destroyed or Severely Damaged (Needed external support to repair)	Personal Assets (Cooking utensils, stockpiles, clothing, gardens, money, etc.)	Productive Assets (animals, tools, machinery, etc.)	Environment (Impact on land and water that destroyed or rendered the resource unusable for a significant period)	Infrastructure (school, health facility, market, bridge, etc.)

TOOL 5: SEASONAL CALENDAR

SEASONAL CALENDAR	
Community:	Date:
Description of participant (age, gender, quantity, etc.):	

	1	2	3	4	5	6	7	8	9	10	11	12
Hazards												
Hurricane												
Heavy rains												
Landslides												
Fire												
Floods												
Tidal wave												
Drought												
Health												
Flu/cold												
Diarrhoea												
Malaria												
Water related disease												
Environment												
Deforestation												
Obstruction of ducts												
Land burning												
Pollution of water sources												
Variables												
Crops												
Hunger gaps												
Cattle birth												
Water shortages												
Road accident												
Low income												
High income												

TOOL 6: LIST OF ASSETS FOR COMMUNITY MAPPING

	Elevated areas (note height if possible)
	Water resources (sea, rivers, creeks, lakes, dry waterways that are active during the rainy season, etc.)
	Transportation routes (road, pathway, bridge, etc.)
	Forest land
	Bush land
	Farm or crop lands
	Livestock Grazing Areas
	Protected and unprotected water points (pond, well, bore hole, etc.)
Public Facilities and Infrastructure	Market Area and if applicable, temporary shelter area associated with marketing
	Shops and stores
	Skill and industrial area
	Stockpile and storage places
	Community and government buildings
	Strong buildings and safety or evacuation places
	Houses of worship
	Schools
	Health facilities
	Other facilities and infrastructure as noted by the community
Homes and Assets	Distinct social class areas (wealthy, impoverished, ethnic, etc.)
	Houses
	Female-headed households
	Houses with elderly
	Houses with infants and children under 5
	Houses/places with persons with chronic sickness
	Houses/places with people with mobility, emotional and cognitive disabilities
	Orphaned children place/home
	Homeless persons area
	Gardens and/or yard animals
	Vehicles (car, mule, boat, camel, etc.)

TOOL 7: TRANSECT WALK (OPTIONAL)

TRANSECT WALK	
Community:	Date:
Description of participant (age, gender, quantity, etc.) :	

Type of relief						
Risks / Hazards / Problems						
Livelihoods						
Circumstances which aggravate vulnerability						
Capabilities						
Environment						
Use of space						



TOOL 8: HISTORICAL CALENDAR (OPTIONAL)

HISTORICAL CALENDAR	
Community:	Date:
Description of participant (age, gender, quantity, etc.) :	

Date	Popu- lation	House	Field	Forest	Cattle	Disease	Liveli- hoods	Hazard	Other

TOOL 9: DISASTER RISK RANKING

Community:		Date:	
Description of participant (age, gender, quantity, etc.):			

Disaster Risks	Frequency of Occurrence	Severity of Impact (from 1 to 3)									Score and Rank
		Sickness/ Injury	Death	Property	Facilities	Cattle	Farmer fields	Water source	Livelihoods	Food reserve	

Note: For the severity impact: 1 is the lowest score. In case of no data, please put 0 as score. The disaster with the higher score is considered the most dangerous one.

TOOL 10: HAZARD ANALYSIS

Community:		Date:	
Description of Participant(s) [Age, Gender, Quantity, etc.]:		Hazard:	

Characteristics	Elements
1. Cause/Origin	
2. Force <i>(What element(s) cause(s) the impact)</i>	
3. Warning Signs & Signals <i>(Should Include Temporal Markers and Triggers if possible)</i>	
4. Forewarning <i>(Time between Warning Sign and Impact)</i>	
5. Speed of Onset <i>(Rapid, Slow, etc.)</i>	
6. Frequency <i>(Annually, Anytime, Every 10 Years, etc.)</i>	
7. Period of Occurrence <i>(Seasonality or Calendar Period Event is likely to Occur and Impacts are to be Felt)</i>	
8. Duration <i>(Length Impact/Effect is Felt)</i>	

TOOL 11: VULNERABILITY AND IMPACT ANALYSIS

Community:		Date:	
Description of Participant(s) [Age, Gender, Quantity, etc.]:		Hazard:	

Categories	Level of Vulnerability			Reasons for Level of Vulnerability (Why?)	Consequences of the hazards (How?) (Consider: Life, Health, Homes, Personal Assets, Productive Assets, etc.)
	H	M	L		
HH & Individual (Categories of People at Risk of the Hazard: Gender, Age, Locale, Economic, Disabled, Sick, etc.)					
Community Readiness (Formal & Informal: Organizations, Institutions, Group, Social Networks and Systems at Risk of the Hazard)					
Facilities, Infrastructure & Environment (Water, Land, Bridge, Medical Center, etc. at Risk of the Hazard)					

TOOL 12: CAPACITY AND RISK ANALYSIS

Community:		Date:	
Description of Participant(s) [Age, Gender, Quantity, etc.]:		Hazard:	

Categories	Capacities			Risk Ranking		
	Existing capacities to cope with hazards (before, during and after) <i>(Include Indigenous)</i> <i>(List all stated, but draws a single line through negative measures)</i>	Current Gaps	Required capacities to cope with hazards (current and future) <i>(Include Indigenous)</i>	H	M	L
HH & Individual (Categories of People at Risk of the Hazard: Gender, Age, Locale, Economic, Disabled, Sick, etc.)						
Community Readiness (Formal & Informal: Organizations, Institutions, Group, Social Networks and Systems at Risk of the Hazard)						
Facilities, Infrastructure & Environment (Water, Land, Bridge, Medical Center, etc. at Risk of the Hazard)						

PCVA ANALYSIS TOOLS

TOOL 15: VISIONING MATRIX (COMMUNITY)

Community:		Date:	
Description of Participant(s) [Age, Gender, Quantity, etc.]:		Hazard:	

Risk reduction strategies	Current situation	Aspired situation (desired change)	Barriers	How to address barriers (activities)
Individual/HH survivability				
Community readiness				
Environment, Facilities & Infrastructures				



TOOL 16: KEY DATA RECORD (ACF)

Hazard	Effects	Vulnerability	Capacities	Risk reduction strategies <i>(from the community)</i>
	Individual/Households			
	Community readiness			
	Environment, Facilities & Infrastructures			

PCVA DECISION-MAKING TOOLS

TOOL 17: DRR STRATEGY SELECTION MATRIX (COMMUNITY)

DRR STRATEGY SELECTION MATRIX			
Community:		Date:	
Description of participant (age, gender, quantity, etc.) :			

DRR measures (from visioning matrix)	Terms			Local capacities	Need of external support	Overall feasibility	Activity selected
	short	medium	long				
Individual/HH Survivability							
Community readiness							
Environment, Facilities & Infrastructures							



PCVA PLANNING TOOLS

Table of contents

Introduction (*including objectives, target audience, broad context and dates*)

Background information

- Context (hazards and other critical information)
- Climate
- Assessed area
 - I. Population of targeted villages*
 - II. Context of villages (draw from profile and other relevant sources/findings)*
 - III. Topography of the assessed area*

Assessment method and sources

- Team composition
- Overall method (Steps)
- Village-based assessment
 - IV. Span of assessment (dates and visits, justification for sights)*
 - V. Overarching steps*
 - VI. Assessment approach, participation and target groups*
 - VII. Assessment times and locations*
- Main constraints and limitations (staff, political, security, access, rainy season, etc.)
 - VIII. Constraints to the overall assessment*
 - IX. Constraints to the village-based work*

Outcome of using the Methods

- Where and how were the methods developed and tested?
- Field team training and evaluation of their skills
- Reliability of the method and validity of findings
 - X. Overall assessment*
 - XI. Village-based work*
- Unintended results

Findings

- Method used to analyse the information
- Desk review and interviews
 - XII. Actors and Overlap*
- Community based analyses
 - XIII. Community profiles*
 - XIV. Disaster Risk Analysis*
 - XV. Vulnerability and Capacity Analysis*
 - XVI. Objectives and strategies (including short, medium and long-term objectives as appropriate)*

Discussion and Conclusion

Recommendations

- Approach (Top Down, Mix, Bottom Up)
- Objective and strategic recommendations (including short, medium and long-term objectives as appropriate)
- Operational recommendations (modalities, partnerships, etc.)

APPENDICES

- A. Government Organization
- B. National Government Disaster Management
- C. Key Policy Documents
- D. Key Consultations and Websites
- E. Assessment ToR
- F. Field Assessment Schedule and Community Process
- G. Animator Job Descriptions

COMMUNITY ACTION PLAN

Community / District	
Date	
Community representative	
Title of the representative	
Contact information of the representative	

Name of the project	
Project summary.	<p>What is the problem?</p> <p>What is the sustained positive change, the aspired situation or vision expected?</p> <p>Why is the project important?</p> <p>What is the project objective?</p> <p>What are the strategies or measures?</p> <p>What is the expected sustained positive change?</p>

Community profile (location, access, geography, infrastructures, facilities, resources, main players)	
What are the main disaster risks and vulnerabilities?	
What are the main measures proposed and how are they are prioritized?	
What is their feasibility? What resources are needed and what can be found locally?	
Who will benefit from the measures?	
To what extent does the community contribute to the implementation of these measures?	
Who will be involved in the implementation?	
Who will monitor and evaluate the activities and how?	
Who will report on the activities and how?	
How will the activities' outcomes be sustained?	
What are the indicators for success? (Will there be a change in knowledge, behaviour, infrastructure or systems? What will that be?)	
Where specifically will the project be implemented (river bank, etc)?	

Activity	J	A	S	O	N	D	J	F	M	A	N	D



ADVOCACY PLAN

To build an advocacy plan you may go through the following points:

1/ Analysis of Policy Issues and Goal Setting

- Identify the most pressing problems and define goals. Be realistic about what can be achieved and when.
- Review the Community Action Plan
- Identify the major problems faced by the community to implement the CAP
- Point out the problems that require action, change, decisions or support of authorities or others
- List and rank the problems that require advocacy
- Identify the most important problem(s) and select the problem (issue) to address
- Set a goal (objective) related to the problem

2/ Plan and Strategy Development

Once you have identified your problems and set goals, a strategic plan can be developed. Strategies should consolidate support of allies, neutralize opposing forces and favourably influence the change target and agent. Ask the following:

- What is the current situation and what is the aspired situation or desired change you want to see in the end? The answer to this question will help you develop markers (indicators) for success.
- What factors enable the existence of the issue? Knowing the key factors helps to pinpoint the focus of the advocacy plan.
- Who can deliver the change? By answering this question, you establish who has the authority to deliver the change you seek. This individual/group is the change target. Discern the current perspective of this person/group.
- Who can influence the change target? Think of individuals (office holders, etc.) who can facilitate change and mark them as a change agent. Discern what their views are regarding your advocacy issue. Also identify persons who can influence the change agent.
- What do the change target and agent need to hear? Design your message so that the change agents and targets will identify with your advocacy and act accordingly. Use facts and emphasize both public and self-interest arguments to persuade the targets.
- From whom do they need to hear it? Messages need to be delivered by appropriate messengers: experts to give credibility to your message, authentic messengers (those directly affected by the issues), leaders or others.
- How do you get them to hear it? Messages need to be delivered through means that will persuade the targets.
- Who are your potential allies and opponents and what is their corresponding level of support or opposition? Who else should be involved in advocacy? How can they be enlisted?
- What resources do you have to build on (human resources, skills, information, voices/messengers, materials, laws, regulations, policies, institutions, religious organizations,

businesses, media, government officials, etc.)?

- What do you need to develop (skills, information, contacts, materials, other support, etc.)? Where and how do we get missing information/support?
- How do you begin? Start with an activity small enough to be achieved quickly but big enough to have an impact. It is symbolic, builds your base and gives your members and supporters a sense that change is possible.
- Within what timeframe do we want to see change? Set time-bound targets. Identify changes you want to see in: the long-term, medium-term, and in the short-term.

3/ Action

After defining the advocacy plan and mobilizing supporters, the next step is to put the activities into action. The skills, knowledge and experiences of the mobilized supporters need to be blended to provide leadership for specific activities. New ideas can emerge during implementation of planned actions and it is good to provide room for new ideas and voices.

4/ Monitoring and Evaluation

Your advocacy efforts should be closely monitored to ensure that adjustments to strategies are made to keep them moving in the right direction. Through monitoring and sharing of progress, the constituents are motivated and their participation sustained. At the end, an evaluation should be conducted and lessons learnt drawn out. Documentation will also help keep the constituents informed and interested for the subsequent advocacy activities.

(Use the Advocacy Plan and the Activity Plan templates below to record the answers to the above questions.)



ADVOCACY PLAN

Problem Requiring Advocacy		
Current Situation	Aspired Situation	Enabling factors for the issue <i>(barriers to change)</i>
Goal and timeframe	Medium range change goal and timeframe	Short range change goal and timeframe
Change Target and their perspective	Change Agent and their perspective	Persons who can influence the Change Agent
What do the change target and change agents need to hear?	Who do the change target and change agents need to hear from?	How do you get them to hear the message? What are the means and methods that can best support advocacy?
Present Supporters	Supporters to Enlist	Opposition and their perspective
Existing Resources	Resources to Acquire	

**When the short-term goal is achieved, pursue the medium-term goal, and so on. Be sure to monitor and evaluate the activities and goals to see if you are successful. Make changes as needed when you are not successful.*

ACTIVITY PLAN

<i>(Short-Term) Goal and time-frame for change</i>	Scope of Action: Activities / Action Steps	When and for how long?	Who will carry out the activity?	What resources are needed to implement the action?	Which allies and constituents need to be involved?	Who might oppose or resist?	Key message and means?	Who is the target of your message / activity?

PARTICIPATORY MONITORING, EVALUATION AND LEARNING (PMEL) PLAN

MONITORING FRAMEWORK					
What do we need to know regarding the implementation of our activities?	What information is needed to know this?	How and when do we gather the information needed?	How and when do we record the information?	Who will collect and record the information?	When and how do we share our learning and decide on corrective actions?
Are we implementing our activities in time as per the action plan?	<i>What is the variation between planned activities and actual implementation, what are reasons for the variations? What helped and what hindered us?</i>	<i>We will gather this data in our monthly village meeting</i>	<i>We will record it in our monthly planning and review form. We will check the work we have done in the yearly action plan</i>	<i>Our village secretary who knows how to write will record this data</i>	<i>In the same monthly meeting, we will share our learning and use it for next month planning</i>

EVALUATION FRAMEWORK					
What are the results we want to achieve?	What information will show that we have achieved the result?	How and when do we get this information?	How and when do we record this information?	Who will collect and record this information?	When and how do we share our learning and decide on corrective actions?
<i>80% of the adults know how to keep valuables in the house in a way that they will not get lost due to water surges and the strong winds of cyclones</i>	<i>If the male and female adults can explain where and how to keep the valuables</i>	<i>At the end of the year, before the evaluation workshop every village committee member will listen to 10 adults in their area and record the information</i>	<i>We will write the results of interviews in the yearly evaluation chart/form</i>	<i>Each village committee member will collect information from 10 adults. The secretary will record everything in the evaluation chart</i>	<i>In our yearly village evaluation workshop</i>

MONITORING TOOL			
Plan or Project and Activity	Done Y/N	Learning related to factors that helped or hindered the activity implementation or its timeliness	Recommendation(s)
<i>e.g. DRR Embankment Improvement Project - Tree Planting Activity</i>	Y	<i>e.g. We did not have many volunteers so the planting took longer than expected</i>	<i>e.g. A public awareness campaign on the importance of volunteering to make the village safer and to show the benefit to households is needed.</i>
List Additional Activities not in the planned activity	N/A	Learning related to factors that helped or hindered the activity	Recommendation(s)

EVALUATION AND LEARNING TOOL			
Change Community/Group Wanted to See	Situation at the start	Situation after (insert time)_____	
<i>e.g. We wanted households to secure their possessions in a way that they would be protected from a storm surge</i>	<i>e.g. No households were keeping their possessions in a safe way</i>	<i>e.g. After 6 months 80% of households are keeping their possessions in a safe way to protect them from being lost in a storm surge</i>	
What factors helped to achieve the positive change?	What factors hindered us from achieving the planned change?	What are the lessons we want to apply for the next time?	



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