



FAMVAC AND LISTENING GROUP FACILITATION HANDBOOK

A step by step guide to combining the FAMVAC and Listening Group approaches for practitioners, academics, extension officers and policy makers.

This handbook has been produced as part of the NIMFRU project

Table of Contents

Glossary	2
Introduction.....	3
FAMVACs, LGs and the NIMFRU project.....	3
Operation of the FAMVACs and the LGs within NIMFRU project	3
How are FAMVACs and LGs integrated in practice?	4
Information, Exchange and Outputs.....	4
Why integrate the two?.....	5
How are they integrated in design and practice?.....	6
Operationalizing the LGs and FAMVACs - Working Together	7
Role of the LG and FAMVAC Facilitators.....	7
LG and FAMVAC Participants.....	7
District Stakeholder Meetings	8
FAMVAC Methodology	9
Pre-FAMVAC Preparatory Work	9
Running the FAMVACs.....	9
FAMVAC Structure.....	9
SUBSEQUENT FAMVACs Discussion Content.....	12
LG Methodology	14
Establishing Farmer Listening groups and participatory exercise:	14
Annex B: Note-taking guidelines	17
Annex C: Transcription guidelines	18
Annex D: NIMFRU FAMVAC/LG activity timeline.....	19
Annex E: NIMFRU reflective diary template	20
Annex F: Stakeholder Platform Terms of Reference	22
Farmers Voice Radio for National-Scale Impact Based Forecasting of Flood Risk in Uganda.....	22
Stakeholder Platform Terms of Reference	22
Annex G: Listening Group Terms of Reference.....	24
Farmers Voice Radio for National-Scale Impact Based Forecasting of Flood Risk in Uganda.....	24
Listening Group Terms of Reference	24
Annex H: Tips for Successful Facilitation, Notetaking and Interviewing.....	26
Annex I: VOICE standards for effective farm radio programming	38
Annex J: Participant Information Sheet.....	39
Acknowledgements	41

Glossary

DfID	UK Department for International Development
DDMC	District Disaster Manager Committee
DRR	Disaster Risk Reduction
FAMVAC	Farmer Agri-Met Village Advisory Clinic
FVR	Farmers Voice Radio
GIS	Geographical Information System
GSSTI	Ghana Space Science and Technology Institute
HEA	Household Economy Approach
IHM	Individual Household Method
LG	Listening Group
LIMB	Livelihood Impact-Based Forecasting
LYF	Lorna Young Foundation
NERC	Natural Environment Research Council
NGO	Non-Governmental Organisation
NECOC	Uganda Department of Disaster Preparedness and Management National Emergency Coordination and Operations Centre
NIMFRU	National-Scale Impact Based Forecasting for Flood Risk in Uganda
NHMS	National Hydrological and Meteorological Service
RAINWATCH-Uganda	Drought monitoring platform operated by Uganda National Meteorological Authority supported by, and in partnership with the other 15 Met Services across SSA, known as the RAINWATCH Alliance (http://www.RAINWATCH-africa.org)
RSCC	Remote Sensing and Climate Center
SSA	Sub-Saharan Africa
SHEAR	Science for Humanitarian Emergencies and Resilience
TAMSAT	Tropical Application of Meteorology Using Satellite Data and Ground-Based Observations
TEAMWORK	Collaborative platform used by the NIMFRU project team to exchange project information
UNMA	Uganda National Meteorological Authority

Farmer Agri-Met Village Advisory Clinics (FAMVAC) and Listening Group (LG) Facilitators Handbook

Introduction

This handbook has been written as part of the National-Scale Impact Based Forecasting of Flood Risk in Uganda (NIMFRU) project, funded by the UK Department for International Development (DfID) under the SHEAR (Science for Humanitarian Emergencies and Resilience) programme. The handbook is intended to be used in the field and provides information and a step-by-step guide to designing and running Farmer Agri-Met Village Advisory Clinics (FAMVACs) together with Listening Groups (LGs) to ensure that they complement one another.

FAMVACs, LGs and the NIMFRU project

The NIMFRU project aims to help communities in the Katakwi District in the Eastern Region of Uganda to become more resilient to flooding by ensuring they, and the local and national DRR (Disaster Risk Reduction) services have access to the right information at the right time. To facilitate this, two information exchange platforms have been set up by Ugandan institutions to operate in research mode during the NIMFRU project. These are:

- The Farmer Agri-Met Village Advisory Clinics (FAMVACs); and
- The Listening Groups (LGs)

The knowledge-based sections in this handbook describe the objectives and organisation of these information exchange platforms, and their respective roles in delivering NIMFRU project impact. The step-by-step guide aims to assist the facilitators in designing and convening information sessions via these two platforms, whilst being mindful of the synergies that exist between the two and the need to share good practice.

FAMVACs and LGs address the difficulties people have in accessing timely information around flood risk and knowledge gaps experienced by stakeholders by connecting the Katakwi communities, extension staff and district DRR officials in Katakwi together with the Ugandan Department of Disaster Preparedness and Management National Emergency Coordination and Operations Centre (NECOC; <http://www.necoc-opm.go.ug>).

The Farmer LG methodology is already well established by Lorna Young Foundation (LYF) (<https://www.lyf.org.uk/>) as part of their successful Farmers Voice Radio (FVR; <https://www.lyf.org.uk/programmes/smallholder-peer-support-network/>) initiative. FAMVACs is a new dialogue approach proposed by the UNMA to help with sharing weather information at the community level. The NIMFRU project provides the space to develop, pilot and iterate the FAMVAC approach.

As the FAMVACs and Farmer LGs will be used in conjunction with the Katakwi communities, it is vitally important that the LG and FAMVAC facilitators familiarise themselves with the guidelines set out in this handbook and work alongside each other to expedite synergies, peer-to-peer learning and good practice.

Operation of the FAMVACs and the LGs within NIMFRU project

Fig. 1 shows how the FAMVACs and the Farmer LGs operate in the wider format of the NIMFRU project. This guide will be concentrating on the Information Dissemination (highlighted by the turquoise oval, Fig. 1) part of the project.

Both the FAMVACs and LGs are *rooted in the livelihoods of Katakwi communities* (pale green oval, Fig. 1).

Initial baseline livelihood studies using the Household Economy Approach (HEA) and Individual Household Method (IHM), provide livelihoods data to ensure that the LGs and FAMVACs have participants from across a range of wealth groups. Advisories will draw on this baseline information, along with other data sources described below, to provide information about households with different assets, different sensitivities to climate shocks and different coping capacities.

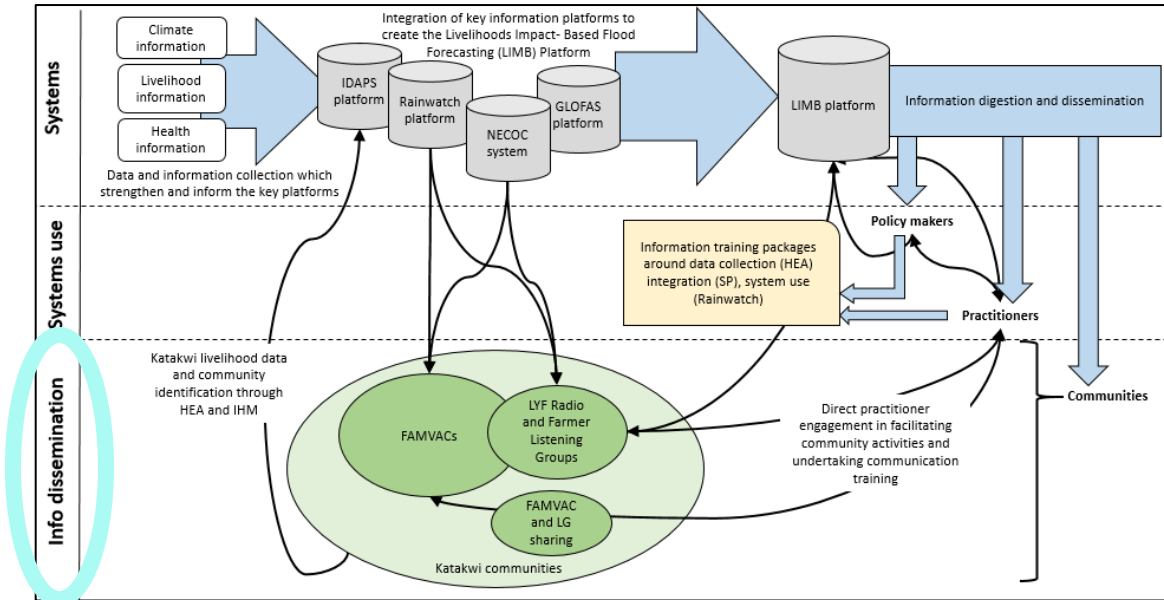


Fig. 1: NIMFRU Project Overview

How are FAMVACs and LGs integrated in practice?

Information, Exchange and Outputs

Table 1 below shows the information collected from (**Row 1**) and provided to (**Row 2**) communities through the FAMVACs (**Columns 1-3**) and the LGs (**Columns 4-6**). It also shows their respective outputs (**Row 3**).

Table 1: Illustrating the alignment of the FAMVACs' and LGs' facilitations and outputs

FAMVACs			LGs		
	What	How		What	How
Information Collection	<ol style="list-style-type: none"> 1. Basic demography of attendees 2. Local knowledge: What do farmers think is happening with the weather? How do they know this? Current coping strategies? 	Facilitated group discussions	Information Collection	<ol style="list-style-type: none"> 1. Farmers perceptions of climate and weather 2. Discussions on what farmers want information on => leads to thematic radio programmes. These themes are visited in the FAMVACs 	<ol style="list-style-type: none"> 1. Seasonal calendar and group discussions (only in LG baseline session) 2. Facilitated group discussions
Information Provision	<ol style="list-style-type: none"> 3. Weather information through UNMA's RAINWATCH-Uganda, UNMA bulletins, and the LIMB 4. LG thematic content (after FAMVAC baseline session) 5. Specific question support for farmers 	<ol style="list-style-type: none"> 3&4. Interactive presentations and discussions; material distribution where relevant 5. 'Farmer clinic' session 	Information Provision	<ol style="list-style-type: none"> 3. Weather info through rain watch and ext. workers 4. Additional info on LG identified topics 	<ol style="list-style-type: none"> 3. Through facilitated RAINWATCH and LIMB bulletin discussions with ext. worker 4. Through discussions with invited ext. workers

Outputs	<ol style="list-style-type: none"> Attendee list (inc. name, age, sex, community, community position, Detailed facilitator notes of the FAMVAC discussion which need to be written into a post FAMVAC report Action list of what needs to be done for the next FAMVAC Evaluation interviews (2-4 interviews depending on business on 'Farmer clinic' business) 	<ol style="list-style-type: none"> Every attendee must complete the sign in sheet (Annex A) (typed up by lead facilitator) Each facilitator takes notes and types them up in the format in Annex B at the end of the day Lead facilitator produces written list one week after FAMVAC Interviews typed and translated transcriptions (Annex C contains guidelines) 	Outputs	<ol style="list-style-type: none"> Weekly radio broadcasts Weekly broadcast transcriptions LG diaries Monthly evaluation interviews (2 male farmers, 2 female farmers, 2 ext. workers) 	<ol style="list-style-type: none"> Radio work Typed and translated transcriptions Completed diaries Interview typed and translated transcriptions
Both: Stakeholder Platform					
		What	How		
Discussion		Discussion around the key agenda items found in Annex F	The meeting lead should alternate between the teams and should lead the discussion		
Output		Set of minutes detailing key discussion points and actions	Typed and uploaded to Teamwork within a week – the responsibility of producing these should alternate between the FAMVAC team and the LG team		

Why integrate the two?

The rationale for integrating the LGs and FAMVACs is based on:

- Ownership** – The FAMVACs are an initiative originally proposed by the Uganda National Met Authority, whereas the LGs are initially 'owned' by LYF. Whilst the ultimate aim of the Listening groups and radio programmes (see below) is that they should continue after the project end through national, in-country actors the reality is that funding, expertise and time often limit their longevity. By joining the LG model with an initiative proposed by a national agency, i.e. the FAMVACs, it is hoped that the LG activities can be integrated with the FAMVAC approach and sustained for the long term.
- Conversation spaces** – The LGs involve a maximum of 12 farmers per group and have a very specific agenda (see Annex G), whereas the FAMVACs can have as many as 50 farmers and follow the format described in the FAMVAC methodology. The NIMFRU project will be able to support and capture both sets of conversations with the express purpose to help communities and DRR officers develop better targeted interventions that reduce the loss of life and livelihoods due to flooding. Note that the farmers who are part of the LGs will also participate in the FAMVACs.
- Information production** –The first session of the **FAMVACs** provides baseline data and is focused on local farmers' knowledge and their understanding of weather information and forecasting, how they obtain this information and the way in which they normally respond, including coping mechanisms. Subsequent sessions align this local knowledge with UNMA's bulletins, including RAINWATCH-Uganda¹ and, in the specific case of the NIMFRU project, the LIMB² products. The aim is to enhance the information and knowledge available to farmers

¹ RAINWATCH is an African-owned drought-monitoring platform managed by 15 National Met Services across Africa, including Uganda. It monitors and provides user-friendly local rainfall in real-time for better agricultural planning (<http://www.RAINWATCH-africa.org>)

² The Livelihood Impact Based (LIMB) platform is a cloud-based platform which has been developed through the NIMFRU project as a database which contains contextually accurate livelihood, market and expenditure information. For more information on

regarding flood risk. FAMVACs then move into critical discussions about recent weather information. In the NUMFRU project, this will include themes that have been highlighted by the LGs.

The **Listening Groups** use a more in-depth methodology to understand farmers' perceptions in relation to weather; they provide a space for farmers to identify questions and topics, and, linked to this, a space to create their own radio programmes. Weather information features in this exchange but the focus is on the way that the extension officers are trained on radio content creation and communication, and on translating weather information for community use.

4. **Stakeholder input but not control** – both the FAMVACs and the LGs are designed to give voice to locally-held knowledge, rather than being taken over by technical experts 'disseminating' information. The Stakeholder Platform (detailed below and in Annex F) comprise representatives of the District Disaster Manager Committee (DDMC) plus the LG and FAMVAC facilitators, is a way of monitoring the discussions that take place, filling any technical or information gaps and ensuring the two platforms are well coordinated.

How are they integrated in design and practice?

Fig.2 shows how the FAMVACs and LGs have been integrated specifically for NIMFRU so that all the activities can take place within one working week per month. This ensures that the budget is minimized whilst trips to the community are maximised with maximal use of stakeholders' and participants' time.

The implementation design therefore includes provision for three FAMVACs (**green circles, Fig. 2**) held during the first part of a week-long set of activities (one per target community in the Katakwi district). One LG (**blue circles, Fig. 2**) is held after the FAMVACs which includes 4 individuals from each target community. These individuals will be selected according to wealth group, participant strength and gender (based on the Advisories from the initial baselining study. (see below for more details on this). The Stakeholder Platform (**yellow oval, Fig. 2**) will also take place at the end of the week's activities. See Annex D for the NIMFRU project timeline. This design means that:

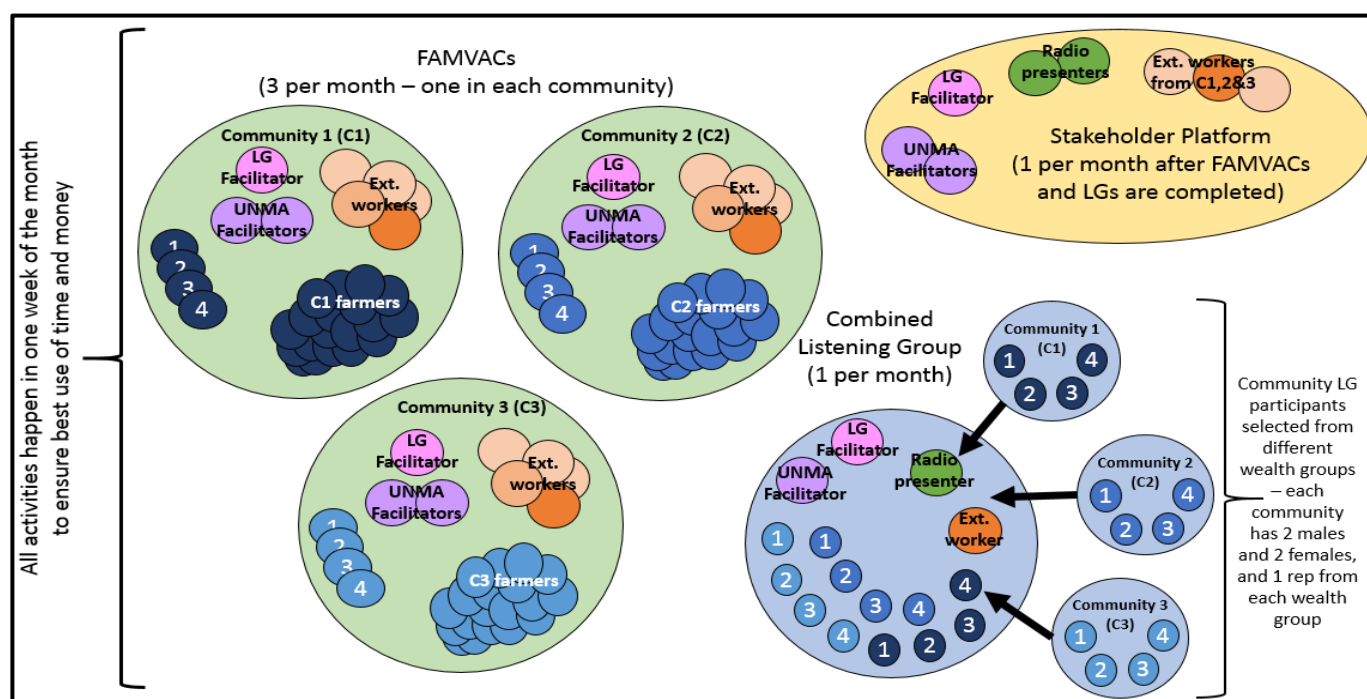


Fig. 2: FAMVAC and LG organisation

- a) The teams only go into the communities once a month making the best use of their time;
- b) All LG participants can be transported to the central LG with limited budget;
- c) By combining all three community LGs, we are able to generate a realistic amount of information for four 15-minute weekly radio programmes;

this visit the NIMFRU project website (<http://www.walker.ac.uk/research/projects/nimfru-national-scale-impact-based-forecasting-of-flood-risk-in-uganda/>)

- d) By combining all three community LGs, we are able to enrich the conversations by including three different communities rather than having separate conversations with each one.

The FAMVACs will be held in each community represented in the LGs (in the case of NIMFRU this will include **Anyangabella, Kaikamosing and Agule** villages) and will be held after the LG has taken place. This is to:

- a) Ensure that as many community members can participate as possible;
- b) Make use of the FAMVACs to back up the data collected and discussions had in the LG;
- c) Promote the radio programmes generated by the LG to the wider communities and gather feedback on their relevance and quality; and
- d) Make use of the FAMVACs as a space to build the capacity of district and national extension workers around group facilitation, information interpretation and in leading critical weather information discussions with a large audience.

Operationalizing the LGs and FAMVACs - Working Together

Role of the LG and FAMVAC Facilitators

The primary function of the visiting facilitators is to provide continuity between the LGs and FAMVACs. This is important because it is necessary:

- To ensure that they are both collecting and sharing the same information consistently; and
- To track the impact of both information exchange platforms.

The visiting facilitators should support the activities of the LG or FAMVAC, but should not lead the processes.

LG and FAMVAC Participants

To ensure continuity, the right group of people must be present at both the LGs and the FAMVACs.

At every FAMVAC the following must be present:

- 1+ LG facilitators (in the case of NIMFRU, this will be an ECOTRUST staff member),
- 5-7 extension and district officials, and
- The 4 LG wealth group representatives for that community

At every LG there should be:

- 1 FAMVAC facilitator (in the case of NIMFRU, this will be an UNMA staff member),
- 1-2 extension and district officials.

A key function of the LGs and FAMVACs is also to provide space for the extension and district workers to engage and learn skills that they can continue to use once the project has ended.

Because of the nature of the LG, having too many individuals in positions of community power might limit the farmer response and their candour. This in turn limits the effectiveness of the LGs.

LYF should therefore determine which LGs are to function as training sessions and will then invite additional district officials in response to specific questions or comments raised at the LGs. The Stakeholder Platform (see Fig. 2) provides an opportunity for a much wider group of extension officers and facilitators to review the radio programme content and provide input. In terms of participant power, the LG farmers should be carefully selected based on the HEA and IHM data collection carried out during the baselining to ensure that there is a strong mix of men and women from all wealth groups present. In addition to the wealth group status, the IHM team leader may select suggested individuals who were particularly articulate during the IHM surveys. This is important to ensure that all parts of the community are heard and can contribute.

In contrast to the LGs, the FAMVACs encompass a wider audience and operate on a group consensus. The presence of individuals in positions of community power is thus less likely to affect information exchange processes. However, as the FAMVACs are in development and this is the pilot phase, it would be useful to create a video record (with the permission of the community) of one of the FAMVACs to test this assumption. Having multiple community workers present at the FAMVACs also provides an excellent network strengthening opportunity for the farmers, district officers and UNMA. The FAMVACs are also an excellent training opportunity in terms of facilitation, and weather and

livelihood information sharing for both the farmers and the district extension workers. This is an important relationship to foster as it will ensure the longevity of information exchange beyond the lifetime of NIMFRU.

In terms of farmer participants for the FAMVACs, it is imperative to have the 4 LG wealth group representatives present and participating in their respective community FAMVAC. This will mean firstly, there is at least one representative from each wealth group identified by the HEA/IHM process, and secondly, that the views of the linked wealth group networks who might not be able and/or willing to attend can be heard and the information channels broadened throughout the community.

District Stakeholder Meetings

To ensure that the information collected and distributed, and farmer feedback is all captured and responded to where relevant, the FAMVAC and LG facilitators should meet once a month with key district stakeholders to provide feedback to each other, discuss anomalies, and plan the way forward together. These meetings will take place in the form of the Stakeholder Platform (yellow circle, Fig 2) - a mechanism that is already embedded in the LG methodology.

The Stakeholder platform will include:

- UNMA facilitators
- LG facilitators
- Extension workers from all three communities,
- Other key community or district workers (for the purpose of NIMFRU, members of the District Disaster Management Committee should be invited to attend).

The District Stakeholder Meetings will provide a critical discussion space for assessing how well the FAMVACs and the LGs are working together and if there are any technical or information gaps. They are also an opportunity to identify an appropriate individual to be interviewed for the radio programme, to respond to a particular query raised by the LGs.

A Concept Note /Terms of Reference and proposed Agenda may be found in Annex F.

FAMVAC Methodology

Pre-FAMVAC Preparatory Work

The following advance preparations are recommended for smooth running of the FAMVACs.

1. Identify the target district and target communities based on local knowledge and understanding of local weather events and impacts. In this study, Katakwi district has been chosen because it experiences both seasonal and frequent flash flooding which is causing loss of life and local livelihoods. Contextual information must be established before implementing the FAMVACs.
2. Consult with officials from district and sub counties and explain the purpose of establishing FAMVACs in the selected communities, to ensure that all relevant national and district procedures are followed and the FAMVACs can be supported and advertised within these communities. Consultations should include collection of basic information on key livelihood activities, assumed weather information channels and key challenges that the district faces.
3. Establish a FAMVAC by involving the Chair of the Local Council III (LC3) and the sub-county chief to support:
 - Finding a location which is suitable and accessible for farmers.
 - Finding a time that is suitable for farmers.
 - Identifying around 50 farmers of mixed gender, age and wealth levels to participate.
 - Providing a list of the farmers who will be attending the FAMVAC from the Listening Groups (List obtained from LYF)
 - Reaching out to all the farmers that have been selected to make them aware of the event, time and place so that they can attend.
4. Once a date and time has been identified, and this has been co-ordinated with the LGs (*remembering that all FAMVACs and the LG must happen in the same week*) all the facilitators must be notified, (in this case, from both UNMA and LYF and ECOTRUST) and their attendance confirmed. In the case of NIMFRU, having a facilitator from the LYF LGs is essential to ensure continuity. The lead facilitator for the FAMVACs (one of the UNMA staff members) should be identified at this stage. This is the facilitator who will run the FAMVAC session. This person must complete basic facilitation training before running a FAMVAC. All facilitators should also complete the basic note taking training.
5. The key members of the facilitation team must complete capacity building training to ensure that they are confident users of the material they will be facilitating discussions around including RAINWATCH, UNMA products, and LIMB products.

Once all these pre-FAMVAC preparatory has been carried out, the planning for the actual FAMVAC may begin.

Running the FAMVACs

Each FAMVAC lasts around 5 hours to reduce the time commitment required by the farmers and manage concentration levels. Whilst full meals will not be required for a 5 hour meeting, drinks and biscuits would be helpful if budget allows.

It must be noted that the first FAMVAC (referred to as the *Baseline FAMVAC*) is different to the ones that follow (referred to as *Subsequent FAMVACs*). The structure (below) for all the FAMVACs is the same, but *the content of the group discussion changes between the Baseline and Subsequent FAMVACs*.

FAMVAC Structure

Note this is the same for both the Baseline FAMVAC and Subsequent FAMVACs.

Checklist of materials:

- Ethical clearance information sheets for farmers (at least 50 printed copies in case participants want a copy) (Annex J)
- Attendance sheet (printed) (Annex A)
- Pens for all facilitators and farmers (at least 70 so that the attendance sheet can be completed)
- Copies of the manual for the facilitator and supports

- Any sample UNMA/RAINWATCH/LIMB information materials
- Notebooks (one per facilitator to take notes that they can type up after the session) and notebooks for each farmer (around 60 per FAMVAC) (these should be an initial cost only as farmers should bring their notebooks back with them to each FAMVAC)
- Flip charts (2)
- Markers for the flip charts
- Audio recording device for any evaluation interviews
- Photography and video recording device (smart phones could be an acceptable option)
- Evaluation interview questions

Step 1: Introductions and ethical clearance (20 mins)

To open the FAMVAC, a set agenda that is culturally appropriate should be followed. Key agenda items include:

- Cultural formalities
- Introductions of facilitators
- Introductions of farmers (if there is time)
- Completion of attendance sheet
- Ethical clearance overview
- FAMVAC activities detailed below
- Evaluation interviews (during individual question time)
- Formal closing

Formal welcomes and introductions of the facilitators and any extension officers should be made.

This should be followed by the lead facilitator explaining in the most widely used language by all the participants, the *ethical clearance information sheet*:

- key information about what the FAMVAC is
- how the information collected will be used
- how farmer data will be stored
- that participation is voluntary.

It is very important that this is orally explained in the most appropriate language so that everyone can understand it. If photographs and videos are to be taken, this must also be explained and verbal consent requested.

It might be necessary to identify a local farmer who can act an interpreter for the session to ensure that all the farmers and the facilitators can understand the discussions.

In addition to this it is also advisable that another capable farmer is identified to take notes on the flip charts as discussions happen whilst the discussions are ongoing.

Step 2: Make sure that the attendance sheet is completed (15 mins)

The completion of the attendance sheet by all attendees is very important. Everyone present at the FAMVAC (including all facilitators, extension workers and farmers) must complete this part of the ethical clearance process and as part of the impact data collection for NIMFRU. The attendance sheet can be passed around as the discussions are ongoing.

Step 3: Group discussion (2 – 2.5 hours; 4 separate sections)

The group discussion is to be conducted in 4 separate sections.

Before the FAMVAC, the facilitators should allocate one person to lead on all sections of the discussions for continuity.

The lead should be noted and their name included in all facilitators' notes.

Whoever is not leading the discussion (the 'co-facilitator') must take notes of the discussion which can be typed up into a summary document at the end of the day. The **note taking is a key part of the data collection process**, and therefore **must** be done by all co-facilitators, and must be typed up and posted on the NIMFRU TEAMWORK space **by the week after** the FAMVAC.

The lead facilitator is in charge of maintaining the time keeping – this can be supported by one of the co-facilitators. Co-facilitators can support the lead facilitator by answering questions from the farmers if necessary. **Each section should last approximately 45 mins.**

The discussion sections vary between the Baseline and Subsequent FAMVACs and both are detailed below:

BASELINE FAMVAC Discussion Content

Section 1: A brief overview of climate information

This section should be brief, setting the scene for the participants and explaining the following key aspects:

- Seasonal forecasts are based on probability. Individuals assess their own risk and make their decisions based on their own assessments and degree of risk-taking that they are happy with. Extension officers or UNMA personnel cannot tell you what to do, but they can help you understand what the information means and how you might be able to adapt.
- Everyone will need to adapt in different ways – one method might not work for everyone and that is okay.
- Weather information can help you to put coping strategies in place and plan ahead of time – which is the point of this session.
- The FAMVAC's will not tell you what to do but they will:
 - Showcase what weather information you can access.
 - Explain what that weather information means and how it can help you plan ahead.
 - Provide you with key information contact points.
 - Give you a space to discuss your personal situation with an extension officer or Met expert.
 - Give you a space to provide feedback on what information you need, and how and when you need it.

At this stage it is important for the facilitator to make sure that all the key terms such as 'seasonal forecast' are explained so that everyone understands (See the RAINWATCH Manual for further information <https://doi.org/10.5281/zenodo.3366368>).

Section 2: Seasonal weather information

This section is about finding what farmers currently use as **seasonal weather information sources**, what they could have access to, and how this can be used by them. It is important to include key seasonal and daily weather information as separate discussions because although they are similar, the products and use of the two are different. It is also important to discuss the pros and cons about the information presented to them and think about the format of the discussion that works best for all participants and is considerate of gender representation.

The discussion should be around the following **open** questions:

1. How do you find out what the weather for the season will look like? For example, via phone/TV/Radio programmes/internet/extension officers/none of the above: rely on own experience and observations.
2. What does this information consist of? (Graphs, bulletins, verbal update, audio update, historical knowledge)
3. Show what agri-met information products UNMA/NIMFRU have available for farmers that will help them to understand the season ahead and sub-seasonal information through for example, information RAINWATCH bulletins, UNMA products, LIMB outputs etc. [playing an LYF radio broadcast for all to experience at this point would be helpful]
4. What do farmers like about these forms of information?
5. What do they dislike about these forms of information?
6. What do they need /want in addition to these to make sure they get the best seasonal information they can?

The facilitator should not provide or prompt the farmers in any way for the responses to these questions. It is important to understand the reality of what information sources are available and how useful these are.

Section 3: Daily weather information

Section 3 has exactly the same format as Section 2, but focuses instead on finding out what farmers currently use as **daily weather information sources**, what they could have access to, and how this can be used by them.

1. How do you find out what the weather for the day will look like? E.g. via phone/TV/Radio programmes/internet/extension officers/none of the above: rely on own experience and observations.
2. What does this information consist of? (Graphs, bulletins, verbal update, audio update, historical knowledge?)

3. Show what agri/met information products UNMA/NIMFRU have available for farmers that will help them **seasonal weather knowledge** (distribution of example information (RAINWATCH bulletins, UNMA products, LIMB outputs etc). [playing a an LYF radio broadcast for all to experience at this point would be helpful]
4. What do farmers like about these forms of information?
5. What do they dislike about these forms of information?
6. What do they want in addition to these to make sure they get the best daily weather information they can?

Section 4: What do you do with this information?

This section is the ‘**So what?**’ section. Having established what weather information farmers currently have access to and use, it is about trying to understand how that information changes their planning.

It is okay if the farmers don’t use the information at all, or don’t receive information to support planning – in fact we want to know this!

If this is the case, we need to know why farmers do not use/receive weather information and how this can be improved. As before, *the facilitator must remain neutral and must not guide farmers to answer any of the questions in a certain way.*

A discussion around the following questions should be led by the facilitator:

1. Once you have received information, how do you use it to plan for the coming season?
2. What are some examples of changes you have made because of any weather information you received?
3. When do you need weather information by to allow you to plan for the season?
4. What other information do you need to make changes based on the weather information (additional information on alternative planting, livestock care ect)?
5. Where do you get this information at the moment?

SUBSEQUENT FAMVACs Discussion Content

Section 1: Recent/ upcoming weather information

This section starts off with the Facilitator leading a discussion on how the weather has been since the last FAMVAC (in the case of NIMFRU this will be a gap of one month). Key questions around this include:

1. How has the weather changed in the last month
2. Were you able to predict this change? How? (At this point it could be asked if people have listened to the radio etc., and signposted in directions of where they might get more information)
3. What did you do to alter your practices if you knew how it was likely to change?
4. How did these alterations work for you? Did they help?

After this initial discussion, it should move into a discussion about weather information that presents what will be happening over the next couple of months. This is when a facilitated discussion about the updated RAINWATCH bulletins, LIMB outputs and updated UNMA products could take place. Key questions include:

1. What is this information telling you?
2. Is this information useful for the next month?
3. What are some things you can change to help you cope with the anticipated weather?
4. What are the limitations to making these changes?
5. How can you overcome these?

Section 2: LG thematic discussion

Hopefully, the discussion will focus on how and in what ways people might change their livelihood practices. This should naturally lead into a discussion about the latest LG theme.

1. The LG facilitator should give a brief overview of the theme and the key points that came from the LG
2. The FAMVAC facilitator can then step back and facilitate a discussion around this theme, linking it to weather patterns discussed in Section 1.

Section 3: Other themes people think are important

Once the LG theme has been discussed, there should be a space for people to bring up and discuss their priority livelihood/coping issues with the group. This is different from the open forum for questions because the facilitator

should specifically promote discussions around the intersections of weather and livelihoods. If necessary the facilitators could put ideas to the group that might have come up in the earlier sections. The open forum session is open to any questions.

Step 5: Open forum for questions (30 mins)

This is the space in the FAMVAC where farmers can ask the facilitators and extension workers direct questions about whatever they feel is important. The idea behind this space is for the farmers to provide feedback and get answers, particularly around weather information.

Once this time is up the FAMVAC should officially end, but participants should be made aware that the facilitators and the extension workers will be around for another hour should farmers want to speak with them directly with individual queries.

Step 6: Individual question time (1 Hour)

An hour has been allocated to this process.*

All facilitators and extension workers should budget their time to allow for an hour after the formal end of the FAMVAC. The farmers' questions and answers given should be noted down and typed up as part of the facilitator's notes.

*Because this process is still in trial, facilitators and extension workers should note if 1 hour is insufficient for all the individual questions. If insufficient, around how many farmers still had questions when they had to leave?

This time can also be used to conduct 2-3 evaluation interviews, which need to be recorded and transcribed (See Annex C for Transcription guidelines).

Step 7: The write up (2 hours at most): Post every FAMVAC (both Baseline and Subsequent)

As above, 2 hours have been allocated to this process, however because this process is still in trial, facilitators and extension workers should note and report back if 2 hours is too long or too short to complete this process.

There should be a morning (5 hours) allocated to the facilitators to write up their notes whilst the listening group is running. The LG will take place after all three FAMVACs and only requires one FAMVAC facilitator to be present. The facilitator who is present at the LG will be allocated 5 hours the following week to type up the notes.

Although the lead facilitator does not need to type up notes, it is their responsibility to

- Type up the attendee list.
- Ensure that all facilitators' notes are typed up and put onto TEAMWORK.
- Read through all the facilitators' notes.
- Type a few short overarching key points that came from the FAMVAC.

These notes will be fundamental for the following:

- Tracking and recording farmers' voices.
- Tracking and recording farmers' needs
- Ensuring that the sharing meetings with the LGs are meaningful, and that both the FAMVACs and the LGs can be adjusted to fit the farmers' needs as they arise.

LG Methodology

Establishing Farmer Listening groups and participatory exercise:

1. At the three selected communities, **introduce the purpose and activity sequence** to the community (with authorisation from the village authority) – use the explanatory diagram in Fig. 2 to help explain:
 - the value of the decision making information for agriculture;
 - that the information will come via FAMVACs and the radio;
 - that the broadcasts will be demand-led, based on the vulnerability assessment and radio scoping;
 - that the whole community can listen and implement the advice broadcast;
 - that we will follow the experience of a small group as a case study. The community may have useful feedback or questions about the role of the radio and type of information.

2. With the support of the community liaison, **identify within each village 4 people** from different households who will be **members of the central LG** and participate in a detailed focus group discussion. Thus, there will be 12 farmers in total making up the central LG. If a group is too large then it will not be cohesive; if it is too small, they may not meet and there will a limited range of farmer types. The group must reflect a cross-section of the communities, by gender, age and wealth group as identified through the IHM survey. The list of names and justification of the stratified range of participants must be noted. A Terms of Reference for LG members can be found in Annex G.

3. **Identify three leaders** for the group (one from each village; at least one must be a woman). These people should be based in the community, literate in the local language and English and motivated enough to encourage regular meetings, particularly during the rainy season (the community liaison officer will need to decide if this role is voluntary or requires small payment). **Agree where and at what time the group will meet each month** together with ECOTRUST, the extension officers and radio presenters in order to record four weeks-worth of radio programme content. The meeting location should rotate between villages.

4. Conduct a **participatory exercise** during the first visit with the newly formed members of the LG – this should take around two hours. This exercise combines the development of a **seasonal calendar** with discussions about **farmers' perceptions of the changing climate and weather** patterns (see activity sheets A2 and B1 and B2, p.16-23 in the PICSA field manual <http://www.walker.ac.uk/media/1114/picsa-field-manual-final-english-11-03-16.pdf> – note liaison with UNMA will be required in terms of obtaining and analysing location-specific rainfall data).

We have already gathered detailed information about the community through the HEA and IHM surveys, including assets, livelihood activities and farming calendar. The purpose of completing this short exercise (Table 2) is to record perceptions of what activities the farmers plan for this coming season, based on information/experience they have at that time before the season starts. This requires careful discussion and recording of expected cropping, watering and livestock with attention to the associated questions.

5. Explain to the group that they will be able to attend the FAMVACs and listen to the radio broadcasts³ and reflect on how they might adapt their activities through the season. A team will return to engage with them again at the end of the six-month cycle to reflect on experiences and practice.

6. During monthly meetings, the group members are encouraged to discuss what they have heard from the radio, and what their plans are for farming activities, what changes they have made and to share learning experiences. If an individual in the group has considered a specific change or decided on a particular activity, the group leaders can note this and the member's name in a note book (provided by the project) – this book can be a

³ If radio access is an issue for group members, communal radio-recording devices can be provided so that the group can arrange to listen together at an agreed time.

valuable source of information for monitoring and a discussion tool during the monitoring meetings. The notebook acts as an **informal reflective diary** (see Annex E for format).

Table 2: Suggested recording structure to capture the farmers' perceptions of what activities they are planning for the coming season

	Upcoming agricultural season (let participants agree relevant time periods)	Associated questions
Expected weather/rainfall		Does the science chart reflect your experiences of weather here? Reflect on specific variables and note these onto the chart.
Crops to plant this coming year (draw) List names of crop: 1. 2...		Likely timing for key activities e.g. preparation, seeding, applying fertiliser/manure, pesticides/herbicides, replanting, harvesting for each crop. What expectations for sale, use, when?
Livestock activities		
Fishing activities		

7. The following is a suggested format for the monthly meetings, which are also attended by local extension agents and the community radio programme presenter:
 - Review of recent radio programmes (content, radio signal, topics, quality)
 - Sharing of any changes arising from the radio programmes, either by LG members themselves or within the wider community
 - Confirm topics to be discussed in this month's recordings from the agreed schedule
 - Review relevant issues emerging from the FAMVACs plus the monthly RAINWATCH and LIMB bulletins
 - Discuss the topics, recording discussions for the radio programmes
 - Agree the topics for next month's meeting

8. Following the meeting, the recorded content is edited into four 15-minute programmes and aired weekly (repeated once) by the partner radio station at the agreed times. A phone number is broadcast at the end of each programme, allowing LGs to text or call in their questions or comments, which are then addressed in the next round of programme recordings. Guidance from Farm Radio International for creating effective farm radio programmes can be found in Annex I.

Annex A: FAMVAC sign in sheet

This needs to be completed by everyone attending the FAMVAC including all farmers all extension officers and all community leaders.

The full sheet for printing can be found in the separate excel file but look like this:

FAMVAC sign in sheet					
Date	21st June 2019				
Location	Community 1, Jawani, Ghana				
Lead Facilitator	Amos Asuslu				
LYF Facilitator	Hannah Davis				
Other Facilitators	1. James Adobe				
	2. Luisa Ciampi				
	3. Hecter Obane				
<p align="center">By signing this form I am agreeing that I have had the FAMVACs and NIMFRU project explained to me, that I understand what I am participating in, and that I am happy to have my phtograph taken.</p>					
Participant Name	Date of birth	Sex	Community position	LG member	Signature
Adam Sandler	12/12/1993	M	Chairman	Yes	
Grace Mpofu	31/10/1980	F	Farmer	No	

Annex B: Note-taking guidelines

The note taking throughout the FAMVAC is a vital part of the data collection process. All notes should be written in a set of notebooks that are specifically for the FAMVAC notes. These should be distributed at the start of the FAMVAC and collected by the FAMVAC lead once the notes have been typed up by the note taker. At the start of every new FAMVAC the following must be added to the start of the notebook page:

Date: 12/12/2019
Event: Jawani FAMVAC
Location: Community 1, Jawani, Ghana
Note taker: Frederic Mpofu
Position: UNMA officer
FAMVAC lead: Amos Asulu
Participant's numbers: Males: 24
Females: 35

The participant numbers are to be done by simply doing a headcount at the start of the FAMVAC session. **It is important to keep the notes you take as legible as possible.**

When taking notes, the note keepers should take notes around key points that come out of the FAMVAC discussions, so should simply record the key parts of the conversation as the FAMVAC plays out.

As a reminder, the notes should be around the following themes:

- How and what weather/climate information is available to farmers
- What do they say is missing?
- What are main ways of seasonal planning and adaptation
- What are the main channels of information available, and what do farmers want more of – gaps that are identified?
- What were the main questions asked by farmers about?

Annex C: Transcription guidelines

Ensure that every transcription has the following at the start of it (example answers in green):

Date of interview: 09/11/2018
Location of interview: Community 1, Jawani, Ghana
Interviewer name: Luisa Ciampi
Interviewee name: Fidele Nhamo
Interviewee sex: Male
Interviewee anon number: 341
Interview length: 34 mins 12 secs

Transcribing guidelines:

- Every speaker should start a new line with the name to the left e.g.
 - **Luisa:** *Thank you so much for meeting with me today.*
 - **Fidele:** *It is no problem.*
 - **Luisa:** *So the interview today is likely to take around one hour, and I will be asking you questions about how you manage your groundwater use.*
- **Accuracy:** Only type the words that are spoken in the audio file. Phrases or words you don't understand should not be omitted.
- **Language:** All transcripts will need to be translated and transcribed into English. When transcribing them make sure you use proper English capitalization, punctuation and spelling. Do not write phonetics or netspeak such as "u" for "you". Punctuation should be accurate, but do not make any grammatical changes to the transcript.
- **Do Not Paraphrase.** Do not correct the speaker's grammar nor rearrange words. Also, do not cut words that you think are off-topic or irrelevant. Any words not spoken should not be included. Type the actual words spoken.
- **Do Not Add Additional Information:** Do not add additional information such as page numbers, job numbers, titles or your comments in your submission. Such information can be added in separate fields below the transcript.
- **"Clean Up" Non-Verbatim Jobs:** Lightly edit non-verbatim work to remove false starts, fillers (such as um's er's etc, and stutters).
- **Sound Events that Interrupt Dialogue:** Should any noise or event interrupt speaking, indicate this every time in the transcription e.g.
 - **Fidele:** That was the day I knew I would become a clown.
 - *[Hannah entered the room]*
 - **Luisa:** That's fascinating.
- **Speaker Trailing Off**

If a speaker trails off in the middle of a thought, use ellipses (...) to indicate that the speaker has left the thought unfinished. This is different from an abrupt speaker shift because the speaker does not finish the thought and does not change thoughts e.g.

 - **Fidele:** Oh it's beautiful. And uh learning about the wells was just great. It was just...

Annex D: NIMFRU FAMVAC/LG activity timeline

FAMVAC/LG Action timeline			Month 9				Month 10				Month 11				Month 12				Month 13				Month 14				Month 15				Month 16				Month 17				Month 18				
			Jul-19			Aug-19			Sep-19			Oct-19			Nov-19			Dec-19			Jan-20			Feb-20			Mar-20			Apr-20													
Activity	Action Required (who is responsible)	Who is responsible	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	
			Facilitator capacity building																																								
Rainwatch capacity training (TBC)	Kofi? Online? Comm guide finished	Luisa and Kofi																																									
Facilitation and not taking training	Needs to be written/find good youtube video for facilitators to watch? Completed in facilitators own time?	Luisa																																									
Farmer radio & FAMVAC training & planning (3 days)	LYF & ECOTRUST planning	Hannah / Jonah																																									
Practical organisation																																											
Pre fieldwork activities	Check if field teams have access to funds	Luisa																																									
	Put together budget breakdown of FAMVAC cost	Amos																																									
	Put together budget breakdown of LYF costs?	Hannah																																									
	Alert relevant community leader of the upcoming activities & obtain necessary access documentation	Alert community leaders Obtain any access documentation	Amos and ECOTRUST team																																								
	Find a meeting place for the FAMVACs & LGs in each community		Amos / Jonah																																								
	Ensure that the farmers in the communities know about the FAMVACs (weekly reminders)	Disseminate the FAMVAC location, times to all communities	Amos																																								
	Organise logistics -travel, subsistence, ect	Make sure all costs are repected for	Amos and LYF team leader																																								
	Monthly rainwatch bulletin due (Monday)	Create a montly RW bulletin	Kofi																																								
	Gather and organise FAMVAC materials (Teusday)	Gather and organise FAMVAC matierials	Amos and LYF team leader																																								
Ground activities																																											
Travel to Katakwi																																											
FAMVAC community 1 (Tuesday)		UNMA team and 1 LYF facilitator																																									
FAMVAC community 2 (Wednesday)		UNMA team and 1 LYF facilitator																																									
FAMVAC community 3 (Thursday)		UNMA team and 1 LYF facilitator																																									
LG meeting / radio recording (Friday am)		All LYF and UNMA teams																																									
Stakeholder platform meeting (Friday pm)																																											
Reporting activities																																											
Meeting note typed up and sent to LYF and UNMA facilitator		Supporting facilitators																																									
Stakoholder platform minutes typed up		Allocated minute taker																																									
Reflective diaries & evaluation interviews with LG members typed up		ECOTRUST																																									
Radio programmes translated & transcribed		ECOTRUST - TBC																																									
Lead facilitators to send all typed up notes and minutes to Luisa and post on teamwork		Amos and LYF lead																																									

Annex E: NIMFRU reflective diary template

Name of farmer?	
Sex (M/F)?	
Crops planted / livestock / fishing activities?	

Q1: What did you hear in the radio programmes during the last month?

Q2: Was any of the information in the radio programmes useful to your farming/other livelihood activities and which information?

Q3: What did the group discuss at group meeting? And what did you learn from the group discussion?

Q4: What did you do with the knowledge gained from the group discussion? (e.g. tell anyone, who? Buy new seed? Prepare new land etc... other reflections?)

Q5: How did the new information change your views about what you should do with your farming/other livelihood activities?

Q6: Did you make any specific agricultural decisions after listening to the radio programme and group discussions, and what were these? [Decisions particularly on crop farming]

Q7: Any other reflections (unintended consequences of radio and group discussions)?

Annex F: Stakeholder Platform Terms of Reference

Farmers Voice Radio for National-Scale Impact Based Forecasting of Flood Risk in Uganda Stakeholder Platform Terms of Reference

The NIMFRU project aims to support communities in the Katakwi District of Uganda to become more resilient to flooding by ensuring they have the right information at the right time.

Farmers Voice Radio (FVR) is an initiative by the UK's Lorna Young Foundation that uses participatory local radio to enable farming communities to access and share the knowledge they need to succeed. FVR is being implemented as part of NIMFRU to record weekly radio programmes with a small group of farmers representing a cross-section of the target communities (the Listening group) that bring timely, relevant and appropriate advice based on localised weather information and an evidence-based understanding of local livelihoods into people's homes and fields.

Farmer Agri-Met Village Advisory Clinics (FAMVACs) have been designed by the Uganda National Meteorological Authority (UNMA) as a conversation space involving district/LG officials and 50+ farmers that brings together scientific data with indigenous knowledge to solve local climate- and weather-related problems. The FAMVACs will both draw on and inform the radio programmes, providing the opportunity for a wider group of farmers to get involved in the discussions and advice broadcast.

The Stakeholder Platform is intended to act as a coordination body for these two communications forums. It should ensure that the radio programmes and FAMVACs work coherently together, that any technical or information needs are adequately filled and that key messages from farmers regarding flood resilience and response are fed into district planning processes.

Composition of the Stakeholder Platform

- Principal Assistant Secretary / DDR Focal Office – Chair
- Other nominated District officials
- Subcounty Chiefs for Magoro and Ongongoja
- ECOTRUST FVR facilitators
- UNMA FAMVAC facilitators
- Extension agents for Katakwi District
- Representative of Uganda Red Cross, Katakwi branch
- Representative of CAN-U
- Representatives of other relevant CBOs / District Farmers Associations

Roles and responsibilities of the Stakeholder Platform

- To meet monthly following execution of the three community-level FAMVACs and the one central Listening group meeting.
- To listen to the weekly radio broadcasts and review outputs of the monthly FAMVACs in each community for the purposes of:
 - Monitoring consistency, quality and accuracy and proposing adjustments and/or additional input where necessary;
 - Highlighting key issues to be considered in district planning forums; and
 - Identifying any information gaps highlighted by farmer feedback/questions and finding a way to fill these (e.g. by arranging for particular experts or officials to attend FAMVACs/Listening groups meetings or be interviewed for the radio programmes).

- To monitor changes in knowledge, attitudes and behaviour in target communities arising as a result of the radio programmes and FAMVACs – through formal project monitoring systems as well as anecdotal reports.
- To support CAN-U with the identification of Climate Champions “who have exhibited notable capacity in understanding, absorption of weather and climate information through application in their own gardens and sharing of this information with fellow farmers or community members”.
- To review the farmer radio and FAMVAC plans for the following month and suggest any adjustments that might be required.
- To ensure that all meetings are fully minuted detailing key discussion points and actions and that these notes are sent to the Walker Institute for monitoring purposes.

Suggested standing agenda for Stakeholder Platform meetings

1. Summary of the topics covered and key messages communicated in last month’s radio programmes⁴ as well as feedback and questions received from Listeners (ECOTRUST)
2. Summary of key issues arising from this month’s FAMVACs in each community (UNMA)
3. Discussion on the above, specifically:
 - Consistency of messaging between the two forums
 - Accuracy and quality of the radio programmes, and any suggestions for changes
 - Trends in farmer feedback and questions, and agreement on how to respond – including if any stakeholder interview is required for the radio programmes
 - Identification of any gaps in knowledge/expertise and how these will be filled in future
 - Implications for district policy/planning/services and actions
4. Review of learning and impact to-date – sharing of success stories or changes reported in formal monitoring systems or day-to-day work
5. Identification of this month’s Climate Champion
6. Planning for next month’s radio programmes and FAMVACs
 - Latest communications from RAINWATCH and LIMB – discussion around implications and messaging
 - Review of radio programme topics and agreement on any adjustments/additions
 - Agreement on any changes to be made to FAMVAC format
7. Review of actions, responsibilities and timeline

⁴ Members have the option of arriving an hour early to listen to programme playback if they haven’t been able to listen at home

Annex G: Listening Group Terms of Reference

Farmers Voice Radio for National-Scale Impact Based Forecasting of Flood Risk in Uganda Listening Group Terms of Reference

Background

The NIMFRU project aims to support communities in the Katakwi District of Uganda to become more resilient to flooding by ensuring they have the right information at the right time. Farmers Voice Radio (FVR) is an initiative by the UK's Lorna Young Foundation that uses participatory local radio to enable farming communities to access and share the knowledge they need to succeed. FVR is being implemented as part of NIMFRU to create and broadcast weekly radio programmes that bring timely, relevant and appropriate advice based on localised weather information and an evidence-based understanding of local livelihoods into people's homes and fields.

The Listening Group

Made up of a maximum of 12 farmers representing a cross-section of the target communities (in this case, Anyangabella, Kaikamosing and Agule villages) the Listening group is at the heart of the FVR concept. Members will meet monthly over a six-month period, facilitated by local partner ECOTRUST, extension agents and presenters from ETOP radio, to discuss key topics guided by the agricultural calendar and current weather information. These discussions will be recorded and edited into four 15-minute programmes by the radio presenters and broadcast weekly (repeated once) by the radio station. Listeners will be encouraged to call and text at the end of the programme with their comments and questions, which will be responded to in the next round of recordings.

Responsibilities of Listening Group members

- To attend monthly meetings, which will rotate between the three communities
- To actively participate in these meetings, contributing your own experience and opinions and speaking clearly and concisely for the recordings
- To respect other members of the Listening group and their opinions during the discussions, allowing everyone to contribute equally and ensuring a balance of voices (female, male, young, old etc.)
- To listen to the radio programmes each week and to reflect on the content and quality of the programmes – bringing your thoughts to the next monthly meeting
- If you notice there is a problem with the programme transmission, to communicate this as quickly as possible to the project team and radio station via the group leader
- To promote the programmes with others in your community, encouraging them to tune in and to provide feedback, questions and suggestions – either through you or by contacting the programme directly via SMS/voicemail on the number given
- To participate in monitoring activities, including baseline and endline surveys, evaluation interviews and filling in the monthly reflective diary (with assistance from the group leader, if required) to allow the project team to capture learning and changes made as a result of the radio programmes
- To participate in the monthly Farmer Agri-Met Village Advisory Clinic (FAMVAC) in your community when required

Additional responsibilities of Listening Group leaders (one from each community)

- To mobilise members of the Listening group in your community and ensure that they participate in monthly meetings
- To take responsibility for logistics when the Listening group meeting takes place in your community (once every three months)

- To participate and represent the Listening group in the monthly FAMVAC in your community, accompanied by at least one other member of the Listening group (this can be rotated)
- To support other members of the Listening group from your community who are not able to write to complete the monthly reflective diary

Benefits to Listening Group members

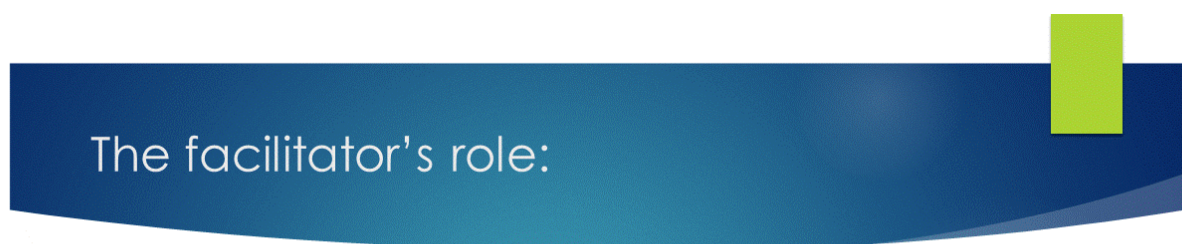
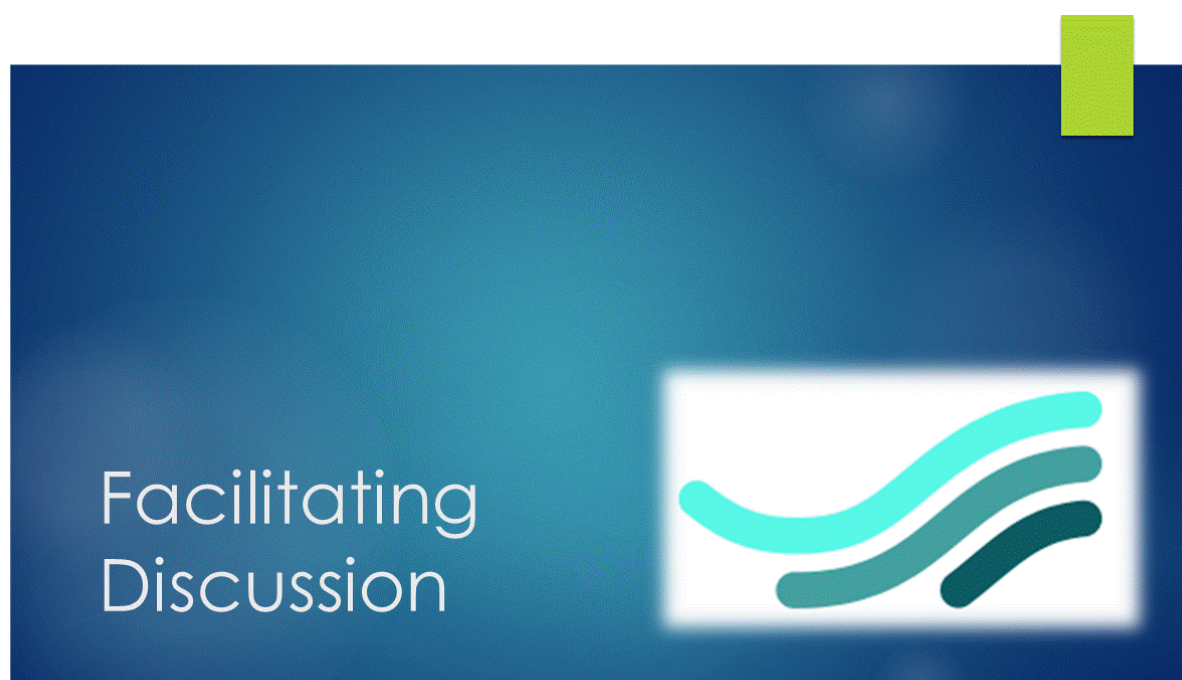
- Opportunity to receive regular agricultural/livestock/fisheries advice from extension agents, based on the latest weather information and livelihoods analysis
- Opportunity to contribute to the improved resilience and wellbeing of your community by sharing your own knowledge and experience with a broad radio Listenership
- Opportunity to contribute to national-level flood resilience by demonstrating the effectiveness of the FVR and FAMVAC models to policy-makers
- Refreshments during the meeting, a solar/wind-up radio to support listening at home and a small token of recognition in the form of a bar of soap or similar

Annex H: Tips for Successful Facilitation, Notetaking and Interviewing

The PICSA manual can be found online at <http://www.walker.ac.uk/media/1114/picsa-field-manual-final-english-11-03-16.pdf> and contains a wealth of information about facilitation, seasonal climate change and farmers' perceptions of climate change.

The RAINWATCH Handbook can be found online at <https://doi.org/10.5281/zenodo.3366368>. Please do take the time to read through this before you go to the field. It will give you a much better idea of the agri-met bulletins that will be used during the and the range of information available to support the farmers' seasonal planning.

Some key basic techniques on facilitations, notetaking and interviewing are below:



→To enable shared analysis and learning by participants

To help you do this, the following slides contain some tips for good facilitation of discussion.

Be prepared

Why?

- ▶ It is important to be familiar with the materials for the session and have a strong understanding, so you can guide participants.

Action:

- ▶ Go through materials before the session and check understanding.
- ▶ Think about questions participants may ask and how you would answer them.

Define and discuss the structure and objective of the meeting

Why?

- ▶ It is important that the group is working towards a common goal.

Action:

- ▶ At the start of the meeting, explain the plan and intended outcomes.
- ▶ Address any questions from participants.

Guide the group to do the work

Why?

- ▶ The facilitator facilitates the process, supports the farmers (or other participants) and asks questions.
- ▶ The participants do the activity.

Action:

- ▶ Provide some examples as you explain the activity, then let the participants do the work themselves.

Make it easy to understand

Why?

- ▶ So everyone is able to participate and build a shared understanding.

Action:

- ▶ Try to use symbols instead of words, for example for different weather patterns or cropping systems.
- ▶ Avoid highly technical words.

Ensure everyone's voice is heard

Why?

- ▶ It is important that the opinions of all group members are taken into account.
- ▶ Facilitators can help ensure everyone is heard by asking questions.

Action:

- ▶ Quiet participant: ask them an easy/opinion based question (e.g. how they feel about a topic).
- ▶ Dominant participant: thank them for bringing up the topic, rephrase the point and ask the other group members for their thoughts.

Gender often is a problem with being heard ...

Why?

- ▶ Be aware of who is speaking . You must take positive steps to ensure that a range of women as well as men are participating.
- ▶ Even experienced facilitators can fail to do this: if the discussion seems to be going well you may not notice only men or a few dominant women are contributing.
- ▶ The same applies to ensuring you hear the voices of younger people.

Positive attitude

Why?

- ▶ It is important to be respect participants' cultures, community standing and their level of knowledge.
- ▶ Facilitators should also be friendly and honest with participants to build a good rapport.

Action:

- ▶ Be respectful.
- ▶ Listen to everyone.
- ▶ Don't make judgements.

Positive attitude: Enable feedback

When you have a one to one conversation with a member of the community who asks for advice, listen to them carefully and make sure you fully understand the question.

Ask them what they normally do and why this is not working.

If there isn't an easy answer, be honest and give them all the information you have.

Take a careful note of the question and raise this with colleagues when you return. It may be an issue the Farmer Radio programmes can take up.

Time management

Why?

- ▶ Managing the time well ensures participants stay engaged and happy during the meeting.

Action:

- ▶ At beginning of the meeting outline how long you estimate each activity will take.
- ▶ Be realistic with timings and and stick to them.

Respect the decisions of participants

Why?

- ▶ In some cases, participants will be considering options and are likely to plan ahead for their own lives.
- ▶ Everyone is different, in terms of resources available to them, their goals and how much risk they want to take.

Action:

- ▶ The facilitator's role is to support individuals to decide for themselves what they want to do, and to respect their decisions.

Observing & note taking



Observation

Gathering information on a process/situation and taking notes

Pros:

- ▶ Does not disturb the situation/no interference
- ▶ Allows observer to notice subtle human interaction

Cons:

- ▶ The situation is interpreted from the observers point of reference (bias)
- ▶ The sites of observation can be restricted

Principles of observation

- ▶ **Passive:** do not intervene or interrupt at any point unless lead by the primary researcher. As observers you are simply there to watch and take notes.
- ▶ **Translation:** if needed, quietly translate to the primary researcher translating the communications word for word as much as possible, whilst another research assistant continues to take notes and observe.



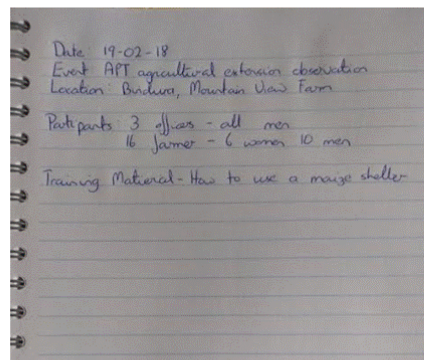
Aims of observation

These will depend on the specific observation you are taking part in, but you may be asked to particularly observe:

- ▶ Communication tools used
- ▶ Communication strategy/approach
- ▶ Power dynamics

Note taking

- ▶ All notes should be made in the fieldwork books provided by the primary researcher.
- ▶ At the end of the data collection phase these fieldworkbooks will be given to the primary researcher to use as part of the data analysis.
- ▶ Every entry should have the following information before observation starts (see photo) →



Interview Techniques



Interviews



- ▶ Interviews need to have a clear aim.

→ You need to explain this to the interviewee at the start, so they know what they are expected to talk about.

Interviews are about a relationship

- ▶ Interviews reflect power relations between you and the interviewee.
- ▶ You need to be aware of how you will be perceived, what social characteristics you (and other team members) embody.
- ▶ Interviewees will choose what information to tell you.

What people say and what they do may be different, even if they are trying not to mislead you. The interviewee may:

- ▶ tell you what they think you want to hear,
- ▶ present themselves in a particular way,
- ▶ exaggerate a problem,
- ▶ or try and make a case for something.

Conducting interviews

Ask yourself: what is appropriate for this social context?

Consider:

- ▶ Location - it is important to conduct interviews somewhere private where others cannot overhear. The location chosen (field, home, community area) will impact what they tell you.
- ▶ Start/end time – make sure it suits the interviewee.
- ▶ Interviewee needs (e.g. if they are elderly or sick)

Types of questions

Open-ended questions

- ▶ Can be answered however the interviewee chooses
- ▶ E.g. "How are you feeling today?"

Closed-ended questions

- ▶ Can be answered with "yes" or "no"
- ▶ E.g. "Are you feeling better today?"



C

Example questioning structures

Unstructured

1. When did you start feeling unwell?
2. What did you do about it?
3. Then what happened?
4. And then?

Semi-structured

1. When did you first get symptoms?
2. Who did you talk to first about it?
3. How did you decide to seek treatment?
4. Describe how you accessed the clinic?



Further Reading and References

- ▶ PICSA Field Manual: A step by step guide to using PICSA with farmers
- ▶ Shipman, MD (1997) The limitations of social research. 4th Edition. London: Addison Wesley Longman Ltd.

Annex I: VOICE standards for effective farm radio programming

As a farm broadcaster, you want your farmer programme to be useful, interesting—even empowering—for farmers. And you want it to have a wide audience of both women and men farmers. Farm Radio International has pulled together the “best practices” of farm broadcasters—the VOICE standards—and have grouped them in a way that is easy for you to remember and use.

- **V** – The program **values small-scale farmers, both women and men**. It respects farmers for their hard work producing nutritious food for their families and the markets, often in the face of major challenges. It reaches out to farmers to understand their situation and is dedicated to supporting them in their farming work and in their efforts to improve rural life.
- **O** – The program provides farmers with the **opportunity to speak and be heard** on all matters. It encourages small-scale farmers to name their concerns, discuss them, and organize to act on them. It holds to account those with a duty to hear farmers and serve their needs.
- **I** – The program provides farmers with the **information** they need, when they need it. Farmers require specific information and they need it in time to act on it.
- **C** – The program is **consistent and convenient**. It is broadcast at least weekly, at a time when women and men farmers can listen.
- **E** – The program is **entertaining and memorable**. It appeals to the interests and tastes of a wide range of local farmers. Complicated material is presented in a way that helps farmers remember.

Credit: Farm Radio International



Annex J: Participant Information Sheet

FAMVAC Participant Information Sheet

Project name: National-scale impact-based forecasting of flood risk in Uganda (NIMFRU)

Investigators: Amos Asalu (UNMA) (FAMVAC lead), Jonah Butsatsa and Juliet Nassozi (ECOTRUST) (LG leads)

Introduction

We are conducting a study into how people cope with floods in the Katakwi District. The aim of the study is to better understand peoples' livelihoods and information access in this area and to improve and provide helpful climate information to assist in helping communities predict the weather and plan accordingly. To do this we are collecting information from the communities and providing information through the Farmer Agri-Met Village Advisory Clinics (FAMVAC's). The study is being conducted in conjunction with UNMA, ECOTRUST, LYF, the Walker Institute and the UoR in the UK.

What am I being asked to do?

Because of your direct experience in this area we are very interested in your views and we would like you to attend and participate in the FAMVAC for your community. During the FAMVACs there will be some group discussion and activities during which we would like to hear about your views, opinions and experiences. You might also be asked to if you could have an individual interview with the lead facilitator so that we can hear more detail about your experience and views. You are an important participant for this study because of your personal experience. The FAMVACs will last for about 5 hours. Your views and opinions are important so please feel free to be honest. There are no right or wrong answers to the questions asked. We will be taking photographs and videos throughout FAMVACs for research purposes. If you would not like to be photographed or videoed, please make sure you let one of the facilitators know at the start of the session.

How confidential is the study?

Your responses will be anonymous. Your name and contact details will be recorded separately for any follow-up, if needed, and will be stored separately from any interview responses. Interviews will be coded with a reference number rather than name and the results of the study will be published anonymously.

Can I withdraw?

Participation in the study is entirely voluntary and you are free to withdraw your participation from the interview at any time if you feel uncomfortable or unwilling to participate, and you do not have to specify a reason. Any in-part or total contribution can be withdrawn up until the point at which the data is analysed before 30/02/2020. After this date, it will not be possible to withdraw your contribution from the results of the study. If you wish to withdraw, please contact the email address below quoting your name (if anonymity was preferred) or speak to one of the facilitators.

Further information about the project?

If you would like further information about this project please use the contact details below before February 2020. All data collected will be securely stored electronically on a password-protected computer and in a hard copy version in a locked in a physical storage facility.

By participating in this interview, you are acknowledging that you understand the terms and conditions of participation in this exercise and that you consent to these terms.

Thank you very much for taking part in this project.

Contact Details

Prof. Rosalind Cornforth (NIMFRU Project Principal Investigator)

Email: info@walker.ac.uk

The Walker Institute, University of Reading, Whiteknights Campus, RG67BE, UK

LG Participant Information Sheet

Project name: National-scale impact-based forecasting of flood risk in Uganda (NIMFRU)

Investigators: Amos Asalu (UNMA) (FAMVAC lead), Jonah Butсата and Juliet Nassozi (ECOTRUST) (LG leads)

Introduction

We are conducting a study into how people cope with floods in the Katakwi District. The aim of the study is to better understand peoples' livelihoods and information access in this area and to improve and provide helpful climate information to assist in helping communities predict the weather and plan accordingly. To do this we are collecting information from the communities and providing information through the Farmer Radio Programmes Listening Groups (LG's). The study is being conducted in conjunction with UNMA, ECOTRUST, LYF, the Walker Institute and the UoR in the UK.

What am I being asked to do?

Because of your direct experience in this area we are very interested in your views and we would like you to attend and participate in the LG for your community. During the LG's there will be some group discussion and activities during which we would like to hear about your views, opinions and experiences. You might also be asked to if you could have an individual interview with the lead facilitator so that we can hear more detail about your experience and views. You are an important participant for this study because of your personal experience. The LG's will last for around 3 hours. Your views and opinions are important so please feel free to be honest. There are no right or wrong answers to the questions asked. We will be taking photographs and videos throughout the LG's for research purposes. We will also be recording your inputs for the radio broadcast. If you would not like to be photographed or videoed, please make sure you let one of the facilitators know at the start of the session.

How confidential is the study?

Your responses will be anonymous. Your name and contact details will be recorded separately for any follow-up, if needed, and will be stored separately from any interview responses. Interviews will be coded with a reference number rather than name and the results of the study will be published anonymously. However, because you will be recorded for the radio broadcast, your voice will be heard on the public radio. If you are not happy with this please let one of the facilitators know immediately.

Can I withdraw?

Participation in the study is entirely voluntary and you are free to withdraw your participation from the interview at any time if you feel uncomfortable or unwilling to participate, and you do not have to specify a reason. Any in-part or total contribution can be withdrawn up until the point at which radio show is broadcast one week after the session. After this, it will not be possible to withdraw your contribution. If you wish to withdraw, please contact the email address below quoting your name (if anonymity was preferred) or speak to one of the facilitators.

Further information about the project?

If you would like further information about this project please use the contact details below before February 2020. All data collected will be securely stored electronically on a password-protected computer and in a hard copy version in a locked in a physical storage facility.

By participating in this session, you are acknowledging that you understand the terms and conditions of participation in this exercise and that you consent to these terms.

Thank you very much for taking time to take part in this project

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Prof. Rosalind Cornforth (NIMFRU Project Principal Investigator)

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Acknowledgements

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¹ Walker Institute, University of Reading, ² Lorna Young Foundation, ³ Evidence for Development, ⁴ Uganda National Meteorological Authority

We are also grateful to **many different people who have supported the NIMFRU project**. In particular, we would like to thank the following organizations that partner the Walker Institute and Lorna Young Foundation (<https://www.lyf.org.uk>) and have contributed indirectly to this Handbook based on their experience in supporting and /or implementing radio programmes, other projects co-funded by the UK Department for International Development e.g. UPGRo BRAVE (<https://upgro.org/consortium/brave2/>), FCFA HyCRISTAL (<http://www.futureclimateafrica.org/project/hycristal/>), agricultural extension and training services in Africa:

- Farm Radio International
- RAINWATCH Alliance (<http://www.RAINWATCH-africa.org>)

For more information, or to comment on this Handbook, please email Luisa Ciampi at info@walker.ac.uk

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The information in this publication is correct at the time of going to press.

Published on behalf of the NIMFRU Project at <https://doi.org/10.5281/zenodo.3369280> in August 2019 by the Walker Institute, University of Reading, Earley Gate, Reading, RG6 7BE, UK.

To cite this Handbook:

Ciampi, L.; Davis, H.; Myers, J., Petty, C. Cornforth, R.J., Asalu A., Plumpton H (2019). 'NIMFRU FAMVAC and Listening Group Facilitation Handbook'. WIBN0819/02. The Walker Institute, WIBN0819/02. <https://doi.org/10.5281/zenodo.3369280>



The NIMFRU (National-Scale Impact Based Forecasting of Flood Risk in Uganda) is one of eleven catalyst research consortia (<http://shear.org.uk/research/catalyst-grants.html>) funded under the Science for Humanitarian Emergencies and Resilience (SHEAR) programme (<http://shear.org.uk/about/home.html>), with financial support from the UK Government's Department for International Development (DfID), and the UK Natural Environment Research Council (NERC). The Walker Institute (<http://www.walker.ac.uk>) at the University of Reading is the consortium lead of NIMFRU.

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