

Tool 7

Section Two

Selecting participatory tools for primary data

Description and purpose of the tool

The use of participatory tools is important because the process not only provides valuable information and insights that quantitative data analysis cannot, but it also allows LA personnel and community members to engage in dialogue with regard to HIV/AIDS-related issues. The purpose of this tool is to introduce a range of participatory tools and to guide decision making on what sort of primary data can be generated, using these tools, to enrich your HIV/AIDS impact assessment and to strengthen recommendations for appropriate responses to the epidemic.

Note: The design of tools, such as highly structured qualitative questionnaires, is a specialised competency and should be outsourced or done with external technical assistance. Indeed, even the selection of the participatory tools should be done in consultation with those with the technical knowledge and experience to guide these decisions.

Estimated time to use the tool



2hrs - 3hrs

it will take a number of weeks to design, test and then administer the tools, depending on the number and range of participants, and then almost an equal amount of time to transcribe, possibly translate and analyse the information, before assimilating this into the impact assessment report.

Instructions for using the tool

1. Review the range of participatory tools listed below and mark those that could be used in your LA's impact assessment.
2. Then review the information that can, potentially, be extracted from participatory processes using these tools and mark those items that should be part of your LA's impact assessment.
3. Ensure that these are incorporated into the terms of reference for any technical assistance commissioned for your impact assessment.

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Guide for selecting participatory tools

for the LA of

Step One

From the list of participatory tools, mark those that have the potential to provide valuable information and insights that will enrich your LA's impact assessment. Remember to select tools that will provide internal and external information.

SELECTED? YES (Y) OR NO (N)	NAME OF TOOL	DESCRIPTION OF TOOL
	Key informant interview	A technique, using a structured but flexible and open-ended instrument individually with a range of identified persons to build up a picture of an institution, situation, community, etc.
	Focus group discussion	A way of facilitating a structured but flexible and open-ended discussion with one or more groups of persons that have one or many commonalities, to build up a picture of an institution, situation, community, etc.
	Critical post and function analysis	A process to assess the importance of different posts and functions within a LA to determine which are more critical than others. This gives essential information for human resources planning in the face of HIV/AIDS
	Story with a gap	A technique providing the beginning and end of a story, but not the middle, which is then provided by the participants, from their own experiences; this gives insight into knowledge and perceptions of people in the community on different issues related to HIV/AIDS
	Venn diagram	A technique for the visualisation of institutions/groups/places, their importance and their interrelation with regard to HIV/AIDS prevention and care in the community
	Seasonal calendars	A technique that shows the changes in activities of people during different seasons; these may determine periods of increased risk for HIV transmission in the community, as well as periods where care and support becomes easier or more difficult
	SWOT (strengths, weaknesses, opportunities and threats)	An activity to analyse the strengths and weaknesses of an ongoing programme and to assess the opportunities and threats to improve the programme

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Step Two

Now from the list of potential information that can be generated using the tools, mark the information that will enrich your LA's impact assessment.

RELEVANT? YES (Y) OR NO (N)	POTENTIAL INFORMATION FROM PARTICIPATORY TOOLS
	Understanding of LA operations
	Functions of different departments and how these can be impacted upon by HIV/AIDS
	Functions of different positions and how these can be impacted upon by HIV/AIDS
	Internal staffing in terms of who reports to whom
	Internal human resources capacity issues – which departments are using their personnel to the fullest and which departments are able to share their personnel with other departments that are under stress
	Succession planning
	Impacts of the loss of senior personnel, middle management and other staff
	Impacts of HIV/AIDS on the ability of the LA to effectively carry out its functions
	Current HIV/AIDS response strategies within the LA and within the community, and their effectiveness
	Recommendations on how to effectively respond to HIV/AIDS with available resources and capacity
	Assessments of knowledge, attitudes and behaviour
	Understanding of the social fabric and networks operating within the LA area
	Understanding of the economic drivers within the LA area and the potential HIV/AIDS impacts on these
	Assessment of the quality of life and the potential impact of HIV/AIDS on this
	Potential HIV/AIDS impact on the ability of residents to afford LA services
	Understanding of the fuelling/causative factors of HIV transmission and spread
	Better understanding of the different actors involved in HIV/AIDS, poverty reduction, TB and other related issues
	Determination of ideal and realistic HIV/AIDS responses

Step Three

Ensure that in the design of the participatory tools that will be used, the tools will adequately capture the information that has been identified as important for your impact assessment.