

**MANUAL FOR COMMUNITY BASED PREPAREDNESS
PLANNING, MITIGATION AND RESPONSE IN THE
CONTEXT OF COVID-19**

**FIRST EDITION
NOVEMBER 2020
ZIMBABWE**

**WORKING TOGETHER TO REDUCE THE IMPACT OF COVID-19 IN OUR COMMUNITIES
CIVIC FORUM ON HUMAN DEVELOPMENT
HARARE, ZIMBABWE**

OBJECTIVES

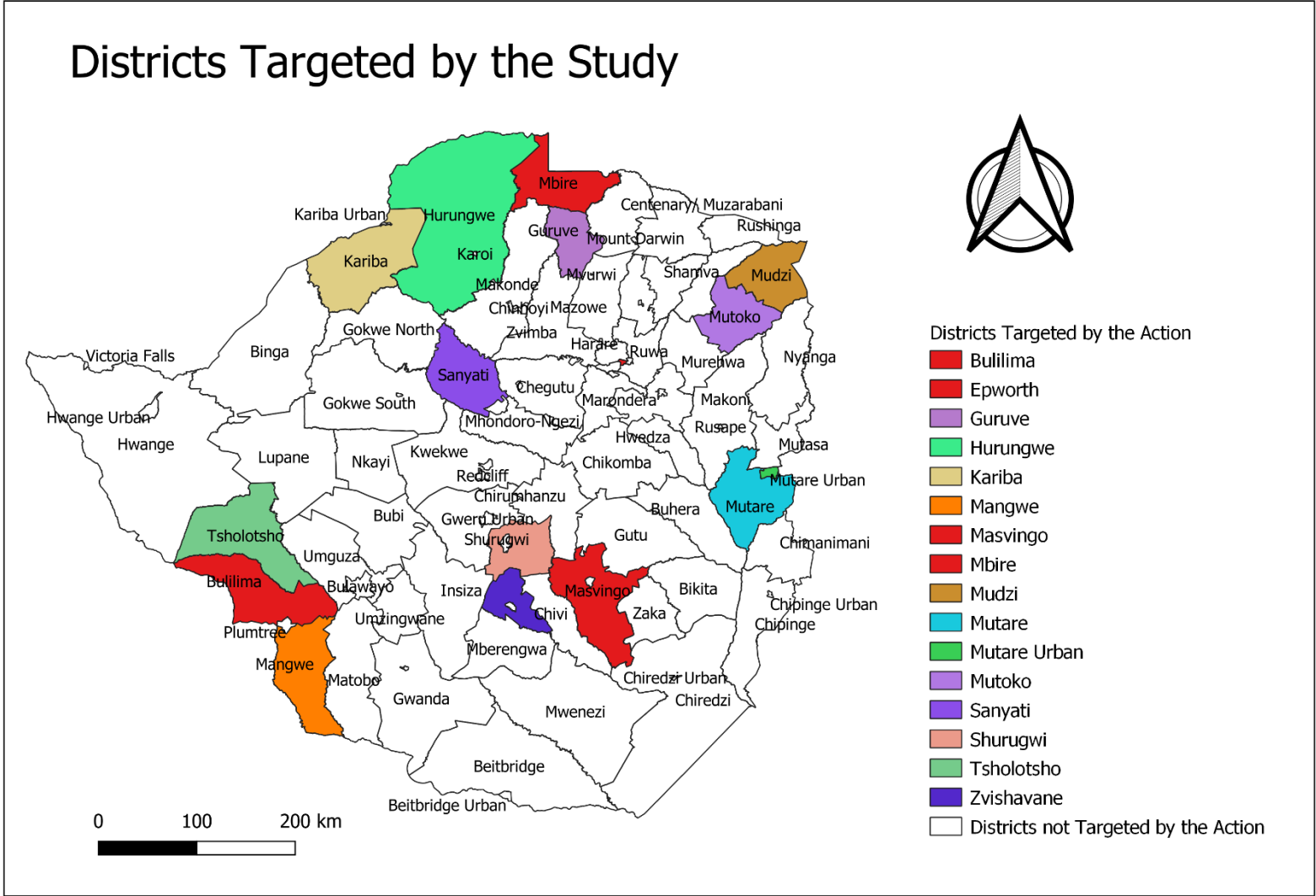
- To strengthen community preparedness planning, mitigation and response in communities affected by COVID-19.
- To develop a step-by-step process for easy facilitation of local level preparedness planning, mitigation and response initiatives for use by communities, CBOs, CSOs, Local Authorities and Government departments.
- To provide tools that can be used in the facilitation process to ensure inclusive participation and gender equality.
- To empower local communities and organizations to be more pro-active in their planning and response to COVID-19.
- To ensure systematic documentation and progressive adaptation of the manual in various contexts of its application in Zimbabwe.

BACKGROUND

- With funding from Konrad-Adenauer-Stiftung (KAS), Civic Forum on Human Development (CFHD) conducted a community based research to identify evidence based practices, innovations and priorities for promoting COVID-19 community based preparedness planning, mitigation and response at community level.
- Within the context of COVID-19, a strategic decision was made to target sixteen community sites where CFHD operations were already in place for easier coordination and logistics.
- CBOs working in these sites therefore became the strategic research partners in this process.

SITES OF THE STUDY

Districts Targeted by the Study



BACKGROUND

- Through the evidence based learning process, eight key Pillars for strengthening promotion of community based preparedness planning, mitigation and response were identified through community evidence learning processes as follows:
 - (i). *Ensuring rapid needs assessment in target communities*
 - (ii). *Engaging in community based preparedness planning and risk awareness*
 - (iii). *Strengthening collaborative linkages, networking, and multiple resource leveraging based on local capacity building needs.*
 - (iv) *Local Culture Appreciation and Behaviour Change Communication*
 - (v) *Supporting Coordinated, Resilient, Innovative Support Projects for stimulating Local Solutions*
 - (vi) *Strengthening Local Advocacy Platforms and Scaling-up Local Community Initiatives*
 - (vii). *Promoting Participatory Monitoring, Learning and Local Adaptation to COVID-19*
 - (viii). *Coordinated Sustainability Planning and Exit*
- This manual is based on the eight key Pillars that guide community based preparedness planning, mitigation and response to COVID-19 in rural, peri-urban and urban areas of Zimbabwe.

NATIONAL PREPAREDNESS AND RESPONSE PLANNING FRAMEWORK

- This manual recognizes existence of the Humanitarian Response Plan that seeks to provide a coordinated framework for responding to humanitarian needs of vulnerable communities at national level.
- The framework provide for partnership and complementary initiatives from other sectors of the economy such as the private sector and civil society organizations.
- It further provides a good platform for strengthening a partnership approach in community preparedness planning, mitigation and response to COVID-19.
- The Government of Zimbabwe, through the Ministry of Health and Child Care also produced **Guidelines for community and household Infection Prevention and Control (IPC)**.
- **The Guidelines for community and household Infection Prevention and Control (IPC)** provide comprehensive steps for the prevention of new infections and continuous transmission of COVID-19.

NATIONAL DISASTER PREPAREDNESS AND RESPONSE PLANNING FRAMEWORK

- This manual is in harmony with national level legislative and planning frameworks especially in relation to civil protection, local government and public health.
- It specifically focuses on empowering communities to better prepare, cope and mitigate impacts of the COVID-19 pandemic at community level.
- The manual can be used in combination with any other relevant manuals developed for strengthening community preparedness planning, mitigation and response.
- Use of complementary manuals other than this has to depend on their accessibility, usefulness and adaptability to existing local situations.
- It is also possible that some of the tools in this manual may have been used in other manuals.
- It is recommended to harmonize the training manual processes where they use different approaches and perspectives to achieve the same objectives or to explain the same concepts.

PRINCIPLES FOR ENSURING EFFECTIVE FACILITATION

- Proven effective training and facilitation skills.
- Good decision making and planning skills.
- Good knowledge of community based preparedness planning and risk reduction process.
- Willingness to learn from local stakeholders, peers and communities living at and with risk.
- Good communication, listening and networking skills.

PRINCIPLES FOR ENSURING EFFECTIVE FACILITATION

- Good knowledge of sustainable community development processes.
- Sensitivity to diverse cultural contexts in different community settings.
- Sound understanding of collaborative planning processes for local risk reduction and sustainable development.
- Practical understanding of participatory monitoring, learning and adaptation processes and approaches.
- Good understanding of Participatory Risk Assessment (PRA) as a tool for facilitating socio-economic developmental change processes at community level.
- Good understanding of local risk reduction, mitigation, response and sustainable development planning for rural, peri-urban and urban contexts.

MITIGATION AND RESPONSE AT COMMUNITY LEVEL

Pillar I	Key Steps
Ensuring Rapid Needs Assessment in Target Communities	<ul style="list-style-type: none">• Co-sensing needs and priorities in the community. Needs can be health, social, economic, emotional, psycho-social, training and capacity development.• Harmonize gender and cultural divergent views using dialogue and consensus building approaches.• Mapping needs and priorities in areas located in a ward and district using participatory approaches such as community based planning which enable participation of a wider range of community groups.

MITIGATION AND RESPONSE AT COMMUNITY LEVEL

Pillar I	Key Steps
Ensuring Rapid Needs Assessment in Target Communities	<ul style="list-style-type: none"><li data-bbox="945 339 2466 629">• Debriefing community leaders, community workers and other local level actors on community preparedness planning and risk awareness as drivers of preparedness planning and risk awareness.<li data-bbox="945 719 2364 933">• Develop an inclusive protocol for Community Based Planning and Response Approaches based on agreed needs, priorities and local knowledge.

MITIGATION AND RESPONSE AT COMMUNITY LEVEL

Pillar II	Key steps
Engaging in community based preparedness planning and risk awareness	<ul style="list-style-type: none">• Getting prepared for a comprehensive response process that is inclusive and participatory in approach.• Developing, planning and preparing guidelines for local preparedness planning, mitigation and response.• Participatory multi-hazard risk mapping beyond the COVID19 pandemic.• Develop a risk awareness strategy as well as a rapid action plan (RAP).• Build confidence, motivation and incorporate inputs on the plan from both local and provincial levels.

MITIGATION AND RESPONSE AT COMMUNITY LEVEL

Pillar III

Strengthening Collaborative Linkages, Networking, Multiple Resource Leveraging based on Local Capacity Building needs

Key steps

- Stakeholder mapping and sensitization.
- Training of trainers (TOT) for Community Preparedness Planning and Response (CPPR).
- Establishing collaborative linkages and relationships.
- Strengthening local institutions and multiple resource leveraging campaigns based on expressed needs.
- Strengthen the local development planning and implementation roles.

MITIGATION AND RESPONSE AT COMMUNITY LEVEL

Pillar III	Key Steps
<p>Strengthening Collaborative Linkages, Networking, Multiple Resource Leveraging based on Local Capacity Building needs</p>	<ul style="list-style-type: none">• Conduct rapid mapping and self capacity assessments.• Establish recognised communication channels with key stakeholders including local CSOs and CBOs.• Develop a coordination system linking different players for a multi-sector response.

MITIGATION AND RESPONSE AT COMMUNITY LEVEL

Pillar IV

Local Culture Appreciation and Behaviour Change Communication

Key Steps

- Facilitate the opening of learning windows with local leaders, custodians of social, cultural norms and practices.
- Develop an inclusive adaptation plan incorporating cultural practices and needs.
- Practice response scenarios with local communities to map out scenario responses.
- Introduce and make use of key culturally sensitive digital platforms.
- Establish and operationalise peer to peer learning platforms and networks.
- Develop culturally sensitive and popular education materials.

MITIGATION AND RESPONSE AT COMMUNITY LEVEL

Pillar V	Key Steps
<p>Supporting Coordinated, Resilient, Innovative Support Projects for stimulating Local Solutions</p>	<ul style="list-style-type: none">• Initiate and facilitate the community resilience visioning and mapping process (looking into the future).• Establish resilience learning and innovation knowledge sharing platforms.• Develop medium to long term risk mitigation and resilience building initiatives.• Invest in local solutions within reach of the diverse range of communities through supporting local champions who demonstrate effectiveness of local solutions to COVID-19 challenges.• Learn, document and share good practices.

MITIGATION AND RESPONSE AT COMMUNITY LEVEL

Pillar VI	Key Steps
Strengthening Local Advocacy Platforms and Scaling-up Local Community Initiatives	<ul style="list-style-type: none">• Conduct local advocacy capacity assessments.• Facilitate advocacy capacity building and learning at local level.• Develop a local advocacy and communication plan.• Participatorily develop an Advocacy Index For measuring effectiveness and impact of COVID-19.• Mainstreaming Gender Based Violence advocacy planning and interventions.

CORE PILLARS FOR COMMUNITY BASED PREPAREDNESS PLANNING, MITIGATION AND RESPONSE AT COMMUNITY LEVEL

Pillar VII	Key Steps
Promoting Participatory Monitoring, Learning and Local Adaptation to COVID-19.	<ul style="list-style-type: none"><li data-bbox="996 435 2382 571">• Develop a dynamic and gender sensitive performance monitoring plan for tracking progress.<li data-bbox="996 606 2466 742">• Promote action learning approaches from the community level to the provincial level.<li data-bbox="996 778 2423 1006">• Provide continuous training, coaching and mentoring on Community Based Monitoring (CBM) and learning processes to the local communities.<li data-bbox="996 1042 2440 1178">• Facilitate Evidence Based learning and documentation of local processes.<li data-bbox="996 1213 2270 1349">• Convene and facilitate local exchange learning for continuous adaptation of the process.

CORE PILLARS FOR COMMUNITY BASED PREPAREDNESS PLANNING, MITIGATION AND RESPONSE AT COMMUNITY LEVEL

Pillar VIII	Key Steps
Coordinated Sustainability Planning and Exit	<ul style="list-style-type: none">• Initiate dialogue for sustainability of diverse COVID-19 responses and initiatives at all levels.
	<ul style="list-style-type: none">• Convene a sustainability planning workshop with key players, stakeholders, local CBO, CSOs, local authorities and central government departments.
	<ul style="list-style-type: none">• Participatorily mainstream sustainability planning with all development actors.
	<ul style="list-style-type: none">• Facilitate development of local Sustainability Action Plans (SAPs).

WHY FOCUS ON THE 8 PILLARS *FOR* COMMUNITY BASED PREPAREDNESS PLANNING, MITIGATION AND RESPONSE AT LOCAL COMMUNITY LEVEL?

Pillar	Rationale
Pillar 1: Rapid Needs Assessment	<ul style="list-style-type: none">• To obtain a holistic appreciation, understanding and analysis of the needs and priorities of communities at risk.• To harvest the knowledge and insights of the given community and local stakeholders so as to plan and respond more pragmatically to the impacts of the pandemic.
Pillar 2: Community Preparedness Planning and Risk Awareness	<ul style="list-style-type: none">• To develop effective mechanisms for engagement with affected and targeted communities.• To ensure effective preparedness, mitigation, response planning and risk awareness based on participatory risk assessments.• To build confidence and full support for at risk communities and other local stakeholders.
Pillar 3: Collaborative Linkages, Networking, Multiple Resource Leveraging based on Local Capacity Building needs.	<ul style="list-style-type: none">• To ensure inclusive and participatory stakeholder mapping, engagement and capacity building from local to national levels of society.• To ensure key decision and policy makers are fully engaged and are supportive of the CBPPR processes.

WHY FOCUS ON THE 8 PILLARS *FOR* COMMUNITY BASED PREPAREDNESS PLANNING, MITIGATION AND RESPONSE AT LOCAL COMMUNITY LEVEL?

Pillar	Rationale
Pillar 4: Local Culture Appreciation and Behaviour Change Communication	<ul style="list-style-type: none">• To ensure a do no harm approach and a culturally sensitive conducive learning environment is created without undermining values, beliefs and practices of target groups and communities.• To develop mechanisms for social accountability in all processes so as to transform behaviours and attitudes of process drivers and facilitators.• To ensure observance of ethical considerations and mainstreaming the same understanding at all levels.

WHY FOCUS ON THE 8 PILLARS *FOR* COMMUNITY BASED PREPAREDNESS PLANNING, MITIGATION AND RESPONSE AT LOCAL COMMUNITY LEVEL?

Pillar	Rationale
Pillar 5: Supporting Coordinated, Resilient, Innovative Support Projects for stimulating Local Solutions	<ul style="list-style-type: none">• To promote effective coordination planning and innovative response interventions based on solutions adapted to local realities.
Pillar 6: Strengthening Local Advocacy Platforms and Scaling-up Local Community Initiatives	<ul style="list-style-type: none">• To ensure effectively coordinated local advocacy initiatives for local communities inclusive of other key vulnerable groups.

WHY FOCUS ON THE 8 PILLARS *FOR* COMMUNITY BASED PREPAREDNESS PLANNING, MITIGATION AND RESPONSE AT LOCAL COMMUNITY LEVEL?

Pillar	Rationale and Relevance
Pillar 7: Promoting Participatory Monitoring, Learning and Local Adaptation to COVID-19	<ul style="list-style-type: none">• Develop a strong culture for performance monitoring and evidence based learning at all levels.
Pillar 8: Coordinated Sustainability Planning and Exit.	<ul style="list-style-type: none">• Develop a culture of sustainability for success of Response Action Plans (RAR) and strengthen multi-sector advocacy and capacity building interventions.

STEP-BY-STEP GUIDE FOR EACH PILLAR

Pillar	Brief Description of key Activities	Processes and Tools for the Facilitator
<p style="text-align: center;">Pillar I: Rapid Needs Assessment in Target Communities</p>		
Step 1	<ul style="list-style-type: none">• Co-sensing needs and priorities in the community. Needs can be health, social, economic, emotional, psycho-social, training and capacity development.	<ul style="list-style-type: none">• Rapid needs assessment tools with multi sector groups.
Step 2	<ul style="list-style-type: none">• Harmonize gender and cultural divergent views using dialogue and consensus building approaches.	<ul style="list-style-type: none">• Social dialogue platforms based on the socio-economic groups in the community including women groups, youth clubs and the elderly.

STEP-BY-STEP GUIDE FOR EACH PILLAR

Pillar	Brief Description of key Activities	Processes and Tools for the Facilitator
<p style="text-align: center;">Pillar 1: Rapid Needs Assessment in Target Communities</p>		
Step 3	<ul style="list-style-type: none">• Mapping needs and priorities in areas located in the ward and district using participatory approaches e.g. PRA	<ul style="list-style-type: none">• A social map that empowers community households and socio-economic groups to actively identify and explain key risk trends in the community.
Step 4	<ul style="list-style-type: none">• Debriefing local leaders, community workers and other local level actors on community preparedness planning and risk awareness as drivers of preparedness planning and risk awareness.	<ul style="list-style-type: none">• Briefing meetings with local leaders and communities on the CBPPR process, expected results and outcomes.

STEP-BY-STEP GUIDE FOR EACH PILLAR

Pillar	Brief Description of key Activities	Processes and Tools for the Facilitator
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Pillar I

Rapid Needs Assessment in Target Communities

Step 5

- Develop an inclusive protocol for Community Based Planning and Response Approaches based on agreed needs, priorities and local knowledge.
- The CBP toolkit which involve all socio-economic groups in planning and prioritisation of needs.
• CBP is a well established methodology for people centred planning and is currently being scaled up for wider uptake by CFHD, local communities and Association of Rural District Councils (ARDC).

STEP-BY-STEP GUIDE FOR EACH PILLAR

Pillar	Brief Description of key Activities	Processes and Tools for the Facilitator
<p style="text-align: center;">Pillar II Engaging in community based preparedness planning and risk awareness</p>		
Step 1	Getting prepared for a comprehensive response process ensure that is inclusive and participatory in approach.	<ul style="list-style-type: none">• Risk awareness plan to reach out to all parts of the targeted area. Make sure the plan is inclusive of all groups and set up an implementation team to work with facilitation team.
Step 2	Participatory multi-hazard risk mapping beyond the COVID19 pandemic.	<ul style="list-style-type: none">• Develop simple community participation guidelines to help in the development of appropriate technical Support in conformity with COVID-19 protocols

STEP-BY-STEP GUIDE FOR EACH PILLAR

Pillar	Brief Description of key Activities	Processes and Tools for the Facilitator
<p style="text-align: center;">Pillar II Community Preparedness Planning and Risk Awareness</p>		
Step 3	<ul style="list-style-type: none">• Participatory risk mapping beyond current pandemic	<ul style="list-style-type: none">• Develop a risk mapping matrix to capture information on all possible risks and the context of the COVID-19 spread at community level
Step 4	<ul style="list-style-type: none">• Develop a risk awareness strategy as well as a Rapid Action Plan (RAP).	<ul style="list-style-type: none">• A RAP is a plan for undertaking risk assessment
Step 5	<ul style="list-style-type: none">• Build confidence, motivation and incorporate inputs to the plan, from both provincial to local community levels.	<ul style="list-style-type: none">• Publicize the risk awareness strategy from provincial to local levels for any final inputs.• Simplify the outcomes and results so that they are achievable and make everyone play their role throughout the planning and implementation processes.

STEP-BY-STEP GUIDE FOR EACH PILLAR

Pillar	Brief Description of key Activities	Processes and Tools for the Facilitator
<p style="text-align: center;">Pillar III</p> <p style="text-align: center;">Strengthening collaborative linkages, networking, and multiple resource leveraging based on local capacity building needs</p>		
Step 1	<ul style="list-style-type: none">Stakeholder mapping and sensitization	<ul style="list-style-type: none">Develop a stakeholder mapping matrix and assess capacities, roles, synergies and collaborative opportunities.Develop stakeholder sensitization Training of Trainers strategy for each stakeholder category.
Step 2	<ul style="list-style-type: none">Training of trainers (TOT) for Community Preparedness Planning and Response (CPPR).	<ul style="list-style-type: none">Develop a clear criteria for selecting TOTs ensuring multi sectorial representation.Develop and implement the TOT Training schedule based on agreed selection criteria and if stakes are high, advertise for TOTs recruitment.Follow up on trained TOTs for M&E of progress and for further support if there is need.

STEP-BY-STEP GUIDE FOR EACH PILLAR

Pillar	Brief Description of key Activities	Processes and Tools for the Facilitator
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Pillar III

Strengthening collaborative linkages, networking, and multiple resource leveraging based local capacity building needs

Step 3	<ul style="list-style-type: none">• Establish collaborative linkages and relationships	<ul style="list-style-type: none">• Map out the linkages and synergies that exist among the stakeholders identified through the stakeholder mapping process and define their roles in community based participatory risk preparedness planning, mitigation and response.
Step 4	<ul style="list-style-type: none">• Strengthen local institutions and multiple resource leveraging campaigns based on local needs and priorities.	<ul style="list-style-type: none">• With the help of local leaders and communities, map the local institutions and their roles using the stakeholder analysis map.• Train local institutions and local community leaders on community based resource leveraging and management.

STEP-BY-STEP GUIDE FOR EACH PILLAR

Pillar	Brief Description of key Activities	Processes and Tools for the Facilitator
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Pillar III

Strengthening collaborative linkages, networking, and multiple resource leveraging based on local capacity building needs

Step 5

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| <ul style="list-style-type: none">• Conduct rapid mapping and self capacity assessments.• Establish recognised communication channels with key stakeholders including local CSOs and CBOs.• Develop a coordination system linking different players for a multi-sector response. | <ul style="list-style-type: none">• Identify and engage targeted communities to participate in community based planning.• Establish priorities for a multi-sector response Action Plan.• Develop culturally sensitive materials for popular education at community level. |
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STEP-BY-STEP GUIDE FOR EACH PILLAR

Pillar	Brief Description of key Activities	Processes and Tools for the Facilitator
<p style="text-align: center;">Pillar IV Local Culture Appreciation and Behaviour Change Communication</p>		
Step 1	<ul style="list-style-type: none">Facilitate the opening of learning windows with local leaders, custodians of social, cultural norms and practices.	<ul style="list-style-type: none">Establish local learning platforms in consultation with local leaders, government and community membersAgree on priority learning themes at the onset of the program constantly emphasize importance in all processes.
Step 2	<ul style="list-style-type: none">Develop an inclusive adaptation plan incorporating cultural practices and needs.	<ul style="list-style-type: none">Map local cultural practices and needs for integration in the community action plans.

STEP-BY-STEP GUIDE FOR EACH PILLAR

Pillar	Brief Description of key Activities	Processes and Tools for the Facilitator
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Pillar IV

Local Culture Appreciation and Behaviour Change Communication

Step 3	<ul style="list-style-type: none">Practice response scenarios with local communities to map out scenarios responses	<ul style="list-style-type: none">Perform role plays and drummers with CBOs and communities on various possible Response scenarios.
Step 4	<ul style="list-style-type: none">Develop culturally sensitive materials and popular education behaviours.	Document videos and broadcast For popular education support to communities.

STEP-BY-STEP GUIDE FOR EACH PILLAR

Pillar	Brief Description of key Activities	Processes and Tools for the Facilitator
<p style="text-align: center;">Pillar IV Local Culture Appreciation and Behavior Change Communication</p>		
Step 5	<ul style="list-style-type: none">• Introduce and make use of culturally sensitive digital platforms.	<ul style="list-style-type: none">• Facilitate mapping of local culturally sensitive digital learning platform.• Develop digital learning material for wider dissemination and use.
Step 6	<ul style="list-style-type: none">• Establish and operationalise peer to peer learning platforms and networks.	<ul style="list-style-type: none">• Promote peer to peer learning on the domain themes on community preparedness planning and response.• Facilitate peer exchange and learning visits for the strengthening of skills for effective facilitation and learning.

STEP-BY-STEP GUIDE FOR EACH PILLAR

Pillar	Brief Description of key Activities	Processes and Tools for the Facilitator
<p style="text-align: center;">Pillar IV Local Culture Appreciation and Behavior Change Communication</p>		
Step 7	Develop culturally sensitive and popular education materials.	Culturally sensitive and popular education materials to be developed in a participatory manner.

STEP-BY-STEP GUIDE FOR EACH PILLAR

Pillar	Brief Description of key Activities	Processes and Tools for the Facilitator
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Pillar V

Supporting Coordinated, Resilient, Innovative Support Projects and Local Solutions

Step 1	<ul style="list-style-type: none">• Initiate and facilitate the community resilience visioning and mapping process (looking into the future).	<ul style="list-style-type: none">• Develop a community resilience/visioning future search tool and or process.• Conduct resilience Visions workshops at district and ward level.
Step 2	<ul style="list-style-type: none">• Establish resilience learning and innovation knowledge sharing platforms.	<ul style="list-style-type: none">• Map out resilience learning hubs in the community.• Create key shared platforms for promoting local innovative solutions to impacts of COVID-19 in communities.• Document and share existing community preparedness and response plans.

STEP-BY-STEP GUIDE FOR EACH PILLAR

Pillar	Brief Description of key Activities	Processes and Tools for the Facilitator
<p style="text-align: center;">Pillar V Supporting Coordinated, Resilient, Innovative Support Projects and Local Solutions</p>		
Step 3	<ul style="list-style-type: none">• Developing medium to long term risk mitigation and resilience building initiatives.	<ul style="list-style-type: none">• Develop medium to long term mitigation plans and the members network
Step 4	<ul style="list-style-type: none">• Investing in local solutions within reach of the diverse range of communities.	<ul style="list-style-type: none">• Finding creative way of supporting emerging local institutions and solutions.
Step 5	<ul style="list-style-type: none">• Learn, document and share good practices.	<ul style="list-style-type: none">• Facilitate systematic documentation and sharing of good practices and stories of change.

STEP-BY-STEP GUIDE FOR EACH PILLAR

Pillar	Brief Description of key Activities	Processes and Tools for the Facilitator
<p style="text-align: center;">Pillar VI Strengthening Local Advocacy Platforms and Scaling-up Local Community Initiatives</p>		
Step 1	<ul style="list-style-type: none">• Conduct a local advocacy capacity assessment.	<ul style="list-style-type: none">• Develop a local advocacy capacity assessment toolkit.• Cataloguing of local advocacy issues.
Step 2	<ul style="list-style-type: none">• Facilitate advocacy capacity building and learning at local level.	<ul style="list-style-type: none">• Map groups in local advocacy initiatives.• Develop a capacity building plan for progressive implementation and monitoring.

STEP-BY-STEP GUIDE FOR EACH PILLAR

Pillar	Brief Description of key Activities	Processes and Tools for the Facilitator
<p>Pillar VI: Strengthening Local Advocacy Platforms and Scaling-up Local Community Initiatives</p>		
Step 3	<ul style="list-style-type: none"> Develop a local advocacy and communication plan. 	<ul style="list-style-type: none"> Use a participatory approach to develop an inclusive and transparent local advocacy and communication plan.
Step 4	<ul style="list-style-type: none"> Participatorily develop an Advocacy Index for measuring effectiveness and impact of COVID-19. 	<ul style="list-style-type: none"> Use a share card approach to develop a simple advocacy index. Local advocacy simulation workshops and capacity assessment.
Step 5	<ul style="list-style-type: none"> Conduct Community Gender Based Violence advocacy planning and interventions. 	<ul style="list-style-type: none"> Develop Catalogue of advocacy issues in the In the target communities. Develop CGBV advocacy and monitoring plan with local stakeholders.

STEP-BY-STEP GUIDE FOR EACH PILLAR

Pillar	Brief Description of key Activities	Processes and Tools for the Facilitator
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Part VII

Promoting Participatory Monitoring, Learning and Local Adaptation to COVID-19

Step 1	Develop a dynamic gender sensitive performance monitoring plan for tracking progress.	<ul style="list-style-type: none">• Develop a two page handout for gender sensitive performance monitoring planning.• Develop a gender targeted beneficiary tracking system.
Step 2	Promote action learning approaches from the community level to the provincial level.	<ul style="list-style-type: none">• Develop a two page handout on the action learning cycle emphasizing regular reviews, periodic reflection and the learning process for effective feedback and support from community level to the provincial level.

STEP-BY-STEP GUIDE FOR EACH PILLAR

Pillar	Brief Description of key Activities	Processes and Tools for the Facilitator
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Pillar VII:

Promoting Participatory Monitoring, Learning and Local Adaptation to COVID-19

Step 3	Provide continuous training, coaching and mentoring on CBM and learning processes to the local communities.	<ul style="list-style-type: none">• Develop a training, coaching and monitoring plan based on emerging priorities and support needs.
Step 4	Facilitate Evidence Based learning and documentation of local processes.	<ul style="list-style-type: none">• Develop evidence based learning and documentation logs for use by field facilitators.
Step 5	Convene and facilitate local exchange learning for continuous adaptation of the process.	<ul style="list-style-type: none">• Develop and exchange learning tools with self reflections within a double and triple feedback loop system.

STEP-BY-STEP GUIDE FOR EACH PILLAR

Pillar	Brief Description of key Activities	Processes and Tools for the Facilitator
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Pillar VIII

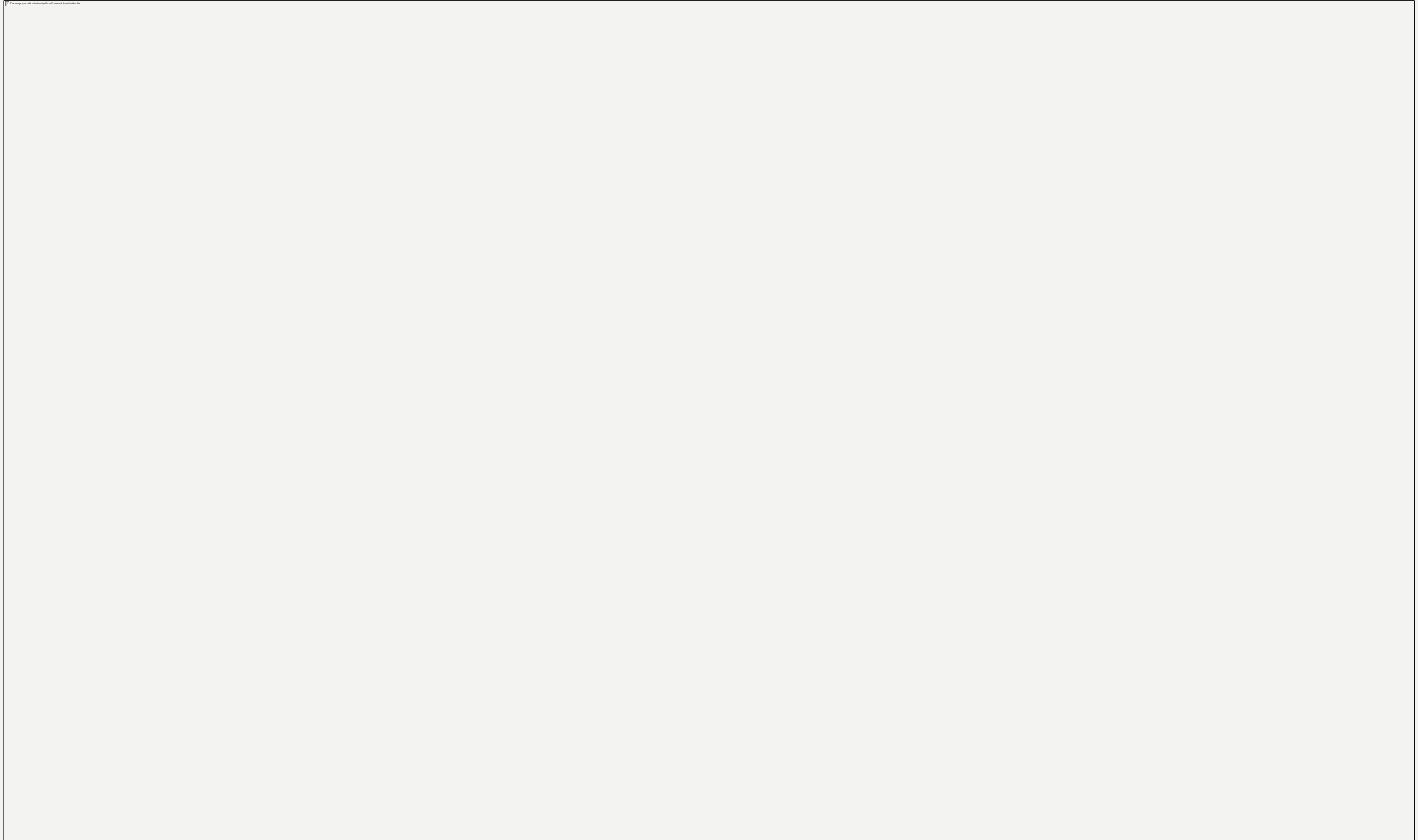
Coordinated Sustainability Planning and Exit

Step 1	<ul style="list-style-type: none">Initiate dialogue for sustainability and diverse COVID-19 responses initiatives at all levels.	<ul style="list-style-type: none">Facilitate Multi Stakeholder Dialogue Platforms (SDP) on sustainable mapping and action plans.
Step 2	Convene a sustainability planning workshop with key players, stakeholders, CBOs, local CSOs, local authorities and central government departments.	<ul style="list-style-type: none">Multi stakeholder Action plans.

STEP-BY-STEP GUIDE FOR EACH PILLAR

Pillar	Brief Description of key Activities	Processes and Tools for the Facilitator
<p style="text-align: center;">Pillar VIII: Coordinated Sustainability Planning and Exit</p>		
Step3	<ul style="list-style-type: none">• Participatorily mainstream sustainability planning with all development actors.	<ul style="list-style-type: none">• Sustainability awareness and planning on strategic measures and sustainability.
Step 4	<ul style="list-style-type: none">• Facilitate development of the local Sustainability Action Plans (SAPs).	<ul style="list-style-type: none">• Popularizing Sustainability Action Plans SAPS as a way of risk-proofing for the future.

TOOLS: PRA



ANNEXES

ANNEX I

Rapid Need Analysis Template

ANNEXES

ANNEX 2

Risk Planning and Prioritization Template

ANNEXES

ANNEX 3

Stakeholder Collaboration Matrix and Support Plan Template

ANNEXES

ANNEX 4

Local Culture Appreciation and Behaviour Change Template

ANNEXES

ANNEX 5

Participatory Monitoring, Evaluation and Local Adaptation Process Chart

ANNEXES

ANNEX 6

Community Initiatives Profiling and Prioritization Template

ANNEXES

ANNEX 7

Local Advocacy Planning Tool

ANNEXES

ANNEX 8

Sustainability Planning and Exit Template

ANNEXES

ANNEX 9: Learning Logs Template

ANNEXES

ANNEX 10: Participants Records Template

ANNEXES

ANNEX II:

Community Stories of Change Template

ANNEXES

ANNEX 12:

Community Resources Mapping Template