

## Documenting Community Engagement Projects and Activities

Complete the below table for as far along as the project is (i.e. planning, in progress, complete). Responses do not need to address every prompt and can be captured as narrative or bullet points.

Country or Community: \_\_\_\_\_

Date: \_\_\_\_\_

Background information	Details
<p><b>Contact</b> Indicate the main focal point responsible for this project.</p> <ul style="list-style-type: none"> <li>• Include name and email</li> </ul>	
<p><b>Project Overview</b> Briefly describe (200 words) an overview of the community engagement project. <i>Note: A more detailed breakdown of the project follows in the next section</i></p>	
<p><b>Basic Timeline</b> Provide a broad outline of the timeline for this project.</p>	
<p><b>Project topic</b> Indicate the health issue(s) the project is addressing.</p>	
<p><b>Communities</b> Indicate the community or communities being reached and/or engaged in this project.</p> <ul style="list-style-type: none"> <li>• Describe in terms of population (e.g. elderly, migrants), setting and size (e.g. number of villages in which district or province).</li> <li>• Indicate and describe if the communities face vulnerabilities, marginalization or are hard to reach.</li> </ul>	
<p><b>Project Status</b> Indicate the status of the project.</p>	<input type="checkbox"/> Planning <input type="checkbox"/> In Progress <input type="checkbox"/> Complete
<p><b>Outcome &amp; Impact</b> If the project is complete, briefly describe what was achieved.</p>	
<p><b>Lessons Learned</b> Briefly describe key learning from this community engagement project.</p> <ul style="list-style-type: none"> <li>• Consider challenges or facilitators that will inform future work or may be helpful for other contexts or countries.</li> </ul>	
Community engagement details	Details
<p><b>Engagement</b> Briefly describe how the project involves working together with communities and other stakeholders.</p> <ul style="list-style-type: none"> <li>• Who is involved? (e.g. communities, government, ministries, partners)</li> <li>• What are the different stakeholders' roles? (e.g. financial support, technical support, implementing, consulting)</li> <li>• How are stakeholders working together?</li> </ul>	

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<ul style="list-style-type: none"> <li>• What is the shared purpose or goal in working together?</li> </ul>	
<p><b>Assessment</b> Briefly describe how needs and assets are being assessed.</p> <ul style="list-style-type: none"> <li>• Who is involved in the assessment?</li> <li>• How is the assessment being done? (e.g. sources of information and/or evidence; processes for gathering, reviewing and/or analyzing)</li> <li>• What is being learned through the assessment?</li> </ul>	
<p><b>Planning</b> Briefly describe how the project is being planned.</p> <ul style="list-style-type: none"> <li>• Who is involved in the planning?</li> <li>• How is planning being done? (e.g. top down; collaboratively)</li> <li>• What is being planned?</li> </ul>	
<p><b>Action</b> Briefly describe how the project is being implemented.</p> <ul style="list-style-type: none"> <li>• Who is involved in the implementation?</li> <li>• How is it being done?</li> <li>• What is being done? Where is it being done? (e.g. describe the location or platform)</li> </ul>	
<p><b>Monitoring &amp; Evaluation</b> Briefly describe how the project is being monitored and evaluated.</p> <ul style="list-style-type: none"> <li>• Who is involved in M&amp;E?</li> <li>• How is M&amp;E being done? (e.g. describe methods, processes and/or feedback loops)</li> <li>• What is being monitored and evaluated? Is this informed by a framework, checklist, and/or indicators?</li> </ul>	
<p><b>Communication</b> Briefly describe how the project is being documented and shared.</p> <ul style="list-style-type: none"> <li>• Who is documenting this work? Who is this work being shared with?</li> <li>• How is this work being shared?</li> <li>• What is being shared?</li> </ul>	