



## AUSTRALIAN AID: FRIENDSHIP GRANTS MONITORING AND EVALUATION – DATA COLLECTION

This document provides guidance on how to collect information for your reporting to DFAT on the impact your Activity has had in the in-country community.

### Purpose

It is important to provide data that records how many men, women, children and people with a disability were able to participate in, or benefit from, the Activity.

This information will help in assessing the effects of your development work and whether it is inclusive of everyone in the community. It could also inform how you might tweak and improve your Activity to achieve better results.

Community members can also provide feedback on how they feel your Activity has supported them and any concerns or challenges of which they feel you and/or DFAT should be aware.

### Guidance

#### What do we mean by ACO participants and beneficiaries?

‘Participants’ are those from the ACO who are involved in implementing your Activity, either in a paid or volunteer capacity. This includes ACO members who helped in Australia as well as those who travelled to the country to help plan, implement and monitor the Activity.

‘Beneficiaries’ are members of the in-country community whom the Activity has helped directly.

#### Direct community feedback


DFAT understands that your organisation will summarise feedback received from the community. However, when summarising this feedback, please ensure you include quotes that display the opinions which community members have expressed. Good monitoring and evaluation should provide a balanced assessment of how an Activity has been received so DFAT is interested in hearing both the positive and negatives from community members.

#### Collecting disability and gender disaggregated data

You must record the gender, age group and disability status of your Activity’s participants and beneficiaries.

When analysing disability, it may be helpful to use the *Washington Group on Disability Statistics questions on functioning* to identify those at greater risk than the general population of experiencing limited or restricted participation in society. The questions cover six functional domains or basic actions: seeing, hearing, walking, cognition, self-care, and communication. Four response categories rate the severity of the difficulty experienced. For further information, see [Washington Group Question Specifications](#).





You may use the following *Washington Group* text to identify Activity participants and beneficiaries with a disability:

These questions ask about difficulties you may experience while performing certain activities because of a health problem.

1. Do you have difficulty seeing, even if wearing glasses?
2. Do you have difficulty hearing, even if using a hearing aid?
3. Do you have difficulty walking or climbing steps?
4. Do you have difficulty remembering or concentrating?
5. Do you have difficulty with self-care (such as washing all over or dressing)?
6. Using your usual language, do you have difficulty communicating (for example understanding or being understood by others)?

The following questions and tables will help you gather data and conduct interviews. This information will be required as part of your Final Report, so it is recommended you use these questions and tables.

## Data reporting: Who took part in, and benefited from, the Activity?

### 1. Breakdown of ACO participants in the Activity

- a. How many ACO members were involved in implementing your Activity, either in a paid or volunteer capacity?

<i>Type of Participant</i>	<i>Number</i>	<i>Type of Participant</i>	<i>Number</i>	<b>Total (Number)</b>
Identify as men		Identify as women		
<i>Total number of ACO members involved in implementing the Activity</i>				

- b. How did they participate in the design and/or implementation of the Activity? (200 words)

### 2. Breakdown of beneficiaries of the Activity

- a. How many in-country community members benefited from the implementation of the Activity funded by DFAT?

<i>Type of beneficiary</i>	<i>Number</i>	<i>Type of beneficiary</i>	<i>Number</i>	<i>Type of beneficiary</i>	<i>Number</i>	<i>Type of beneficiary</i>	<i>Number</i>	<b>Total (Number)</b>
Identify as men		Identify as women		Identify as boys		Identify as girls		
Identify as men with a disability		Identify as women with a disability		Identify as boys with a disability		Identify as girls with a disability		
<i>Total number of community members benefiting from the implementation of the Activity</i>								

- b. How did they benefit from the Activity? (200 words)



## Interviewing community members – achievements and challenges of the Activity

Make sure you speak to a variety of community members, rather than only community leaders or mostly men. It is always helpful to hear from women and girls, young and older people as well as people with a disability because people experience development activities in their community differently.

Ensure you include at least one direct quote from three interviewees.

You should ask the following questions, or ensure that your interview broadly covers answers to these questions.

DFAT acknowledges that some organisations may have concerns of sensitivities around providing personal names of community members. Should you have any concerns, provide a different name and ensure the information supplied does not identify the individual.

Questions to ask community members:

- 1. How do you think the Activity implemented over the last year will have the most impact on your life or community?**

Community member 1 [insert first name only, sex, and position in community if applicable] (150 words)

Community member 2 [insert first name only, sex, and position in community if applicable] (150 words)

Community member 3 [insert first name only, sex, and position in community if applicable] (150 words)

- 2. What were the challenges you saw in this Activity? Were they all overcome?**

Community member 1 [insert first name only, sex, and position in community if applicable] (150 words)

Community member 2 [insert first name only, sex, and position in community if applicable] (150 words)

Community member 3 [insert first name only, sex, and position in community if applicable] (150 words)



**3. What are the next steps you and the community would like to take?**

Community member 1 [insert first name only, sex, and position in community if applicable] (150 words)

Community member 2 [insert first name only, sex, and position in community if applicable] (150 words)

Community member 3 [insert first name only, sex, and position in community if applicable] (150 words)

