Phase 2

Tool 7: Process Documentation

Instructions for the FF: After the community event has taken place, the FF will fill up this tool. It is essential for the FF to first read the tool completely and answer questions 1 through 5.1 ("number of people who supported the event"). The FF should ask the remaining questions (6.1 to 16.2) from the girl and fill up this tool based on the girls' answers.

Cluster No.		Date of Public Activity	
		Topic of the public activity	
Union Name		**Type of Activity** *(Please √ mark)*	
		Girl-Led Movement Activity	Social Norms
Village Name		**Date of documentation submission**	
		Name of the Field Facilitator	

Q#	Question	Record answer here	
1	**Who was the initiator of the activity?** *(Please √ mark)*	Adolescent Girl(s)	FF
1.1	**Please mention the name of one or more girls who was the initiator of the activity.**		
2	**How was this topic of the activity chosen?**		

3	How was the implementation plan developed?			
4	Who was involved in doing the implementation? *(Please √ mark)*	Adolescent Girl(s)	FF	Any other (specify)
4.1	If any one or more people helped significantly in developing the implementation plan, please provide their name.			
5	Who provided the support needed to plan and implement this public activity? *(Please √ mark all the people who supported you)*			
		Adolescent Boys		
		Mothers		
		Fathers		
		Religious leaders		
		UP/Influential People		
		Any other, please specify here:		

Please provide answers to all the questions for the support of all of these:

5.1	Community Members	Number of people who supported the event	Number of those supporting who are from the TP groups	Number of those supporting who are from the activist groups
	Adolescent Boys			
	Mothers			
	Fathers			
	Religious Leaders			N/A
	UP/Influential People			N/A
	Any other			

Boys' Support: If boys provided the support in planning and/or implementing the activity, please answer the following questions:

6.1	What kinds of support did the event receive from the boys? *(Please √ mark all that apply)*	
		Financial support
		Encouragement
		Idea suggestions
		Any other support (please specify below)
6.2	Please explain the types of support that were selected in question 6.1	
6.3	Why did they support this event?	

Mothers' Support: If mothers supported the planning and/or implementation of the activity, please answer the following questions:

7.1	What kinds of support did the event receive from the mothers? *(Please √ mark all that apply)*	
		Financial support
		Encouragement
		Idea suggestions
		Any other support (please specify below)
7.2	Please explain the types of support that were selected in question 7.1	
7.3	Why did they support this event?	

Fathers' Support: If fathers supported the planning and/or implementation of the activity, please answer the following questions

8.1	What kinds of support did the event receive from the fathers? *(Please √ mark all that apply)*	
		Financial support
		Encouragement
		Idea suggestions
		Any other support (please specify below)
8.2	**Please explain the types of support that were selected in question 8.1**	
8.3	**Why did they support this event?**	

Religious Leaders' Support

9.1	Did anyone mention the event to religious leaders? *(Please √ mark), If yes, please answer the following question:*	Yes	No
9.2	Who took the initiative to discuss the upcoming event with religious leaders? *(Name)*		
9.3	What was their response?		
9.4	Did they get the kind of support they were looking for?	Yes	No

9.5	**What kinds of support did the event receive from the religious leaders?**		
	(Please √ mark all that apply)		
		Financial support	
		Encouragement	
		Idea suggestions	
		Any other support (please specify below)	
9.6	**Please explain the types of support that were selected in question 9.5**		
9.7	**Why did they support this event?**		

UP / Influential People's Support

10.1	**Did anyone mention the event to the UP/influential people?**	Yes	No
	(Please √ mark), if yes, please answer the following question:		
10.2	**Who took the initiative to discuss the upcoming event with UP/influential people?** *(Name)*		
10.3	**What was their response?**		
10.4	**Did they get the kind of support they were looking for?**	Yes	No
10.5	**What kinds of support did the event receive from the UP/influential people?**		
	(Please √ mark all that apply)		
		Financial support	
		Encouragement	
		Idea suggestions	
		Any other support (please specify below)	

10.6	**Please explain the types of support that were selected in question 10.5**
10.7	**Why did they support this event?**

Please provide answers to the following questions:

11	**Did the girls consider or anticipate any threats or challenges?** *(Please √ mark)*	Yes	No
11.1	**If yes, what kind of threats and challenges?**		
12	**How were the threats or challenges resolved?**		
12.1	**Who went to resolve that challenge and to discuss with those particular people?**		
13	**Which social norm does the public event challenge or which or girls' rights issues does the event address?**		

13.1	**How difficult is this issue to address publicly on a scale of 1 to 10?)** *(Please circle below)*
	1 2 3 4 5 6 7 8 9 10

14	**Which "supporter" played the most vital role to the event?** *(Please circle below)*

Mother	Father	Boy	Religious leader	UP / Influential Person	Any other, please specify here:

15	**Which "opposer" gave the most opposition to the event?** *(Please circle below)*							
	Mother	Father	Boy	Religious leader	UP / Influential Person	Any other, please specify here:		
16	**Was there any backbiting, gossip, or any other negative comments made towards the girls before, during or after this event?** *(Please √ mark)*						Yes	No
16.1	**If yes, how did the girls react to this?**							
16.2	**If yes, how did it affect the motivation of the girls to do the event?**							

Guidance Note

FF will fill this form after every event in the community, whether it is a social norms activity or a girl-led activism activity. However, the FF needs to talk to the girls directly to get all the information for filling out this form. The FF might consider using this Documentation Tool when facilitating a reflection session on how the Girls' Group organized the event. The FF can consider asking the Girl's Group President to put her signature to show that this was the full process of event organization.