

Phase 2

Tool 10: Facilitators' Observation Guide

Facilitator's Name: _____

Co-facilitator's Name (If present): _____

Observer's Name: _____

Name of the VDC: _____

Name of the Ward Segment: _____

Name of the District: Kapilvastu/Rupandehi

Type of Village (Please ✓ Mark):	Light	Intensive
----------------------------------	-------	-----------

Group: Girls Boys Mothers Fathers

Topic of Session: _____

Date: _____

Time Allotted: _____

Actual Time: _____

OBSERVATIONS

	Question	Yes	No	Comments
1.	Did the facilitator welcome the participants?			
2.	Did the facilitator announce the topic of discussion?			
3.	Did the facilitator give the recap of the previous session?			
4.	Did the facilitator link the take-aways from the previous session with objectives of this session?			
5.	Did the facilitator encourage discussion amongst participants?			

6.	Did the facilitator provide opportunities for participants to ask questions and share comments?			
7.	Did the facilitator adequately respond to the questions raised by participants?			
8.	Did the facilitator check for participant understanding?			
9.	Did the facilitator demonstrate active listening?			
10.	Did the facilitator demonstrate sensitive silence? (this means if the facilitator is engaged in the discussion where she/he is not saying anything but is engaged through body language and eye contact).			
11.	Did the facilitator show confidence in discussing sensitive information?			
12.	Did facilitator follow at least 80% (4 out of 5) of the steps correctly?			
13.	Did the facilitator follow the participatory/ reflective approach as instructed in the manual?			

Co-Facilitation (if the group is co-facilitated):

	Question	Yes	No	Comments
14.	Was it clear who was leading the facilitation in various steps? i.e. was the facilitation well-coordinated?			
15.	Did the facilitators support each other when one facilitator had the “supporting” role?			
16.	Did facilitators model mutual respect and gender equitable behavior with each other?			

Participant Interaction: Rate the following aspects of the participants' interactions:

17.	How well did participants seem to be connected with the other group members?				
	1 (Not at all connected)	2	3	4	5 (Extremely connected)
18.	How comfortable participants felt while discussing the topic?				
	1 (Not at all comfortable)	2	3	4	5 (Extremely comfortable)
19.	How comfortable did participants seem with the facilitator?				
	1 (Not at all comfortable)	2	3	4	5 (Extremely comfortable)
20.	How well did participants seem to comprehend the information shared in the group discussion?				
	1 (Not well at all)	2	3	4	5 (Extremely well)

Overall, how would you rate the performance (?) of the facilitator? Rate from 1 (Not at all Satisfactory) to 5 (Excellent).

1 (Not at all satisfactory)	2	3	4	5 (Excellent)
------------------------------------	---	---	---	----------------------

Guidance Note: The supervisor (Area Supervisor only for girls and boys and PC/MEL person/PO for all the groups) will fill this form during and at the end of the session observed. The supervisor will provide feedback to the facilitator immediately after the session based on the observation. The facilitator will be explained the areas where he/she improved very well and areas where there is room for improvement.

If the overall score of the facilitator is 3 or less than 3, the supervisor will immediately inform the PM/PC of the organization and submit this observation guide. This way, the senior staff in the organization can know how the score was obtained. In Monthly and quarterly training, special emphasis will be given to facilitators whose score is 3 or less than 3.

CARE grants permission to all not-for-profit organizations engaged in social justice and humanitarian activities to reproduce this work, in whole or in part. The following notice shall appear conspicuously with any reproduction:

“Naved, R. T., Talukder, A., and Kalra, S. Tool 10: Facilitators’ Observation Guide, Nepal. CARE’s Tipping Point initiative; icddr’b. Copyright © 2019 Cooperative for Assistance and Relief Everywhere, Inc. (CARE). Used by Permission.”