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Red Cross

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COMMUNITY BASED DISASTER RISK REDUCTION MONITORING GUIDE

This guide has been developed to help national Red Cross Societies implement, monitor and evaluate community based disaster risk reduction projects. It includes tools and instructions for monitoring projects in the community and can be used in conjunction with other ongoing monitoring activities.

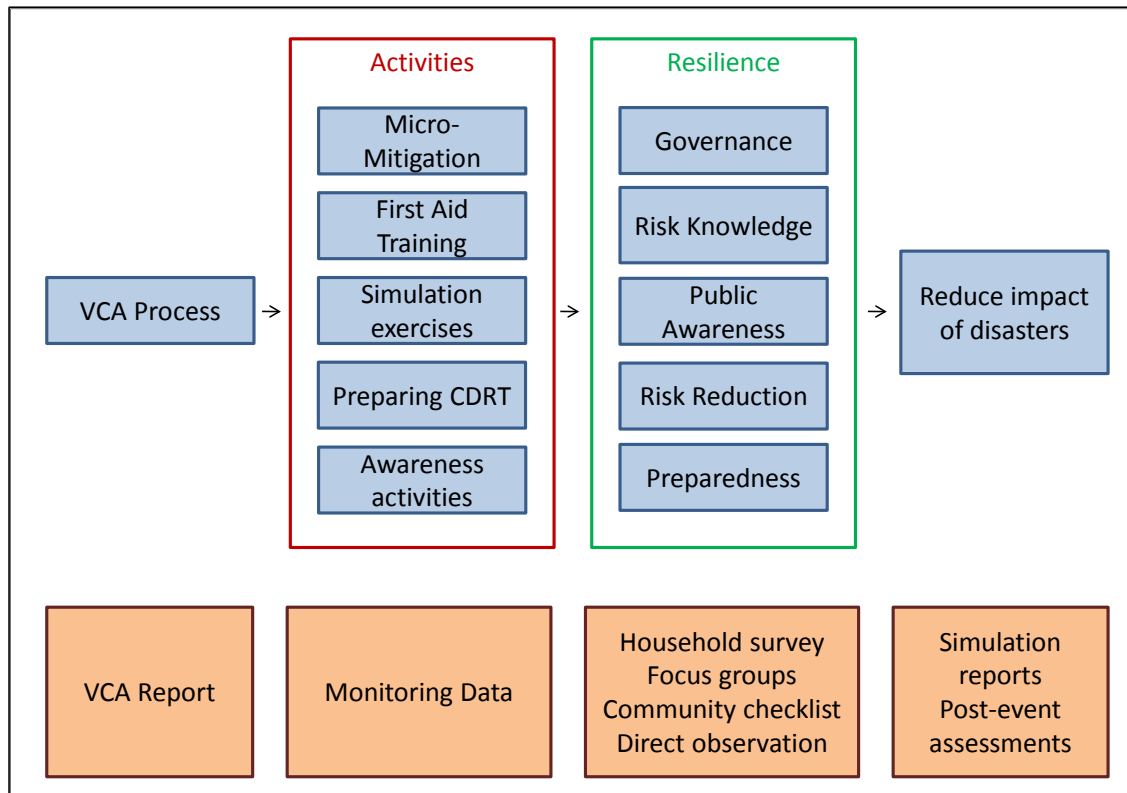# Contents

Overview of the Monitoring Strategy

The goal of Community Based Disaster Risk Reduction (CBDRR) is to reduce the impact of disasters by building local capacity in risk mitigation, preparedness, and response. This guide was developed to help Red Cross National Societies conduct monitoring for CBDRR programs. It is important to have accurate information about communities so that project activities can be designed to best meet their needs and so that impact can be measured.

This guide was designed to standardized monitoring and reporting across CBDRR projects in different countries. Because the CBDRR projects are being implemented in multiple communities across many different countries and regions, this provides a unique opportunity to learn about CBDRR program outcomes at a global level. Using the same monitoring and evaluation tools and reporting structure in each country will make it possible to summarize results and compare outcomes. This will help to identify the types of communities where CBDRR is most effective and the most effective CBDRR program elements, which can help Red Cross Societies decide where and how to implement future CBDRR programs.

At the community level, CBDRR programs will achieve the goals of reducing disaster impact and promoting resilience by building local capacity in risk mitigation, preparedness, and response through a Vulnerability and Capacity Assessment (VCA), First Aid training, public awareness activities, micro-mitigation projects, training and equipping a Community Disaster Response Team (CDRT), and disaster simulation exercises.   These activities each target different aspects of resilience.   According to the Hyogo Framework, there are five distinct domains of resilience: governance, risk knowledge, public awareness, risk reduction, and preparedness. The stronger a community's capacity in each of these five areas, the better a community will be able to reduce disaster impacts. The CBDRR program activities and monitoring strategies build on the Hyogo Framework model of resilience which has been adopted by the Red Cross as the guiding theoretical framework for risk reduction activities.

The CBDRR evaluation strategy is based on a baseline and final evaluation and routine monitoring of CBDRR activities in each community. Each of the individual monitoring tools is designed to measure aspects of the five domains of resilience. Resilience will be assessed by combining data from a household survey, focus groups with community leaders, and a community observation checklist. By assessing community resilience, the evaluation aims to assess changes in risk mitigation, preparedness, and response capacity as a result of Red Cross activities.   Post-disaster and hazard assessments are an additional evaluation tool that can be used to capture a communities' experiences in responding to an actual disaster.
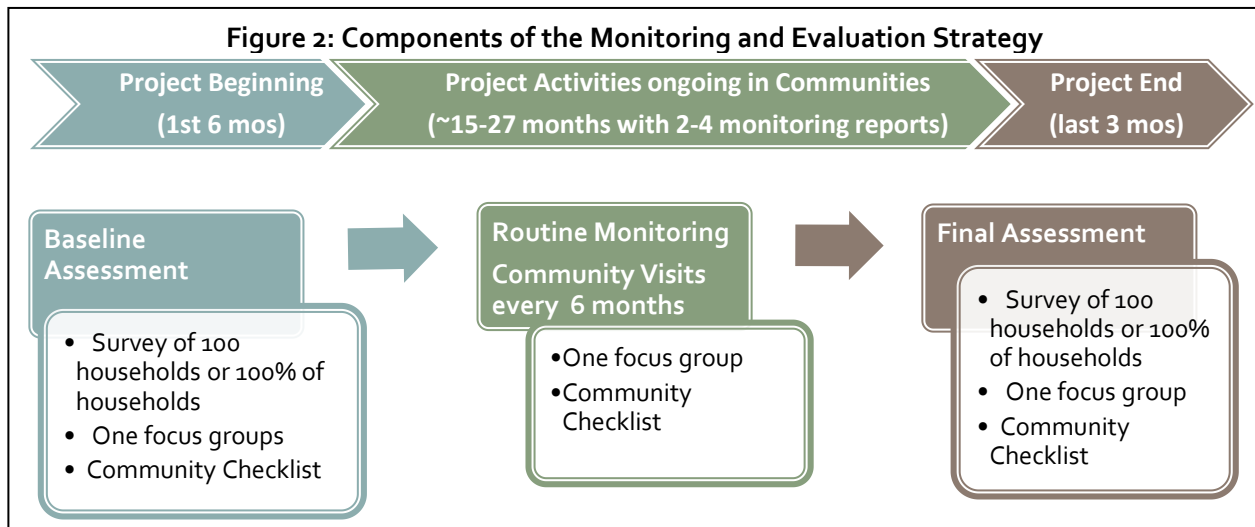
Figure 1: Overview of CBDRR Activities, Resilience, and Monitoring Components

	Activities	Resilience	
VCA Process →	Micro-Mitigation First Aid Training Simulation exercises Preparing CDRT Awareness activities	Governance Risk Knowledge Public Awareness Risk Reduction Preparedness	→ Reduce impact of disasters
VCA Report	Monitoring Data	Household survey Focus groups Community checklist Direct observation	Simulation reports Post-event assessments

The tools presented in this monitoring guide focus on data collection in CBDRR communities. They should be used in conjunction with other ongoing monitoring activities that are unique to each country. <u>The monitoring activities summarized here represent a minimum standard—National Societies are encouraged to collect additional information or add questions that are specific to the local context.</u>

Key Components of the Monitoring Process

Project monitoring activities have been designed to collect the minimum amount of information needed for effective program monitoring and evaluation so that the reporting burden for Red Cross National Societies is minimized. This includes a baseline and final assessment as well as less intensive qualitative monitoring every six months. The baseline and final assessments are the most time consuming components of the planned monitoring and evaluation because they include household surveys, however, they are essential for measuring project impact.   The interim monitoring activities are designed to be completed in a one day visit to the community and aim to be useful project management tools. They should aid Red Cross National Societies in evaluating CBDRR progress and understanding current community needs. Figure 2 on the following page illustrates the monitoring process.

Figure 2: Components of the Monitoring and Evaluation Strategy

| Project Beginning (1st 6 mos) | Project Activities ongoing in Communities (~15-27 months with 2-4 monitoring reports) | Project End (last 3 mos) |

Baseline Assessment
- Survey of 100 households or 100% of households
- One focus groups
- Community Checklist

Routine Monitoring Community Visits every 6 months
- One focus group
- Community Checklist

Final Assessment
- Survey of 100 households or 100% of households
- One focus group
- Community Checklist

Application of Monitoring Tools

The project monitoring tools have been designed with the following objectives:

- To serve as tools that assist project managers in facilitating discussion with communities and better understand their needs.
- To aid project managers in evaluating the strengths and weaknesses of communities in terms of risk reduction and resiliency.
- To provide information for rigorous CBDRR project evaluation without being a burden on Red Cross National Societies.
- To correspond with the Hyogo Framework for Disaster Risk Reduction.

Components from each of the different tools, including the focus groups, community checklist, and household survey are combined to produce scores for the different components of resiliency and risk reduction in each community. These can be used in discussions with the community about disaster risk and to measure changes in community capacity over time.

The baseline assessment and monitoring data will inform CBDRR project planning via two approaches: 1) a five domain assessment of resiliency, and 2) community risk scores. These scores will change over the project period based on the input of new monitoring data and provide an updated perspective of community resilience and disaster risk. Moreover, they are visual and can be easily communicated and understood by community members. Because information from each of the different instruments is combined to produce results, it is important that questions and responses on the different monitoring tools are not changed. Modification of a question or the response options can result in the domain and risk measurements becoming invalid and will make comparisons between different communities impossible. If a National Society is not satisfied with the monitoring tools, questions should be added so that the tool is better adapted for the specific needs of that country.

Resiliency Domains

The CBDRR evaluation framework aims to measure community level change in five thematic areas identified by the Hyogo Framework as components of resiliency. Using this approach, individual indicators will be aggregated into a score for each of the five domains. This will facilitate interpretation and communication of findings and allow for identification of priority areas for CBDRR activities.

Red Cross CBDRR Program Elements	Corresponding Evaluation Domains
Governance	Governance
Risk Assessment	Risk Knowledge
Knowledge and Education	Public Awareness
Risk management & vulnerability reduction	Risk Reduction
Preparedness	Preparedness

Figure 3: Resiliency Evaluation Domains
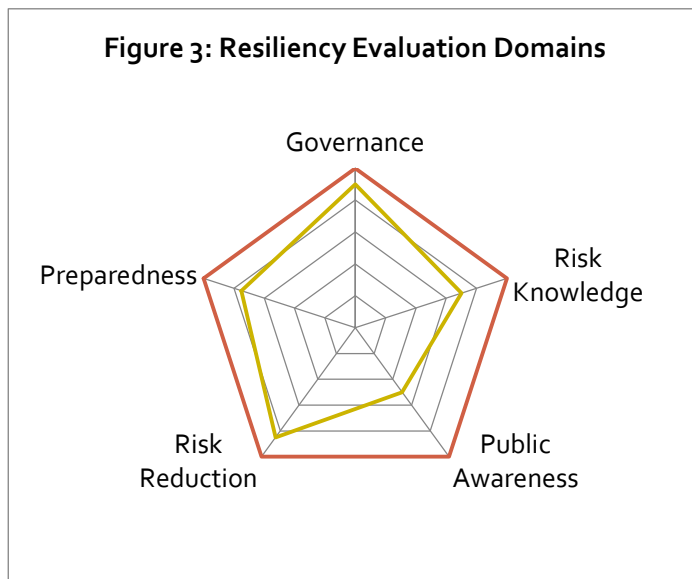
In this illustration, the red line represents the ideal community that received high scores in each domain. The yellow line represents an actual community which scores very high in governance, risk reduction, and preparedness but low in public awareness. This suggests that public awareness activities are important to implement in this community and could contribute to improved resiliency. If activities were implemented, the public awareness score would increase based on updated monitoring information.

Each of the resiliency domains includes the following program elements and types of activities. Detailed information about which questions and indicators comprise each domain can be found by reviewing Annex 1 of this guide, the data collection tools, and the accompanying Excel file that is used to summarize monitoring and evaluation findings. A brief overview of the key components for each domain is provided in the Figure 4 on the following page.

Governance:

Policy, planning, and political commitment of local governments and community structures

Partnerships and accountability between government and community groups/actors

Risk Knowledge:

Perceptions, awareness and assessment of past and current hazards

Vulnerability capacity assessment

Public Awareness:

Knowledge development, including education and training

Community participation, commitment, and action

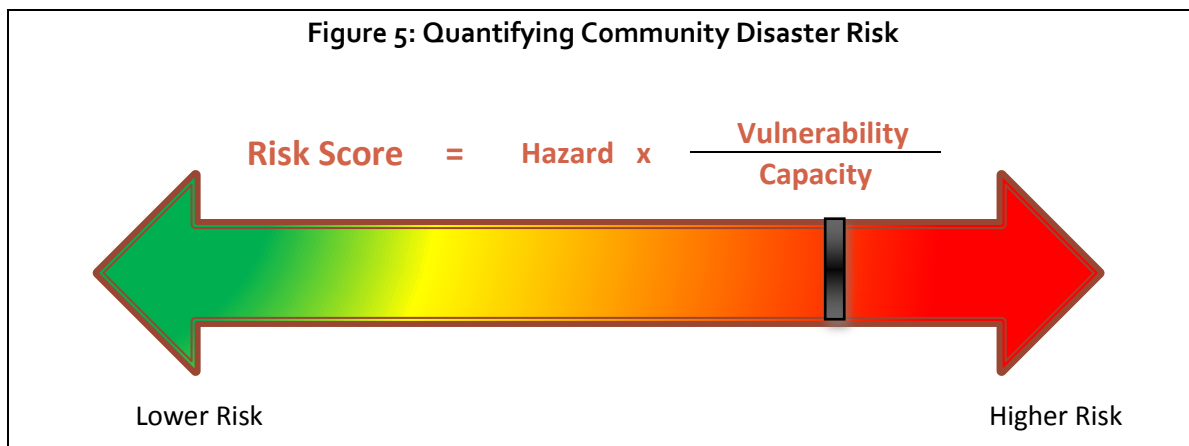Information management and sharing

Risk Reduction:

Community level environmental risk reduction measures (including micro-projects)

Vulnerability reduction (including sustainable livelihoods, social protection measures)

Preparedness:

Household and community preparedness measures and response capacities

Early warning systems

Organizational response capacities and coordination

Community Risk Scores

The following equation (Figure 5) is commonly used to illustrate disaster reduction concepts and to communicate elements that contribute to disaster risk. The equation serves as the basis for determining community risk scores.

Figure 5: Quantifying Community Disaster Risk

$$\text{Risk Score} = \text{Hazard} \times \frac{\text{Vulnerability}}{\text{Capacity}}$$

Lower Risk   Higher Risk

Community disaster risk can be approximated by collecting information on vulnerability, hazards exposure, and capacity. For vulnerability and hazard exposure, information is collected in the household survey and focus groups using methods similar to the evaluation

domains. The capacity domain is determined by averaging the governance, public awareness, risk reduction and preparedness domains. Both the evaluation domains and risk scores use scales of zero to one hundred which facilitates interpretation. In addition, visual displays will help Red Cross staff, volunteers, and community members understand their risk and areas of strengths and weaknesses in the different resiliency domains.

The resiliency domains and community risk score are new ideas, which to our knowledge, have not been tried before. We hope that risk scores will accurately reflect disaster risk levels in the different communities and that they will be able to measure change in disaster risk over time, especially in relation to capacity which is expected to improve as a result of CBDRR programs. For resiliency domains, we hope they are sensitive and adequately capture outcomes of CBDRR program activities. Because the community risk score and resiliency domain measures are relatively new, feedback from National Societies on the usefulness and appropriateness of each approach is instructive for adapting the tools to better meet the needs of program managers.

Focus Groups

Focus groups with community leaders are an effective way to measure the collective knowledge, attitudes, and activities around disaster risk reduction in a community. The monitoring and evaluation process includes a series of focus groups that are held every six months. When focus groups are conducted as part of the baseline and final surveys, they should be conducted on the second or third day of the visit to the community. When focus groups are conducted for project monitoring, it should be possible to complete them in one day along with the other components of the monitoring visit (the community observation checklist and the disaster report). Preparation is critical to ensure that the focus group can take place as planned. Discuss the focus group plans with community leaders 1-2 weeks before your planned assessment date to identify participants and a suitable location. When possible, try to use the same (or similar) focus groups participants throughout the project period.

> **Focus Groups**
> - Completed in the baseline and final evaluations and every 6 months for monitoring
> - One focus group should be conducted per community on each monitoring visit
> - Approximately 2+ hours in duration

Participants

Focus groups should have 4-6 participants who represent a cross section of the community's leadership. Focus groups should have a minimum of 3 participants and a maximum of 8 participants with an ideal size of 4-6 participants. **One focus group will be conducted in each community and can consist of:**

- **Community Leaders** including elected officials, teachers, priests, leaders of women's, youth, or other community groups, elders, and others who hold formal or informal leadership roles that are recognized by the community.
- **People with Exceptional Disaster Knowledge** including individuals responsible for disaster response or planning in the community, people who been involved in disaster related trainings or projects, and key people for the CBDRR project.

> **Focus Group Participants**
> - Community leaders provide a broader perspective
> - 'Disaster knowledgeable' people provide a detailed understanding of risk reduction activities
> - When possible, groups should have 4-6 members and be balanced to include men and women, different age groups, and individuals with diverse backgrounds and perspectives.

These general guidelines should be discussed with community leaders. Community leaders should be able to assist in identifying and contacting focus group participants and in arranging the meetings.

Conducting the Focus Group

Supplies. Bring at least two copies of the focus group questionnaire and the community checklist. It is helpful to have a pad of scratch paper as well to take additional notes. Also, be sure to <u>bring a tape recorder and additional batteries, as all focus groups should be recorded</u>.

Introductions. Once participants have arrived, introduce yourself and explain why you are visiting in the community. This is a good opportunity to provide some background on the Red Cross and clarify your role in community development. Also explain that the goal of the focus group is to collect their thoughts on disaster risk reduction in the community. The information is being collected only for project and planning purposes. It will be used to help identify ways to collaborate with the community and to understand what activities are needed and how effectively they have been implemented. <u>Be sure to inform participants that participation in the focus group is voluntary</u>. Participants can decline to participate or decide to leave the discussion at any time. Remind them that focus group will be audio recorded so that detailed notes about their perspectives and opinions can be made later, but that no names will be recorded. Before you begin, answer any questions that the participants have about your role or the Red Cross. Defer questions relating to the content of the risk reduction program until after you the focus group has been completed.

Facilitating the Discussion. Explain to the participants that you are going to lead them through a series of questions related to natural disasters in their community. They should discuss and answer the questions to the best of their ability. If they don't know an answer or prefer not to answer, they are free to say "don't know" or "no response." During the discussion is a good time to take notes. The focus group guide provides space for you to take notes on the group discussion. Record as much information as you can without disrupting facilitation. Your additional notes will be helpful when considering the results of the evaluation exercise and planning for this community. If you prefer not to take notes during the focus group, you may do so later by listening to the recording.

Facilitation Skills

- Be respectful to participants
- Use appropriate titles and language
- Listen carefully to what the group is saying
- Encourage quieter participants to speak
- Ask probing and clarifying questions, but not leading questions
- Stay neutral in debates
- Guide the group back on track if they become distracted

For most of the focus group questions, there is a box next to the note taking space to record a summary response. Generally, the responses are yes/no, however, these vary by question.   Since the questions relate to plans and activities at the community level, the group should agree on most responses. In the case that the group reaches consensus, check "yes" or "no" or the corresponding consensus level from the options in the summary box. Remember that the goal of the focus group is to gauge the level of knowledge in the community. As a facilitator, your role is simply to guide and record the discussion. Even if you know the community very well, it is important that you avoid inserting your own thoughts and knowledge into the focus group.

Handling Distractions and Disagreements. It is common for groups to get sidetracked by related topics or by difference of opinion about the issues being discussed. When these discussions become lengthy, bring the group back to the topic at hand by repeating your current question or moving on to the next one. To end a distracting discussion, a good technique is to say, "This is a very important topic. Let's come back to it at the end of the session and discuss further." Record these issues in your notes for possible discussion at the end of the focus group (if time permits).

Closing the Focus Group. When the questions from the focus group discussion guide have all been answered, ask if the group has any questions or additional topics they would like to discuss. To conclude the meeting, thank the group for their time and let them know about upcoming Red Cross plans in the community.

The Community Observation Checklist

The focus group is a good way to lead into the community checklist component of the evaluation. One or more of the individuals with disaster knowledge is likely to be a good person to assist you with the community checklist. If possible identify one or two people, preferably a community member involved with the Red Cross CBDRR project, as a key informant(s) for the community. They can assist you in completing the community checklist during monitoring visits and should be knowledgeable about ongoing DRR activities.

Working with the same one or two people over an extended period of time will help the Red Cross establish a close relationship with the community. In addition, it will improve the consistency of reporting and make the community observation checklist more efficient to complete. Once you are familiar with the community, the observation checklist will take less time to finish. It is a good idea to have the checklist with you during the focus groups. During monitoring visits and the post-program evaluation, community leaders are likely to refer to documents such as the VCA report or the Community Action Plan when responding to your questions. If you have your community checklist with you, you can check off these documents as you see them. Remember that the checklist is for documenting items that you physically see, and not that you hear about. If you are told about a document or a project but the document is unavailable or you cannot visit the project site, you should mark 'unable to verify.' On your next visit to the community, be sure to follow up on items previously reported as 'unable to verify' so that all project activities are accurately recorded.

The last question on the community observation checklist relates to disasters that have occurred in the community within the past six months. In the case of this question, it is not an observation but a question for the key informant. If the key informant(s) report there has been a disaster or significant hazard that has threatened the community within the past six months, complete the 'Disaster Report' Form. If no such event is reported, then conclude the meeting and thank the key informant(s) for their time.

> **The Community Checklist**
> - Completed in the baseline and final assessments and every 6 months during monitoring visits
> - Community "walkabout" or tour with 1-2 key informants
> - Reports observations of CBDRR activities in the community that are verified by viewing documents, sites within the community, and risk reduction projects
> - Requires approximately 1 hour or less to complete

The Post Disaster Report

The post disaster report is meant to record the community's experience with a disaster or a hazard. This includes disasters that affected the community as well as hazards that threatened the community but where no actual damage occurred. For example, a community could be in the path of a hurricane or a flood may be predicted, but the final result is that community is not substantially affected. It is important to capture these experiences because the community could have undertaken steps to reduce impact, such as use of an early warning system or disaster plan or an evacuation, which may be the result of CBDRR activities.

It is important that all disasters that affect a community are recorded. For this reason, it is important to ask about disaster occurrences in the community every six months during the monitoring visits. The post-disaster report is a follow on activity to the community observation checklist. The final question on the community observation checklist asks the key informant if there has been a disaster or hazard that has threatened or affected the community within the past six months. If the respondent answers yes, then the post-disaster report should be completed. If you are aware of a recent disaster that has affected the community, you may also chose to visit the community with sole purpose of assessing the situation. In this case, the form should be completed during the disaster assessment visit so that the information reported is as current as possible.

The post-disaster report should ideally be completed with one or two key informants, however, in some cases it may be more appropriate to have a larger group of informants and use a focus group approach. It should take no more than one hour to complete the post-disaster report, and the time will vary depending on the scale of the disaster that occurred. Information from the post-disaster report can be used for case studies to demonstrate how CBDRR programming influenced the community's ability to respond in an emergency.

Analysis and Reporting

Formula Revision

In November 2012, all available data from the application of the CBDRR Monitoring Tool was used to inform the revision of the domain scoring formulas. Five regions reported baseline data and two reported endline data. The baseline data came from 14 countries (106 communities, 75 (71%) complete). The endline data came from six countries (43 communities, 38 (84%) complete) in Latin America and the Caribbean. The new formulas and are summarized in Annex 1.

The Excel Summary File

The Excel summary file serves as the first point of data analysis at the community level. It has different data sheets to capture both the baseline and endline assessments as well as monitoring data for an individual community. The file calculates and displays each indicator that is used to calculate a domain score, as well as the overall score in each domain at baseline and endline and the difference between them. The file is designed to make it easy for Red Cross staff to view data on multiple levels—at the highest level of change in the five domains over time, at a middle level broken down by indicator, and at the most basic level, tallied responses to individual questions on each of the three tools. The file also ensures that data is tallied, organized, and analyzed identically between communities, easing data aggregation and thereby facilitating comparison at the community, country, or regional level.

E-Data Collection

During the *Latin America Risk Reduction Activity* (LARRA) program in Central and South America, two systems for data collection using mobile phones were developed. After comparison, both regions decided to adopt a modified version of Central America's Sistema Regional de Información sobre Desastres (SRID) system, an online data management system with an accompanying mobile data collection app used for the household survey and focus group data collection.

Though all components of the CBDRR Monitoring Tool were designed for paper-based data collection, mobile data collection can have benefits including more rapid data analysis/reporting and real-time data validation. Though a universal application for collecting CBDRR Monitoring data has not been developed, National Societies may opt for this method if they have the technical capacity to develop their own mobile phone application or to implement an existing one. There are, however, important limitations to mobile data collection. All mobile applications must replicate questions and answers exactly as they appear on the paper tools. Mobile data collection requires the ability to download data from the

mobile phones to a centralized database, and may require Internet connectivity in the field. Possession of mobile phones may also place data collection teams at risk in certain areas. Finally, mobile phones should NOT be used to collect focus group data, which should always be recorded by hand. Ultimately, it is up to the National Society to determine whether or not mobile data collection is appropriate for their needs, and to ensure that the data is collected in a manner that ensures data compatibility with the current analysis files used globally.

An online database for the CBDRR Monitoring Tool data (such as SRID) also has benefits irrespective of the method of data collection. For example, an online database eases comparison across communities and countries and allows ad hoc analyses. Capacity of the American Red Cross to host such a system for users of the tool globally is under review.

Reporting

Quantitative data from project monitoring and evaluation activities can be easily summarized using the template file in Excel discussed above or via the platform provided in conjunction with mobile data collection. At the end of the CBDRR project period there should be one Excel file for each CBDRR community that contains the baseline and endline assessment and routine monitoring data. The Excel summary file serves to record information about CBDRR projects and their results in the community and will automatically produce figures, tables, and summary charts (which can be used in other project reporting documents). It is important that Excel files are sent to the American Red Cross so that the regional analysis can be completed and lessons learned from all CBDRR programs can be prepared. The qualitative information gathered in the focus groups and disaster reports is also important because it helps to contextualize quantitative results. Qualitative information should also be provided to the American Red Cross. This can be done by scanning forms or by summarizing the information in a Word or Excel document.

All project documents, including household surveys, focus group guides, community checklists, and disaster reports should be kept by the national office for the duration of the project. This provides a backup in case electronic files are lost or corrupted and also allows more detailed information to be preserved. This information can be used by the National Society or the American Red Cross for a more detailed evaluation of CBDRR activities in each community. It is recommended that all household questionnaires from the baseline and final surveys be stored in National Society offices. In addition, a folder should be created for each community for completed focus groups, community checklists, and disaster reports. It is important that the information and forms be well organized and that monitoring is conducted at six month intervals so that reporting activities are standardized across different projects and countries. At the end of the project period, the American Red Cross may request all of the monitoring and evaluation documents so that the regional analysis of CBDRR programs can be completed.

Annexes

Annex 1: Domain Formulas

A summary of the questions included in each domain, including both their weight in the domain score and their source (household survey, focus group or community checklist.

Annex 2: Focus Group Discussion Guide

The focus group discussion guide is designed for use with community leaders and community members that are especially knowledgeable about disasters. Two focus groups will be completed per community, and each should last between 2 to 3 hours depending on the participants.

Annex 3: The Community Observation Checklist

The community checklist provides an opportunity for the Red Cross to record observations about ongoing disaster risk reduction efforts in the community. It is meant to be objective in that the information that is recorded is based on confirmed observations. The community observation checklist should be completed by while walking around the community with a knowledgeable key informant.

Annex 4: The Disaster Report Form

The disaster report form is used to summarize any disasters that occurred or hazards that threatened the community with in the past six months. The report is based on discussions with key informants and describes the impact of the event, the community's response to the event, and if risk reduction and mitigation activities were effective. The disaster report form is especially important because it is the only opportunity to document the impact of project activities on actual disaster situations.

Annex 1: Domain Formulas

Risk Knowledge

Component	Question # Old	New	Indicators (5)	Weight (%) Old[1]	New
Household Survey	9	9	How much of a concern are disasters to you?	11.1	25.0
	10	10	What types of natural disasters threaten your community?	11.1	25.0
Focus Group	1	1	Are natural disasters a major concern for your community?	11.1	16.6
	3	3	What geographic areas or persons/groups in the community are at the greatest risk of natural disaster?	11.1	16.6
Checklist	6	4	Community VCA & map	33.3	16.6

Household Preparedness

Component	Question # Old	New	Indicators (8)	Weight (%) Old	New
Household Survey	15	15	Will being prepared help your family in a disaster?	12.5	16.7
	16	16	How prepared is your family to handle a disaster?	12.5	16.7
	17	17	Compared to a year ago, is your family more or less able to handle a disaster?	12.5	16.7
	18	18	Which of the following statements best describes your family? (Answers are levels of family preparedness)	12.5	16.7
	19a	19a	Do you have supplies or other things in your home that can be used in the case of a disaster?	12.5	8.3
	19c	19c	Number of supplies mentioned	12.5	8.3
	20a	20a	Have you and your family members ever spoken about or planned what you would do if a disaster or emergency occurs?	12.5	8.3
	20c	20c	Number of plans mentioned	12.5	8.3

Public Awareness

Component	Question # Old	New	Indicators (14)	Weight (%) Old[Error! Bookmark not defined.]	New
Household Survey	21/22	21	In the past year, have you or your family members done any of the following activities or received information from the following sources? (Answers are Red Cross DRR outreach activities)	33.3	7.1
	23	24	Does your community have a committee or organized group that decides what to do in disasters or emergencies?	0.0	7.1
	24	23	Does your community have a disaster plan?	0.0	7.1
	25	22	Does your community have an early warning system?	0.0	7.1
	26	26	Does your community have evacuation routes?	0.0	7.1
	27	27	Does your community have a shelter identified where people can go in the event of a disaster?	0.0	7.1
	28	25	Have community members been trained to assist others in the event of a disaster?	0.0	7.1
Focus Group	12	12	Informational meetings for community members.	4.8	7.1

[1] Will not sum to 100%; one or more original indicators have been added or removed.

Component	Old	New	Indicators	Old[1]	New
	13/14	13	Door to door campaigns, flyers, posters, or types of media used to promote awareness about disasters.	4.8	7.1
	15	14	Disaster education in primary or secondary schools.	4.8	7.1
	16	15	First Aid trainings for community members.	4.8	7.1
	17	16	Disaster or evacuation drills.	4.8	7.1
	18	17	Other activities to increase public awareness about disasters.	4.8	7.1
Checklist	7	5	Disaster awareness materials (pamphlets, flyers, etc.)	33.3	7.1

Risk Reduction

Component	Question # Old	New	Indicators (15)	Weight (%) Old[1]	New
Focus Group	7	7	Does the community have a disaster response or emergency plan?	4.8	6.7
	8	9	Does the community have a group of people that are trained to respond and help in the case of a disaster?	4.8	6.7
	9	10	Does the community have designated evacuation routes in case of disaster?	4.8	6.7
	10	11	Does the community have a designated shelter that people can go to in a disaster?	4.8	6.7
	11	6	Does the community have an early warning system in case of a disaster?	4.8	6.7
	not asked	8	Does your community have a committee or organized group that decides what to do in disasters or emergencies?	0.0	6.7
	not asked	18	Does the community have a plan for undertaking activities that will reduce the risk of future disasters?	0.0	6.7
	19	19	Total number of completed or ongoing activities	4.8	6.7
Checklist	2	1	Community Action Plan	4.2	6.7
	8	6	Names of First Aid trainees	4.2	6.7
	9	7	Names of Community Disaster Response Team (CDRT) and/or Community Disaster Management Committee (CDMC)	4.2	6.7
	10	8	Community Disaster Response Kit	4.2	6.7
	11	9	Average status of mitigation activities	4.2	6.7
	12	10	Average status of evacuation routes	4.2	6.7
	13	11	Average status of disaster shelters	4.2	6.7

Governance

Component	Question # Old	New	Indicators (7)	Weight (%) Old[1]	New
Household Survey	29	28	Are your community members involved in planning or coordinating with local government?	11.1	16.7
	30	29	In the past year, has the government been involved in any projects or activities related to reducing risk or vulnerability in the event of a disaster in your community?	11.1	16.7
	31	30	Can your community access government resources or programs for disaster response and/or recovery?	11.1	16.7
Focus Group	4	4	Does the community have leader(s) who managed disaster-related activities?	11.1	12.5
	5	5	Has the community leader(s) worked in collaboration with government authorities?	11.1	12.5
Checklist	4	2	Copy of a Red Cross, local or national government disaster	11.1	12.5

Community-Based Disaster Risk Reduction Program Evaluation
Community Observation Checklist

Checklist Identification:

Country: _____   District: _____

State/Province/Region: _____   Sub-District/Ward: _____

Community Name: _____

Name of Community Contact: _____

Telephone / Contact Information: _____

Name of Facilitator: _____

Date: _____

Evaluation stage (check one):

☐ Baseline ☐ Monitoring Visit ☐ Final evaluation

Completing the Community Checklist

The community checklist should be completed with a key informant from the community that is aware of current disaster risk reduction activities. Ideally, the key informant should be involved in implementation or coordination of the Red Cross CBDRR project. If possible, try to use the same key informant(s) at each visit to ensure consistency in reporting and to facilitate the development of a strong relationship between community members and the Red Cross.

The community observation checklist is designed to record your observations of disaster preparedness and mitigation activities. It is not meant to be a key informant interview, which means that you must visually verify any information reported by the key informant. If you cannot visually verify information that is reported by the key informant, mark the 'unable to verify' response category.   It is recommended that the community observation checklist be completed immediately following the focus group so that the facilitator is aware of current DRR activities in the community and can make more accurate observations. The facilitator should plan to go with the key informant to several locations within the community to view documents, supplies, mitigation projects, and shelters. In most cases, it should be possible to complete the community checklist within one hour.

Community Observation Checklist				
CHECK "YES" ONLY WHEN DOCUMENTATION IS PHYSICALLY PRESENT	YES	NO	UNABLE TO VERIFY	NOT A PROJECT OBJECTIVE
1. Community Action Plan				
2. Copy of a Red Cross, local or national government disaster plan				
3. Contact information for local or national authorities involved in disaster response				
4. Community VCA and map				
5. Disaster awareness materials (pamphlets, flyers, posters, etc.)				
6. Names of First Aid trainees				
7. Names of Community Disaster Response Team (CDRT) and/or Community Disaster Management Committee (CDMC)				
8. Community Disaster Response Kit				

Notes:

Community Observation Checklist

9(a). **Mitigation activities** are evident in the community	☐ Yes ☐ No *(skip to #10)*

9(b). Description of observed (current or recent) mitigation activities:

1) _____   ☐ Ongoing   ☐ Completed during project period

2) _____   ☐ Ongoing   ☐ Completed during project period

3) _____   ☐ Ongoing   ☐ Completed during project period

Note: if more than 3, describe the most significant.

9(c). If YES, mitigation activities are effectively addressing community risks:
    ☐ Yes   ☐ No   ☐ Unable to assess

10(a). **Evacuation routes** are evident in the community: *Skip to #11 if response is 'no' or 'not a project objective'*
    ☐ Yes   ☐ No   ☐ Not a project objective

   10(b). If YES, evacuation routes are appropriately located:
    ☐ Yes   ☐ No   ☐ Unable to assess

   10(c). If YES, evacuation routes are clearly marked:
    ☐ Yes   ☐ No   ☐ Unable to assess

11(a). **Disaster shelters** are evident in the community: *Skip to #12 if response is 'no' or 'not a project objective'*
    ☐ Yes   ☐ No   ☐ Not a project objective

   11(b). If YES, shelters provide adequate space for community needs:
    ☐ Yes   ☐ No   ☐ Unable to assess

   11(c). If YES, shelters are appropriately located AND secured to withstand threats:
    ☐ Yes   ☐ No   ☐ Unable to assess

12. Have any disasters affected or threatened the community in the past six months?
    ☐ Yes   *if yes, complete post-disaster report*   ☐ No

Notes:

Red Cross Community-Based Disaster Risk Reduction Program

Focus Group Discussion Guide

Who Should Conduct Focus Groups?

Focus groups are an important tool that can be used build relationships with key community members, inform project decision making and increase understanding of community knowledge, attitudes and needs with respect to disaster risk reduction. Focus groups should be implemented by staff members who will be working with the community over the life of the project. Focus groups should not be conducted by volunteers or other individuals that will not have a long term position working with the community on disaster risk reduction activities. It is important that focus group facilitators receive training and have prior practice in focus group facilitation (even as a component of training).

Key Definitions

Disaster: A natural or man-made event that results in widespread death, injury or damage to property or the environment.

Disaster Risk Reduction: The development and application of policies, strategies and practices to minimize vulnerabilities and disaster risks to avoid (prevention) or to limit (mitigation and preparedness) the adverse impact of hazards.

Emergency: A sudden and usually unforeseen event in which people are unable to meet their basic survival needs, or there are serious and immediate threats to human life and well-being.

Hazard: A natural, technological or social phenomenon that poses a threat to people and their surroundings, including both the natural and built environment.

Mitigation: Actions taken to eliminate or reduce the risk to human life and property from hazards and their effects; mitigation activities are long-term in nature and aim to minimize the adverse effects in future disasters.

Natural Disaster: Any hurricane, cyclone, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, wildfire, or other naturally occurring event that causes significant death, injury or damage to property or the environment.

Preparedness: Activities, programs, and systems that exist prior to an emergency that are used to support and enhance response to an emergency or disaster.

Prevention: Activities designed to provide permanent protection from disasters and/or avoidance of the adverse impact of hazards including both engineering and other physical protective measures as well as legislative measures for controlling land use and urban planning.

Resilience: The ability to resist and recover from a hazard or disaster.

Response: Activities and programs designed to address the immediate and short-term effects of an emergency or disaster, including immediate actions to save life, protect property, and meet basic needs.

Risk: A measure of the probability of expected losses (deaths, injuries, property damage, disruption of economic activity, damage to the natural environment) which could occur if a hazard manifested itself.

Risk Reduction: Long-term measures to reduce the scale and/or the duration of adverse effects of a hazard or disaster, thereby reducing the vulnerability of a population to the impact of hazards and disasters.

Vulnerability: The degree to which an individual, community or society is either threatened by or protected from the impact of hazards which is dependent on numerous physical, social, economical and environmental factors which may increase or decrease susceptibility to the impact of hazards.

COMPLETE THE INFORMATION IN THIS BOX BEFORE MEETING WITH FOCUS GROUP PARTICIPANTS

<table>
<tr><td colspan="2">Focus Group Background Information:</td></tr>
<tr><td>Country: _____</td><td>District:_____</td></tr>
<tr><td>State/Province/Region: _____</td><td>Sub-district/Ward: _____</td></tr>
<tr><td></td><td>Community: _____</td></tr>
<tr><td colspan="2">Name of Facilitator: _____</td></tr>
<tr><td colspan="2">Signature of Facilitator: _____   Date: _____</td></tr>
<tr><td colspan="2">Evaluation stage (check one):</td></tr>
<tr><td colspan="2">☐ Baseline   ☐ Monitoring   ☐ Final evaluation</td></tr>
</table>

REMINDERS FOR THE FACILITATOR:

- The Focus Group Background Document and the CBDRR Monitoring Guide provide basic instructions on how to implement focus groups.

- If focus groups are not audio recorded a notetaker (in addition to the facilitator) must be present to record key points of the discussion. The facilitator should avoid excessive note taking and concentrate on keeping the discussion going.

- Focus groups should have 4-8 participants. Make sure of all the expected participants are present before you begin the focus group. Participants should be community leaders OR individuals that are especially knowledgeable about the community and disasters.

  o If there are not enough participants: consider using a broad definition of community leaders that incorporates a variety of individuals such as teachers, community health workers and leaders of business associations or women's groups.

  o If there are too many participants: a focus group should have no more than ten participants. Sometimes it is difficult to turn people who want to participate away. If there are many people interested in participating, consider holding a community meeting where the project is described and discussed. Hold a focus group with 4-8 participants after the larger community meeting. If necessary, the community meeting can be used to help identify focus group participants.

  o Where possible use the same group of focus group participants over the course of the project. This will allow rapport to be developed and provide a consistent perspective over time.

- Ensure that you are in a quiet location where the group will not be disturbed. The focus group may last as long as two hours. If possible, provide refreshments for the participants.

- It is very important to take thorough notes. Focus groups are the only source of detailed qualitative information in this assessment. Taking detailed notes will help to better understand community needs and identify risks in each community. For each question, use the summary box to indicate the level of agreement within the group for each response. DO NOT USE CELL PHONES for focus group recording and data collection—instead take more extensive notes on paper or a computer/tablet.

BEGIN THE FOCUS GROUP BY READING THIS INTRODUCTORY STATEMENT TO THE PARTICIPANTS.

Hello. My name is _____. I am part of a team that has been sent by the Red Cross Society to collect information from community members in this town. This information will help in planning and implementation of activities. Your input is very much appreciated as part of this process.
All information collected will be used by the Red Cross for planning purposes only and will remain confidential.
Participation in this focus group is voluntary. You may choose to leave at this time or at any time during the focus group. You are also free to choose not to respond to certain questions.
Do you agree to participate?

Has everyone in the group agreed? ☐ Yes ☐ No (end group)

Number of participants present: _____ Males: _____ Females:_____

Focus Group Type: ☐ Individuals with disaster expertise or that will be involved in DRR program ☐ Community Leaders ☐ Both

[TO BE READ ALOUD]. I would like to begin by talking about disaster risks in your community.

Risk Knowledge

1. Are natural disasters a major concern for your community?	Circle Response Yes No	**Why or why not?**

2. What types of disasters pose the greatest threat to your community?	*Facilitator: Listen to different types of disasters that are mentioned by participants and repeat them back to the participants. Summarize the group's ranking of disasters and perceived threat level below.*
	
	          Disaster Type ***Level of Concern***
	                       Major Moderate Minor
	1. _____ ☐ ☐ ☐
	2. _____ ☐ ☐ ☐
	3. _____ ☐ ☐ ☐	

3. Are there certain geographic areas, people or groups in the community that are at increased risk for natural disasters?	Circle Response Yes No	**If yes,** describe the at risk areas/people/groups.

[TO BE READ ALOUD]. Now I would like to talk about disaster management in your community.

Governance

4. **Does the community have leader(s) who manage disaster-related activities?**	*Circle Response* Yes No	***If yes,*** are leaders government officials? What was the selection process?
5. **Has the community leader(s) worked in collaboration with government authorities on disaster risk reduction or disaster response?**	*Circle Response* Yes No	***If yes,*** describe satisfaction with the relationship and government responsiveness to needs.

[TO BE READ ALOUD]. Now I would like to talk about disaster preparedness in your community.

Disaster Preparedness

6. **Does the community have an early warning system in case of a disaster?**	*Circle Response* Yes No	***If yes***, describe. ***If no***, are there plans to establish an early warning system?
7. **Does the community have a disaster response or emergency plan?**	*Circle Response* Yes No	***If yes***, describe. ***If no,*** are there plans to develop one?
8. **Does your community have a committee or organized group that decides what to do in disasters or emergencies?**	*Circle Response* Yes No	***If yes,*** describe. ***If no,*** are there plans to develop one?

Disaster Preparedness (continued)

9. Does the community have a group of people that are trained to respond and help in the case of a disaster?	*Circle Response* Yes No	***If yes,*** how many responders are there and what skills do they have**?**
10. Does the community have designated evacuation routes in case of disaster?	*Circle Response* Yes No	***If yes***, describe, including if they are marked. ***If no***, do plans exist to establish evacuation routes?
11. Does the community have a designated shelter that people can go to in a disaster?	*Circle Response* Yes No	***If yes***, describe. ***If no***, do plans exist to establish a shelter?

[TO BE READ ALOUD]. Now I would like to talk about activities that can increase public awareness about disasters. I have a short list of common activities that I would like to discuss. Then we can talk about other activities that are unique to this community. Please tell me if any of the following activities have been ongoing in the community during the past year and provide a brief description.

Public Awareness

Activity Type	**Ongoing in past year?** *(Circle)*	*If activities are ongoing, report the frequency and approximate number of participants. If an activity is not reported as ongoing, ask if there are any future plans.*	***If no***, is activity planned? *(Circle)*
12. Informational meetings for community members.	Yes No		Yes No

Public Awareness (continued)

Activity Type	Ongoing in past year? *(Circle)*	If activities are ongoing, report the frequency and approximate number of participants. If an activity is not reported as ongoing, ask if there are any future plans.	*If no*, is activity planned? *(Circle)*
13. Door to door campaigns or media (flyers, posters, etc.) to inform the community about disasters.	Yes No		Yes No
14. Disaster education in primary or secondary schools.	Yes No		Yes No
15. First Aid trainings for community members.	Yes No		Yes No
16. Disaster or evacuation drills or simulations.	Yes No		Yes No
17. Other activities to increase public awareness about disasters.	Yes No		Yes No

[TO BE READ ALOUD]. We have almost finished with the focus group discussion. The final set of questions is on disaster risk reduction activities in your community.

Risk Reduction

18. Does the community have a plan for undertaking activities that will reduce the risk of future disasters?	*Circle Response* Yes No	**If yes,** describe.

19. Disaster Risk Reduction Activities *(only include those that are project related).*

Probe about the types of activities, and if they have been completed, are ongoing, or are in the planning stages. For the three most important activities, summarize the discussion and be sure to record the status of the project. Record the total number of activities mentioned by the group.

Activity Description (3 most important)	Status		
	Completed	Ongoing	Planned
1. _____	☐	☐	☐
2. _____	☐	☐	☐
3. _____	☐	☐	☐

TOTAL NUMBER OF ACTIVITIES: _____

[TO BE READ ALOUD]. Thank you for taking the time to talk with me today. We have finished the questions that I would like to ask about disasters and your community. Before we conclude the focus group discussion, is there anything else that you would like to add or that you think it is important for me to know?

Note: Record any additional information provided by the group below.

****THANK PARTICIPANTS FOR THEIR TIME****

Red Cross Community-Based Disaster Risk Reduction Program

Disaster Report Form

Complete this form if a disaster has affected the community or if the community has been threatened by a significant natural hazard within the past 6 months.

When possible, select the primary contact for the CBDRR project or someone with knowledge of the disaster response as the key informant.

Country: _____   District: _____

State/Province/Region: _____   Sub-District/Ward: _____

Community:_____

Name of Key Informant: _____

Telephone / Contact Information: _____

Name of Facilitator: _____

Interview Date: _____

Evaluation stage (check one):

☐ Baseline   ☐ Monitoring   ☐ Final evaluation

1. Start date of disaster: _____   End date of disaster:_____

2. Types of disasters that occurred: ***CHECK ALL THAT APPLY***

☐ Earthquakes   ☐ Volcano   ☐ Flooding   ☐ Fire   ☐ Extreme temperature

☐ Severe storms   ☐ Landslides   ☐ Drought   ☐ Tsunami

☐ Tropical cyclone/hurricane   ☐ Other: _____

3. **What areas of the community were affected?** Please describe in terms of neighborhood or location and also in proximity to natural features such as rivers, coast, mountains, etc.

4 a. **Was anyone in the community displaced?** ☐ Yes ☐ No

   if yes,

b. Approximately how many households were displaced in total? _____

c. Of the displaced households, how many suffered from long term displacement, meaning their homes were significantly damaged or destroyed so they could not return immediately?

                                                              _____

d. Of the displaced households, how many were displaced temporarily, meaning they could return almost immediately once the disaster was over?

                                                              _____

5 a. **Did anyone in the community suffer from an injury which required medical attention or hospitalization?** ☐ Yes ☐ No

   if yes,

b. Approximately how many people in total had injuries that were serious enough to require medical attention? _____

c. Approximately how many people were hospitalized? _____

d. What types of injuries were the most common?

e. Were certain types of individuals more likely to be injured than others? If so, who?

6 a. **Did anyone in the community die as a result of the disaster?** ☐ Yes   ☐ No

   if yes,

b.   Approximately how many people died?   _____

c.   What were the most common causes of death?

d.   Were certain types of individuals more likely to die than others? If so, who?

e.   Is a list of the dead and/or injured available from any source?   ☐ Yes   ☐ No

   If yes, where?

   Interviewer: try to obtain a list of dead and injured that includes age and sex. If you can only get a list of names, attempt to get approximate ages (nearest decade) and sex from community members. This information will help determine which population groups suffer the most from disaster.

7 a. **Did the government respond or provide any assistance during or after the disaster?**   ☐ Yes   ☐ No
   if yes,

b.   What offices, ministries, or levels of the government responded?

c.   What type of response or service was provided?

d.   In general was the community satisfied with the government's response? Why or why not?

8 a. **Did community members or groups provide any assistance during or after the disaster?**   ☐ Yes   ☐ No
if yes,

  b. Which individuals or organizations responded?

  c. What type of response or service was provided?

  d. In general was the community satisfied with the response? Why or why not?

9. **Were any of the following used during before, during, or after the disaster?**

a.	A seasonal forecast	☐ Yes ☐ No	☐ Don't know
b.	An early warning or notification system	☐ Yes ☐ No	☐ Don't know
c.	A community disaster response plan	☐ Yes ☐ No	☐ Don't know
c.	A Community Disaster Response Team	☐ Yes ☐ No	☐ Don't know
d.	Evacuation routes	☐ Yes ☐ No	☐ Don't know
e.	A community shelter	☐ Yes ☐ No	☐ Don't know
f.	Light search and rescue	☐ Yes ☐ No	☐ Don't know
g.	First Aid	☐ Yes ☐ No	☐ Don't know

10. **Do you feel the response to the disaster was well coordinated and effective? Why or why not?**   ☐ Yes   ☐ No

11. **Do you feel that any mitigation or risk reduction activities undertaken
     by the community limited the disaster(s)' impact? If yes, describe.** ☐ Yes ☐ No

12. **What could be done to reduce the impact or improve the response in future disasters in this
     community?**

END OF INTERVIEW. REMEMBER TO THANK THE RESPONDENT FOR THEIR TIME

Additional Notes: