

Cloudburst Consulting Group

2015 CFP Impact Evaluation Baseline Data collection

CFP PARTICIPATORY MAPPING INSTRUMENT PROTOCOL

A. Participatory Mapping Record			
	A1. Village/locality Name	(Text)	
	A2. Village ID	(Text)	
	A3. Date of Interview	(mm/dd/year)	
	A4. Name of Qualitative Researcher 1 (lead)	(Text)	
	A5. Name of Qualitative Researcher 2 (recorder)	(Text)	
	A6. Please indicate the category of respondents for this focus group.	1=Women 2= Men	
	A7. Start Time	(Numeric)	
	A8. End Time	(Numeric)	

INTRODUCTION AND INDIVIDUAL CONSENT

(Enumerator: Consent must be obtained individually. Please read the paper consent form carefully and word for word)

Hello, my name is ____ I am a researcher working with Rural Net, the U.S. Agency for International Development, Cloudburst Group, and Clark University on a study of land tenure and forest conditions in Zambia's Eastern Province. I would like to ask you some questions to better understand these issues in your community. Your participation is entirely voluntary.

What will I do if I choose to be in this exercise?

If you agree to be part of the exercise, you will be asked to draw a map of your village and to identify what resources and/or spaces you think are important for your village. We will ask you about the different resources in your village, and about your activities and opinions around land tenure and forest use. The mapping exercise will last about 2 hours. At any time in the study, you can decide to stop being part of this study. If you choose to stop being part of the study, we will not ask you any more questions. If you decide to stop being part of this study, I will ask if the study can still use information already collected from you.

What are the possible risks for discomforts?

Being part of this study does not involve any risks to you that are different than what you would experience day to day. Participation in this study will involve no cost to you.

What are the possible benefits for me or others?

You will probably not get any direct benefit from being in this research study. However, we hope that this study will help provide researchers and political leaders with a better understanding of the resources used and needed for livelihood development in Zambia.

What alternatives are available?

You can choose to not be part of this research study. You can also arrange to talk with me or one of my co-workers at a later time if you need more time to think about whether or not you would like to be part of the study.

What are my rights as a research participant?

We will respect any decision you make about answering our questions. You are free to stop being in the study at any time. Choosing not to be in this study or to stop being in this study will not have any bad consequences for you.

What about my confidentiality and privacy rights?

We emphasize to all participants that comments made during the mapping exercise should be kept confidential. However, it is possible that participants may repeat comments outside of the group at some time in the future. Therefore, we encourage you to be as honest and open as you can, but remain aware of our limits in protecting confidentiality. To protect your responses, we ask that you do not share the details of the discussion outside of the mapping session.

The discussion that takes place throughout the mapping exercise will be recorded with a digital recorder, and stored on a password protected computer. After transcriptions and translations are complete, the recording will be deleted. The map drawn will not be shared with anyone. The research team will take the map with us when we leave. Only the study leader, members of their staff, and the Clark University Institutional Review Board will be allowed to review the records from the mapping exercise. All these people must always keep your personal information private and confidential. In other words, these people are not allowed to share your personal information with anyone else.

Results of this study may be used for research articles; however, we will not discuss your individual results. The responses from this mapping exercise will be combined with those from other mapping exercises being held in approximately 20 other villages. Only general results will be reported, and no information will be reported which could be used to identify a particular individual or village.

Who should I call if I have questions or concerns about this research study?

If you have questions about this focus group discussion, you may contact the Project Manager in Lusaka, Steven Tembo. He can be reached by phone at +260 966743100. You may also contact the Cloudburst Country Coordinator at +260 971545041. This study has been approved by the Clark Committee for the Rights of Human Participants in Research and Training Programs (IRB). Any questions about human rights issues should be directed to the IRB Chair, Dr. James P. Elliott (508) 793-7152. We would be very thankful for your participation.

Consent

After being read the entire participant information sheet and asking any questions you may have, do you wish to participate in this exercise?

_____ Yes

_____ No

Participant Signature:

Witness Signature:

Date: _____

Date: _____

ROSTER OF RESPONDENTS:

Enumerator, complete this roster with each respondent in private.

Resp. ID	Name <i>Make a complete list of all individual s taking part in the focus group.</i>	Did the respondent consent? <i>All respondents must consent.</i>	Gender <i>1=Male 2=Female 999=Preferred not to respond</i>	How old are you? <i>number of years</i>	For how many years have you lived in this village? <i>number of years</i>	What is the highest level of education you have received? <i>1=None 2=Grade 1/Sub-standard A 3=Grade 1/Sub-standard B 4=Grade 2/Standard 1 5=Grade 3/Standard 2 6=Grade 4/Standard 3 7=Grade 5/Standard 4 8=Grade 6/Standard 5 9=Grade 7/Standard 6 10=Grade 8/Form 1 11=Grade 9/Form 2 12=Grade 10/Form 3 13=Grade 11/Form 4 14=Grade 12/Form 5 15=Post-secondary 888=Don't know 999=Preferred not to answer</i>	What is your tribe? <i>1=Chewa 2=N'goni 3=Nsenga 4=Tonga 5=Tumbuka 6=Senga 7=Kunda 8=Biza 9=Lunda 10=Luvale 11=Kaonde 12=Lozi 13=Bemba 14=Zambian only 97=Other, please specify 999=Preferred not to answer</i>
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Participatory Mapping: Exercise Protocol

INTRODUCTORY SCRIPT

Hello, my name is ____ and this is _____. We are researchers working with Rural Net on a study of land tenure and forest conditions in Zambia's Eastern Province. Thank you so much for agreeing to be a part of this exercise and for taking the time to speak with us today. As you know, your participation is voluntary and you will not receive anything for participating, so we appreciate your willingness to be here. We are here to conduct a participatory mapping exercise that will allow you to share information with us about your village. You will be asked to draw a map of your village and to include important landmarks and resources, such as the village's schools, fields, and water supplies. In addition, we will ask you to identify the resources and spaces that you think are important for your village. Then, once the map is complete, we will ask the group to share and explain the image you have created. The objective of the exercise is not only to identify the important resources and spaces in your village, but also to determine how you see and value your environment and resources. Don't worry if you have never drawn a map before or are not familiar with the process. This is a fairly simple exercise and can actually be a lot of fun. The map will be a great way for you to tell us about your village, and we hope that you will all participate and express yourselves freely.

The exercise today will last about 2 hours. I will facilitate the exercise and _____ will take notes and tape record our session. Remember that the tape recording is only for the purpose of the research, and it will be kept confidential. Also, we will not use your names in preparing any reports and we will disguise your comments so that no one can identify who made specific remarks. The maps drawn will not be shared with anyone. We will take them with us when we leave.

Before we get started, I would like to go over a few ground rules for the exercise. These guidelines will help our exercise run smoothly, and help ensure that you all feel comfortable and respected as participants.

Please respect the following ground rules:

1. We want you to do the mapping and the talking: As the facilitator, my role here is to watch, ask questions and listen. I won't be participating in drawing the map, instead I want you to work with one another. We would like everyone here to participate in the exercise and the discussion.
2. Everyone's participation is important: Your knowledge and opinions are important to our research, and we are here to learn from you. You may choose to nominate one person to draw the map, but materials will be available for all of you. We would like everyone to contribute. We expect that some of you will have different points of view and we are interested in hearing from each of you.
3. There is no such thing as a wrong answer or a bad map: Please know that there is no right or wrong way to draw your map. And there are no right or wrong answers to our

questions– just your ideas, experiences and opinions, which are all valuable. You are encouraged to include whatever you think is appropriate on your map and to openly answer any questions we may ask.

4. What is shared in the room stays in the room: We want you all to feel comfortable sharing your knowledge and opinions with us. To protect your privacy, we ask that all comments made during our discussion be kept confidential. Please do not repeat comments or share the details of our discussion outside of the exercise.

Any questions or comments before we get started? (*Enumerator: answer any questions as appropriate*)

Okay, now let's start by introducing ourselves so we can know each other better. Please describe who you are and any other information you want to share. (*Enumerator: facilitate introductions and then **distribute the mapping materials.***)

Instructions for Enumerator: Use the questions below to help prompt and guide focus group participants through the mapping exercise. The goal is to collect and record as much information as possible on the maps. Use the checklist to help you keep track of the information you need. Be sure to record the conversations between participants as they draw.

Now I would like to start by giving you some more detailed directions. If you wanted to draw a picture of your village that could describe your village to someone who has never been here before, like someone from another country, what would you draw? Can you show me this on this paper here?

Also, as you draw I would like you to identify what resources and/or spaces on the map that you feel are most important to your village. You may choose to use these stickers to help you identify the most important resources and spaces if you would like.

As you start to draw the map of the village, I would like for you to try your best to include:
(*Enumerator, use the list below as your checklist*)

- Village infrastructure, such as roads, houses, etc.
- Village boundaries and neighboring villages
- Village services, such as schools and hospitals
- Any markets or shops in the village
- Agricultural Fields
- Forest Lands
- Grazing Areas
- Water sources
- Hunting and fishing grounds
- Fuel sources
- Key agricultural institutions

Enumerator: Use these questions for Probing/Guidance:

- What is the shape of your village (square, triangle, circle, some other shape)? Where are the major boundaries?
- Are there any major landmarks in your village, and where can they be found (like a road, town office, school or hospital)?
- What three places are you most likely to visit?
- Where are the transportation points?
- Where do people farm in your village?
- Where do people graze livestock?
- Where is the forest?
- Where are the burial sites?
- Where is the headman's house?
- Where is the chief's house (if in the chief's village)?
- Where are the nearby rivers/streams?
- What natural resources (for example, water sources and forest access) are in your village and where can they be found in relation to the landmarks? Can you point them out on the drawing?
- What is the size of the different natural resources in relation to each other?
- What areas of your village are most important? Economically, socially, culturally?
- What resources in your village are most important? Economically, socially, culturally?
- Why did you choose to include these landmarks?
- Why did you choose to identify __ as one of the most important places in your village?
- How did you decide to define the boundaries of the community?

Enumerator Instructions: After about 30-40 minutes, come back together as a larger group and ask the participants to share and explain their map to one another and the research team. Ask them to describe what they drew on the map and why they chose to include it. Also, ask them why and how they identified certain resources and spaces on the map as important. Don't forget to also ask about the items on your checklist that were NOT included on the map. Pay particular attention to the recognition of assets and forest/land resources, and any concerns and issues that are expressed within the group. Listen to and record the conversations throughout the exercise. Lastly, label and take a photograph of the map and save it along with the notes and recording collected during the exercise.