

Revised Version 3.0

Community Led Monitoring Annotated Program



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Papua New Guinea

Overall Aim:

All Community Led Monitoring (CLM) tools are finalized for training and data collection

Expected Results:

By the end of two days' workshop, 30 participants would have;

- 1- Revised the simulated CLM Scorecards (Exit Interview, Community Forum and KPAC Response Center Operators) by getting into pairs and interview each other and getting group feedback
- 2- Learned how to encoding data into the electronic webform kobo)

Workshop/Training Title	CLM Introduction and Tools Development Workshop <i>"Community Led Monitoring methodologies and tools appropriate to key populations in the PNG context & Simulation of Kobo Toolkit (Scorecard Webform)"</i>
Location	Stanley Hotel
Date	Tuesday 24 May – Wednesday 25 May 2022
Time	0830hrs to 1600hrs each day

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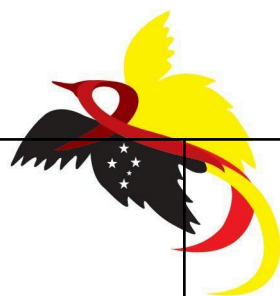
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Facilitators	<p>Lead:</p> <ol style="list-style-type: none"> 1. Mosende (Peter) Zimmbodilion, Strategic Information Advisor, UNAIDS, Country Office, PNG 2. Meredith Tutumang, Consultant-Community Engagement Advisor, UNAIDS, Country Office, PNG <p>Co-facilitators:</p> <ol style="list-style-type: none"> 3. Lesley Bola, Executive Director, Key Populations Advocacy Consortium 4. Rose Namah, CLM Coordinator and Training, KPAC 5. Kinivagi Karo, CLM Training Consultant 6. Sarah Korawali, WVI Kobo tool Trainer
Expected Number of Participants	<p>24th May –</p> <p># 14 partners (KPAC Representatives, PHA, NDoH)</p> <p># 9 participants CLM team, PHA, NDoH) including facilitators.</p> <p>Total = 25</p> <p>25th May</p> <p># 14 partners (KPAC Representatives, PHA, NDoH)</p> <p># 9 participants CLM team, PHA, NDoH) including facilitators</p> <p># 5 partners (World Vision)</p> <p>Total – 30 Participants</p>

Activity Outline	Estimated Time	Methodology	Facilitator	Process, Results, Other Resources
Day One				
Participant Arrival and Registration	0830hrs - 0900hrs (30 minutes)		Rose Namah	<p>Rose to be at entrance and meet participants, one on one</p> <p>#Registration log-sheet.</p> <p>#Training Folder with Notepad and Pen.</p>



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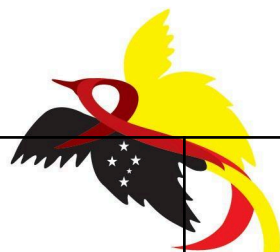
				#Have power-points pictures running with classical soul music in the background (moderate volume on sound). #Hand out pre-test evaluation before formal session starts.
Welcome remarks	0900hrs - 0910hrs (10 minutes)	Formal Speech/Talk to Group	Lesley Bola	#Power-point slide 1 - talking point: <ul style="list-style-type: none"> • Thank participants • Elaborate on first CLM training giving acknowledgement to development partners (USAID/PEPFAR, DFAT, and UNAIDS) for supporting CLM.
Opening Prayer	0910hrs - 0915hrs (5 minutes)	Prayer to Group-All Standing	Volunteer	#Power-point slide 2 – have a positive message (food for thought/philosophy)
Opening Remarks	0915hrs - 0925hrs (10 minutes)	Lecture approach	Mosende (Peter) Zimmbodilion	#Power-point slide 3-4 introducing the importance of CLM.
NDoH Remarks	0925hrs - 0935hrs 10 minutes)	Lecture approach	Dr. Boas Peniel	#Power-point slide 5-6 current statistics and the need for KP service demand generation
Introduction	0935hrs - 0945hrs (10 minutes)	Participatory activity	Lesley Bola	#Introductions through an Ice-breaker
House-keeping	0945hrs-0955hrs (10 minutes)	Participatory activity	Rose Namah	#Work with participants on developing house rules with butchers, makers, and blue-tag. # Introduce a parking lot, for questions that participants want answered.
Participants' Pre-Evaluation	0955hrs –1000hrs (5 minutes)	Participatory activity	Rose Namah	#Using butchers, makers, and blue tag record participants' expectation about the CLM training.
Morning Tea	1000hrs-1015hrs (15 minutes)	Invitation to tea	Rose Namah	#Tea, biscuits and cakes served by the hotel.

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Overview of CLM training-	1015hrs – 1030hrs (15 minutes)	Lecture approach	Mosende (Peter) Zimmbodilion	#Power-point 7-8 - Overall outcome: Participants can accurately collect, record, and analyze community data.
Specific outcome 1: Participants can articulate the purpose of CLM and the different models and related tools applied.				
Looking in depth into CLM methodologies and tools	1015hrs - 1100hrs (45minutes)	Lecture approach and participatory activity	Mosende (Peter) Zimmbodilion	#Power-point slide 9-14 each slide discusses the CLM model, methodology, and respective tools. #Do a participatory activity with the group to ensure participants understand the models, methodologies, and tools to be used in the CLM. Materials for this can be butchers, makers, blue tag, and pictures.
Specific outcome 2: Participants can use 5 CLM tools to collect data				
Practical - Filling in Facility Exit Interview Scorecard	1100hrs - 1145hrs (45 minutes)	Participatory activity	Kinivagi Karo Rose Namah	#Power point slide 15 shows the Facility Exit Interview Scorecard. # Go through with the participants on the scorecard. #Get participants to work in pairs where one acts as an interviewer and the other acts as respondent.
Participant's Feedback on-Practical Filling of the Facility Exit Interview Scorecard	1145hrs - 1200hrs (15 minutes)	Participatory - Group Feedback	Kinivagi Karo/Rose Namah	#Participants provide feedback on their experience and learning. #Feedback is recorded on the butcher by the facilitator.
Lunch Break	1200hrs – 1300hrs (1 hour)	Invitation to lunch	Rose Namah	#Make announcement on emerging items where required.



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Practical - Filing in Community Forum Scorecard	1300hrs - 1343hrs (43 minutes)	Participatory activity	Kinivagi Karo Rose Namah	#Power point slide 16 shows the Community Forum Scorecard. # Go through with the participants on the scorecard. #Get participants to work in pairs where one acts as an interviewer and the other acts as respondent.
Energiser	1343hrs – 1345hrs (2 minutes)	Participatory	Lesley Bola	#Energiser (Lesley to name energizer)
Participant's Feedback on-Practical Filling of the Community Forum Scorecard	1345hrs – 1400hrs (45 minutes)	Participatory activity	Kinivagi Karo Rose Namah	#Participants provide feedback on their experience and learning. #Feedback is recorded on the butcher by the facilitator.
Practical - Filing in the Mystery Client Scorecard	1400hrs - 1445hrs (45minutes)	Participatory activity	Kinivagi Karo Rose Namah	#Power point slide 17 shows the Mystery Client Scorecard. # Go through with the participants on the scorecard. #Get participants to work in pairs where one acts as an interviewer and the other acts as respondent.
Participant's Feedback on-Practical Mystery Client Scorecard	1445hrs – 1500hrs (15 minutes)	Participatory activity	Rose Namah Kinivagi Karo	#Participants provide feedback on their experience and learning. #Feedback is recorded on the butcher by the facilitator.
Afternoon Tea and Closing of Day One	1500hrs	Group announcement	Rose Namah	#Tea # Write out busfares/log sheet for participants

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Activity Outline	Time Estimation	Methodology	Facilitator	Process, Results, Other Resources
Day Two				
Participant Arrival and Registration	0830hrs - 0900hrs (30 minutes)	Entrance greeting, one on one	Rose Namah	#Registration log sheet for day two
Recap	0900hrs - 0930hrs (30 minutes)	Participatory activity	Lesley Bola	#Record feedback on butchers
Practical – Filling scorecards electronically	0930hrs – 1000hrs (30 minutes)	Participatory activity	Mosende (Peter) Zimmbodilion Sarah Korawali	#Webform links are provided. 1. The CLM Team is familiar on how to open the Kobo Toolbox, create/edit Kobo webforms 2. The CLM 3 Tool – Exit Interview Scorecard is revised (based on version 3 attached) 3. The CLM team is able to experience encoding data into the webforms 4. New Webforms are created for the other CLM Tools (CLM 4 - Community Forums Scorecard and CLM 1 – KP Issue Documentation Tool)
Morning Tea	1000hrs - 1015hrs	Invitation to tea	Rose Namah	#Make announcements on any emerging items where required.
Continued-Practical – Filling scorecards electronically	1015hrs - 1100hrs (45 minutes)	Participatory activity	Sarah Korawali Mosende (Peter) Zimmbodilion	#Work in groups with each group having a gadget for encoding (preferably with internet connection) #Webforms links are provided.
Feedback from participants	1100hrs - 1200hrs (1 hour)	Participatory activity	Lesley Bola	#Feedback is recorded on butchers.
Lunch Break	1200hrs - 1300hrs (1 hour)	Invitation to lunch	Rose Namah	#Announcement on any emerging items where required.



Specific outcome 3: Participants gain basic communication skills to engage in dialogue as entry for data collection.				
Communication - Principles of beginning an open dialogue.	1300hrs - 1400hrs (1 hour)	Participatory activity	Meredith Tutumang	#Power point slide 19 showing Communication - Principles of beginning an open dialogue.
Practical - Role Play: Creating a dialogue with service users in order to fill out the scorecards.	1400hrs - 1500hrs (1 hour)	Participatory activity	Meredith Tutumang Rose Namah	#Power point slide 20 – showing task on Practical - Role Play: Creating a dialogue with service users in order to fill out the scorecards.
Afternoon Tea	1500hrs - 1515hrs (15 minutes)	Invitation to tea	Rose Namah	#Announcements on any emerging items where required.
Participant's Feedback	1515hrs - 1530hrs (15 minutes)	Participatory activity	Meredith Tutumang Rose Namah	#Group provides feedback and this is recorded on butchers.
Post evaluation	1530hrs -1540hrs (10 minutes)	Individuals fill out evaluation forms	Rose Namah	#Hand out post evaluation forms to participants to fill.
End of Day Two	1600hrs			