

## ANNEX 3

**TABLE 2: SUGGESTED ACTIVITIES AND TIME FRAMES**

Time frame	CE objective	Suggested key activities
<p><b>Weeks 1–4</b></p> <ul style="list-style-type: none"> <li>• <b>Rapid needs and capacity assessment</b></li> <li>• <b>Community profiling</b></li> </ul>	<ul style="list-style-type: none"> <li>• Lay foundations for community engagement</li> </ul>	<ul style="list-style-type: none"> <li>• Undertake basic stakeholder analysis to understand who in the community we should talk to: who are the gatekeepers (formal stakeholders) and informal leaders? How can we reach vulnerable and less visible groups?</li> <li>• Provide information for communities on risk and access to services</li> <li>• Identify critical religious or cultural issues and follow up on assessment for more in-depth analysis</li> <li>• Set up ‘good enough’ feedback mechanisms</li> <li>• Recruit local staff/partners and carry out rapid training on community engagement</li> </ul>

Time frame	CE objective	Suggested key activities
<p><b>Months 2–3</b></p> <ul style="list-style-type: none"> <li>• <b>Strengthen inclusion and vulnerability analysis – who has been missed?</b></li> <li>• <b>Identify gaps in the response</b></li> </ul>	<ul style="list-style-type: none"> <li>• Strengthen the dialogue - deepen understanding of community perspectives</li> <li>• Collect and respond to feedback</li> </ul>	<ul style="list-style-type: none"> <li>• Map out who is consulted about what (social mapping, Venn diagrams)</li> <li>• Engage with the MEAL team and <b>set up listening groups</b>: meet regularly with these groups for feedback using a set of exploratory questions to check Oxfam’s/ partner’s assumptions; understand and build on community coping strategies; inform advocacy (share with coordination platforms with permission) and ensure 2-way feedback</li> <li>• How do communities perceive the evolving situation? Review WASH outcomes with colleagues in conjunction with:             <ul style="list-style-type: none"> <li>• <b>Level of satisfaction</b> with initial response?</li> <li>• How should the programme be <b>adapted</b>?</li> <li>• <b>What has changed</b> in the last month (understanding of risk, people movements, and seasonal changes)?</li> <li>• What are <b>community priorities</b> for the next 2–3 months among displaced and non-displaced?</li> <li>• Agree meaningful action plan with them if appropriate</li> </ul> </li> </ul> <p>Look for examples of positive deviance<sup>3</sup> and explore how engagement is playing out differently across communities</p> <p>Share learning across programme sites if relevant.</p>

Time frame	CE objective	Suggested key activities
<p><b>Months 4–6</b></p> <ul style="list-style-type: none"> <li>• <b>Monitoring and adapting</b></li> <li>• <b>Review evolving risks in relation to response</b></li> </ul>	<ul style="list-style-type: none"> <li>• Enhance listening and community engagement skills of staff and partners</li> <li>• Enhance capacity of community to manage/ influence the response</li> </ul>	<ul style="list-style-type: none"> <li>• Review staff/partner listening and dialogue skills and enhance/update as necessary</li> <li>• Ensure that epidemiological information and programme monitoring data is used to adapt the programme – and that this is documented</li> <li>• Review community participation and satisfaction indicators – update/amend with community as necessary</li> <li>• Review WASH outcomes with colleagues in conjunction with feedback on community participation and satisfaction – make changes to programme if necessary</li> <li>• Promote community involvement in monitoring</li> <li>• As part of exit discussions, review with community their capacity to maintain and manage WASH facilities, services and processes</li> <li>• Prepare for programme evaluation and review of CHS commitments and quality criteria</li> </ul>