

QUESTIONNAIRE/AUDIT FACILITY

(Drafted by Elizabeth Riddiford, CCI-Kenya, 2006)

<http://www.communityconservation-initiative.org.uk/resources.htm>

The following draft Questionnaire has been made available as a working tool/audit facility for the use of both Community-led groups (CBO'S) and supporting organisations/agencies . **It's aim** is hopefully to help **document & record** a background to the set-up and organisation of community-based group(s) and to help **provide a basis for positive critical assessment** of their achievements, needs & challenges in relation to the efficacy (or otherwise) of any outside funding/sponsorship, practical assistance, training & capacity building that they may have received from outside supporting organisations/agencies. **Results** of this audit/assessment can then be used to **collaboratively help plan & implement** positive & appropriate ways forward towards the **long-term, sustainable achievement** of both the community-based group's & supporting organisation's' stated aims & objectives.

If you have any comments and or suggestions for refinements/improvements to the questionnaire, please email these to cci_kenya@yahoo.co.uk. Many thanks.

QUESTIONNAIRE/AUDIT FACILITY FOR THE USE OF COMMUNITY-BASED GROUPS & SUPPORTING ORGANISATIONS/AGENCIES

ORGANISATION & RUNNING OF THE COMMUNITY BASED ORGANISATION (CBO)

1) What is the name of your Community Based Organization (CBO) /initiative?

Name(s) of Contact people within your CBO:

Physical address:

Mobile No:

Office tel no:

Email address:

Website address:

2) When was your CBO established?

2a) And by whom?

2b) And why was your CBO established?

3) Is your CBO registered in any way?

(ie. A trust, self-help group, Ministry, or other?)

Give details...

4) How is your CBO set up? Please give details.

- Secretariats?
- Policy/strategy?
- Life span of CBO?
- Office bearers?
- Chairman:
- Secretary:
- Treasurer:
- Constitution?
- Bank account?
- Does your CBO have its own dedicated website?
Or is it represented in some other website?
- Does your CBO produce a Newsletter?
How often is this Newsletter published?
Who is this Newsletter sent to/made available to?
When was the Newsletter's first issue?
When was the Newsletter's last issue?

If possible, please attach a copy of your latest Newsletter with this questionnaire

Representation

- 5) Does your CBO represent all members of the local community (all age groups, of both sexes)?
- 6) Does your CBO represent the whole area, eg. Location, Division or District?
- 7) How are all the above members of the local community represented both by, & within, the organization (eg elected representatives, if other please give details)

7a) Please give names of all elected representatives & areas which they specifically represent.

8) Does your CBO have a system of membership or supporters club? How is this set up & administered?

9) What categories of Membership does your CBO have (eg. Ordinary, Voluntary, Associate)?

Question 10) SUMMARY of current level & composition of your CBO membership				
Name of your CBO				
Name of District		Name of Division		
Total number of members from your local Division.				
Sections within your Division with members of your CBO, & total number of members in each section				
Section			Number of M	F
Section			Number of M	F
Section			Number of M	F
Section			Number of M	F
Section			Number of M	F
Section			Number of M	F
Section			Number of M	F
Section			Number of M	F
Section			Number of M	F
Age of members	Males	Females	Total	Categories of membership
under 15 years old				
15 to 25 years old				
25 to 40 years old				
40 to 60 years old				
over 60 years old				
TOTAL				

Number of national members (living in Kenya, but outside the Division)				
Names of Districts represented				
Names of Divisions represented				
Age of members	Males	Females	Total	Categories of membership
under 15 years old				
15 to 25 years old				
25 to 40 years old				
40 to 60 years old				
over 60 years old				
TOTAL				

Question 10				
continued				
Number of international members (living abroad)				
Names of Countries represented				
Age of members	Males	Females	Total	Categories of membership
under 15 years old				
15 to 25 years old				
25 to 40 years old				
40 to 60 years old				
over 60 years old				
TOTAL				

Question 10 continued	
Details of Associate members (schools/groups/organisations, etc)	
Names of organisation & contact details	Nationality

DECISION MAKING WITHIN THE CBO

11) How are decisions taken & implemented by your CBO? (eg. By meetings & discussion followed by vote or consensus, or other (please specify)?

11a) Are all members of the local community/CBO represented at these meetings, if not, who is represented?

11b) Do all members of the local community/CBO have a voice/vote in decision making?

11c) How many meetings does the CBO hold per year?

11d) How are office-bearers elected to the group?

Notes/additional comments regarding Questions 10 & 11

Question 12. ACTIVITIES CARRIED OUT BY YOUR CBO

What activities/enterprises is your CBO involved with? Please list them in order of importance (eg. environmental education, conservation; reforestation; bee-keeping; butterfly farming; health education; improved grazing regimes; land regeneration; distillation of medicinal plants; jewellery co-operative; tourist accommodation; cultural manyatta; other (please specify)	How many members are involved in each of these activities?				How are these people involved? (eg project committee, producer/guide/sales/other (please specify)	Do any of these activities provide any economic benefits to members of your community?		Do any of these activities provide any economic or social benefits to rest of local community? If yes, in what way?
	Male	Age Groups	Females	Age Groups		YES	NO	

Question 12. ACTIVITIES CARRIED OUT BY YOUR CBO (Continued)

What activities/enterprises is your CBO involved with? Please list them in order of importance (eg. environmental education, conservation; reforestation; bee-keeping; butterfly farming; health education; improved grazing regimes; land regeneration; distillation of medicinal plants; jewellery co-operative; tourist accommodation; cultural manyatta; other (please specify)	How many members are involved in each of these activities?				How are these people involved? (eg project committee, producer/guide/sales/other (please specify)	Do any of these activities provide any economic benefits to members of your community?		Do any of these activities provide any economic or social benefits to rest of local community? If yes, in what way?
	Male	Age Groups	Females	Age Groups		YES	NO	

OUTSIDE SUPPORT & ASSISTANCE FOR THE CBO

13) List past and current organisations involved in any way with the establishment, support and running of your CBO/

Full name of supporting organisation	Nationality of supporting organisation	Full contact details of supporting organisation	Type of support given by organisation (see Guidance Notes for Question 13 below)	Level of support given (relative cost of support, eg under \$500; \$500-\$1,000; \$1,000-\$5,000; \$5,000-\$10,000; over \$10,000)	Duration of support given (eg one off; short-term (up to 2 years); medium term (2-5 years); long term (more than 5 years); continuous (from start of CBO to present day))

OUTSIDE SUPPORT & ASSISTANCE FOR THE CBO (Continued)

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Guidance Notes to answering Question 13)

What type of support/assistance has each above organization given to your CBO/initiative? a) direct financial, b) practical, c) both financial & practical

a) direct financial assistance *eg. funds towards building construction; purchase of educational equipment/materials; purchase of office equipment/materials; training; day-to-day running costs; other (please specify what funds were given for)*

b) practical support/assistance *eg: provision of equipment;/training/enterprise development/sales & marketing; technical advice or assistance for maintenance of equipment; logistical & or administrative support; transport; other (please specify what particular support/assistance has been given)*

!4) Did support given come directly from above organization(s) concerned, or was it channeled/accessed via another partner/lead organization? (please give details)

15)What conditions (if any) were attached to the giving & acceptance of support from each of the above organizations? (ie. What influence did/does this donor organization have over the activities/running of your CBO/initiative?)
Please give details.

TRAINING/CAPACITY BUILDING

16) Where training has been given to members of your CBO, specify what type of training was involved (eg environmental education /environmental monitoring/conservation techniques/health education/bee-keeping/ butterfly farming/distillation of medicinal herbs/enterprise development/business management/, use of computers/office management/sales & marketing/maintenance of equipment, other please give details)

17) Who provided the above training and to whom was the training given?

18) What was the duration of each training period involved?

19) Has there been any follow-up assessment or continued training support & advice given after each of the above training periods to ensure success and future sustainability of each project concerned? YES or NO
If Yes, please give details:

20) Where education/conservation/health clubs/classes are organized locally by the CBO

25a) How are they each organized?

20b) How are they each funded?

20c) Who is involved in leading/facilitating the clubs/classes?

20d) Who attends the above clubs/classes?

(Number of males & females, plus age groups represented by each)?

20e) How often are the clubs/classes held?

20f) What training has been given to the leaders/ facilitators of each of the clubs/classes?

21) Where the CBO has outreach into local schools for environmental education/conservation/health education programmes,

21a) How are these outreach visits organized?

21b) How are these outreach visits funded?

21b) How many schools are involved?

21c) How many visits are made to each school per wk/per term/per year?

21d) What is the cost of each of these school visits?

Question 22) Involvement of other local CBO's/stakeholders in your Division

How many other community conservation/sustainable resource management groups are already established in each section of your Division

Names of other CBO's in your Division	Contact Details	What types of activities is each other CBO involved with (eg. bee-keeping, beadwork, cultural manyatta, environmental education, capacity building, health education, environmental conservation, grazing management, land regeneration, reforestation, girl child education, education on income-related activities, publicity, tourism?)			

23) Is your CBO a member of a larger community-based Group/ Association/Foundation? YES or NO.

If yes, which one?

- Which other CBO's/organizations/local stakeholders are also members of, or are represented by, this Association/Foundation?

- How is this Association/Foundation set up and organized?

- What are the general aims and objectives of this Association/Foundation?

- As far as your own CBO is concerned, do you feel the aims and objectives of the Association/Foundation are being met?

YES or NO?

If not, why not?

- As far as your CBO is concerned, how could this situation be improved?

Would your CBO be willing to link with other CBO's attempting similar sustainable resource management initiatives elsewhere – in order to give moral support & practical advice and assistance based on your own experiences?

CONSERVATION OF THE ENVIRONMENT

Type of natural habitat/environment involved in the community-led sustainable resource management & conservation project?

Name of habitat/area involved and where situated?

- 1) Known History: What was the original size & condition of this natural habitat/environment in the past?
- 2) How far back do records go? What are earliest documented records of this area, plus any documented change recorded over time and where can these records be found?
- 3) Is there a record of past & current human activities within and around the habitat/natural environment? YES or NO
- 4) If YES, what were these activities? (eg. Pitsawing; logging; charcoal burning; livestock grazing; grass-cutting for thatching/animal feed; collection of timber for firewood, local building construction; mineral extraction (such as gold-mining); animal/bird trapping for sale or food; collection of trees or plants for medicinal purposes; shrines; other traditional or cultural uses (please give details). Please list in order of greatest impact.
- 5) Have any environmental monitoring studies/research projects been carried out in this area in the past? YES or NO. If yes, please give details of what was studied and who was involved with doing the study:
- 6) Are any environmental monitoring studies/research projects being carried out in this area at the current time? Yes or NO? If yes, please give details of what is being studied and who is involved with doing the study:

CONSERVATION OF THE ENVIRONMENT (continued....)

7) Does a baseline or species inventory exist which can be used to monitor and assess past/current/future changes? If YES, Please give details:

If not, are there any plans to establish such a baseline/species inventory in the future?

8) Are there any measurable changes (positive/negative) to the natural habitat/environment since the CBO's began operating?

9) List positive and negative changes.

10) To what may the above changes be attributable?

11) What practical things are members of your CBO/local community doing in their own homes/shambas/daily lives to try and help conserve their environment?
(eg use of fuel-efficient stoves and food warming baskets - how many families in your CBO & local area use these?
How often are these used by the families concerned?
What difference has their use made to the daily collection and use of firewood/charcoal from the forest?

12) In their view, in what other practical ways could the local CBO's/members of the local community help in trying to conserve their local environment, for the benefit of future generations and for the conservation of important local wildlife?

13) What type of assistance is needed to help achieve this (see 12) above?

EDUCATIONAL SPONSORSHIP:

1) Has educational sponsorship ever been provided by any organisation to children/adults in your Division? YES or NO

1b) If yes, please give details of the organisation concerned (name of organisation & contact details, if known).

2) How long has/was the above organisation (s) been involved with awarding educational sponsorships in your Division?

3) What section(s) of your Division benefit(ed) from these sponsorships?

4) To whom is/was this sponsorship being directed (girls/boys/both?)

5) If known, what is/was the approximate number of children involved?

6) Does/did the sponsorship assist pupils with their Primary/Secondary or Further Education?

7) How are/were the individuals chosen to receive educational sponsorship?

8) Do the community feel that the above means of selection is/was a fair way to choose individuals for sponsorship? YES or NO

8a) If not, what might be considered a better, fairer/more acceptable way in future?

Educational/cultural links

9) Have any educational/cultural links with other schools/communities ever been attempted by the CBO in the past? YES or NO

10) Please give names & details of schools/organisations with whom the links took place, including nationality & type of institution (eg: primary school/secondary school/college/university, scientific/ research organisation/church group/community group).

Please also give contact details for above schools/organisations where available.

Name of school/institution	Type of institution (eg. primary school; secondary school; university; church; community group; other (give details)	Contact details	When did the link take place? And for how long?	How was the link organised (eg via postal mail; email; interactive website; exchange visits; other (please specify)	How was the link funded?

11a) Were the links considered to be successful? YES or NO
14b) If not, what were pitfalls/difficulties encountered?

11c) How could potential future links be improved, based on the lessons learned from the above past experiences?

Health Care

- 1) What health care facilities are available in the local Division (in each Section?)?
(eg. Dispensing Nurse? Dr? Clinic?)
- 2) Approximately how many people is the nurse/Dr/clinic responsible for looking after?
- 3a) Are any health education classes given to any of the local communities?
- 3b) If yes, who gives these classes?
and
- 3c) What health education subjects are these classes about?

- 3d) If no, what type of health education classes or health information do you think would be considered helpful/useful to the local communities if it could be made available?

Water supplies

- 1) Where is the main water supply for the local community during the wet season?
- 2) Where is the main water supply for the local community during the dry season?
- 3) What type of water supply is this? (eg. stream, river, sand river, bore-hole, reservoir, other (please specify)?)
- 4) Which months of the year is this water supply generally available?

- 5) On average, how far do people from your local community have to travel to collect water each day during the wet season?

- 6) On average, how far do people from your local community have to travel to collect water each day during the dry season?
- 7) On average, how much water does a family need to use each day? (eg how many debe?)
- 8a) If water is provided from a bore-hole or reservoir, when was this constructed?
And
- 8b) Who carried out the construction of the bore-hole or reservoir & how was this organised & funded?

- 8c) Who carries out maintenance of the bore-hole or reservoir & how is this organized & funded?

Additional notes/comments.