

FORM A – PEER GROUP MEETING OBSERVATION NOTES AND DEBRIEF

INSTRUCTIONS: This instrument should be completed by the research assistant when observing a peer group meeting. Sections 1 to 3 should be completed during the peer group meeting. Sections 4 to 5 should be completed after s/he observes the peer group meeting. Please fill it out completely and don't skip any questions.

DATE: _____

OBSERVER NAME: _____

ECCD Center: _____

Location: _____
(S/C, Parish, Village)

Moderator names: _____ **Length of session:** _____

Topic: Couples Conversation Menstruation Fertility Family Planning

Type of meeting: “Same sex” peer group meeting “Mixed sex” peer group meeting

SECTION 1. NOTES ON PARTICIPANTS AND SPACE

[Use the space below to write down notes on peer group member interaction, the spacing arrangement and any logistical details, and any interesting observations made]

Number of participants present: Male Female Total

1. Notes on space and session logistics and materials used (e.g. non/use of activity plans, poster, props, reminder cards given?, etc.):

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2. General environment, mood and interaction of peer group moderators and members (e.g. levels of participation for women vs. female, older vs. younger participants, lively? Dull? A lot of talking? No talking?):

3. Please write a general overview of the peer group meeting steps (following the flow of the activities) (how was the activity done? How did they follow the activity plan steps? Did participants volunteer?, etc):

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SECTION 2. NOTES ON ACTIVITIES AND MESSAGING

[Use the space below to write down notes on the different activities during the session. Record your observations and key points in the boxes provided according to the different activities you list in the first column]

Type of activity (include brief description)	Key FA / FP messages or moderation points shared	Verbal discussion, reactions interactions & “direct quotes”; Body language and behavior	What is interesting/ surprising/confusing

Note any questions or comments raised by the peer group members during the session activities and how the moderator/s answered the questions:

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INSTRUCTIONS: After the peer group meeting, ask both moderators to discuss how s/he felt about the session using below questions. Give both moderators the opportunity to discuss; note any differences in responses between the moderators. Write notes on the side if you notice differences in responses.

SECTION 3: DEBRIEF WITH MODERATORS	
Item	Response
1. Overall, how do you think the session went?	Very Good
	Fair
	Poorly
2. How much time did you spend preparing for this session?	_____ (Hour, Minutes)
3. How prepared did you feel today conducting this session?	Very prepared
	Somewhat prepared
	Not well prepared
4. What kind of support, if at all, did you receive from your CDO in preparation for this session? <i>Please explain.</i>	
5. Were there any steps or parts of the session that were confusing or hard to explain? <i>If yes, please explain.</i>	
6. What do you think worked well during the session?	
7. What do you think <u>did not</u> work so well during the session?	
9. Is there anything you would like to improve for next time? <i>If yes, please explain.</i>	
10. Please use this space to note any difference in answers or interactions between the male and female moderators. You can also use this space to note any other observations.	

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INSTRUCTIONS: After the peer group meeting and moderator debrief, use the form below to write down your assessment of the message delivery and participation levels of the rehearsal.

SECTION 4: MESSAGE DELIVERY ASSESSMENT		
<i>[Check the grey box below to select an answer]</i>		
Item		Response
1. Did the moderator/s follow the steps in the activity plan for this meeting?		Almost all of the time
		Some of the time
		Did not follow the guidelines
2. Was there any <u>incorrect</u> information that the moderator/s included? Or any incorrect information that peer group members shared that the moderator did not correct or clarify?		Yes
		No
		<u>If yes, please explain:</u>
3. Were family planning invitation cards given out to peer group members?		Yes
		No
		<u>If yes, approximately how many?:</u> _____
4. Did Peer Group members ask any questions that the Moderator/s was not able to answer? What were these questions? How did the moderator/s respond?		Yes
		No
		<u>If yes, please explain:</u>
5. Overall, how would you rate the moderator/s' ability to facilitate the peer group meeting?		Very good
		Fair
		Poor <u>Please explain:</u>

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SECTION 5: PARTICIPATION AND DISCUSSION <i>[Check the grey box below to select an answer]</i>		
Item		Response
6. Did the peer group members understand the content and messages shared?		Yes, very well understood
		Partially understood
		No, not well understood
7. Did the Peer Group Members respond and discuss questions asked by the moderator?		Yes, a lot
		Yes, sometimes
		No, not at all
8. Which activities or stories in the lesson did peer group members seem interested and engaged in?		
9. Were there any activities in the lesson that the peer group members were not engaged in, seemed to dislike, or seemed uncomfortable with?		
10. Overall, how would you rate the participants' response to this session?		Very good
		Fair
		Poor <u>Please explain:</u>