

# Assessing Organizational or Program Readiness to Integrate the Group Learning and Counseling Model

## VISIONING TOOL SECTION 1

| Organizational Mission and Goals  |   |       |
|---|---|-------|
| Key Question  | Key Action  | Tasks |
| <p>What is the mission and overall focus of your organization or program?</p>   | <p>Clearly define your organization or program's mission and focus.</p>   |       |
| <p>What are the current priorities of your organization as they relate to reproductive health and family planning?</p>                                      | <p>Identify your organization's specific priorities as they relate to reproductive health and family planning. Priorities include both programmatic and geographic areas, as well as specific target populations of interest.</p> |       |
| <p>How compatible is the integration of the Group Learning and Counseling model with the mission, focus and priorities of your organization or program?</p> | <p>Assess the compatibility of the model with your organization or program's mission and identify the elements of the model that may prevent integration.</p>   |       |

## Environment

| Key Question  | Key Action   | Tasks |
|---|--|-------|
| <p>Is the current environment at your organization or program supportive of integrating FAM with other family planning methods through Community Learning and Group Counseling?</p> | <p>Consult with organizational leaders to determine if your organization supports the use of FAM in addition to other family planning methods.</p>   |       |
| <p>What barriers would prevent the integration of FAM? Potential barriers may include structural barriers, specific people or organizations opponents, among others.</p>            | <p>Identify a list of barriers and opponents that would preclude your organization from implementing the Group Learning model.<br/>Determine if it is necessary to overcome these and opponents to implement the Group Learning model.</p> |       |
| <p>If barriers or opponents exist, how might they be overcome/convinced?</p>  | <p>Determine a thoughtful and measurable plan for mitigating these challenges. Potential methods include holding informational meetings and providing evidence-based reports on the effectiveness of FAM, etc.</p>                         |       |

## Logistics and Distribution of Contraceptives

| Key Question   | Key Action   | Tasks |
|--|--|-------|
| Does your organization/program have a logistics and distribution system for RH or FP supplies? If so, which FP methods are supported?  | <p>Asses how CycleBeads will be included in existing logistics systems.</p> <p>Develop a timeline for procurement and international shipping of CycleBeads. Investigate local importation and any registration requirements applicable to CycleBeads.</p> <p>Determine whether CycleBeads will be sold to end users, and if so, establish a price.</p> |       |
| If RH or FP supplies are already available through your organization/program, are they sufficient to support the demand associated with the integration of the Group Learning model? |  |       |
| Who in your organization would champion the integration of FAM through Community Learning and/or Group Counseling?   | Identify organizational members that support the integration of FAM and potential ways these champions may help overcome barriers and opponents.   |       |

## Funding

| Key Question   | Key Action   | Tasks |
|--|--|-------|
| <p>What are the potential costs associated with adapting the Group Learning model? Potential costs may include staff salaries, training costs, procurement costs, etc.</p>   | <p>Prepare a preliminary budget that includes estimated costs of adapting the Group Learning model for your program. Make sure to consider all phases of adaptation, including planning, start-up, implementation, M&amp;E etc.</p>  |       |
| <p>Are sufficient funds currently available to support the integration of the Group Learning model into your portfolio?</p>  | <p>Identify the sources of funding for your organization and determine if any of these sources will support the costs associated with the Group Learning model.<br/>If funding is available, develop an estimated timeline that includes when and for how long.</p>  |       |
| <p>If funds are not presently available, how may your organization procure additional funding? If funds are available through your organization, how might these funds be made available for the Group Learning model?</p> | <p>Identify external sources that might provide your organization with additional funding and all processes associated with obtaining these funds.<br/>If funds are available through your organization, speak with leadership to determine how monies might be reallocated to support the Group Learning model.</p> |       |

## MIS and Quality Assurance

| Key Question   | Key Action   | Tasks |
|--|--|-------|
| What information on community activities, services or outreach do you collect routinely and what type of system is in place to collect this information? | Collect existing forms and reports that are available. Describe what types of data are collected, and request forms as necessary.                      |       |
| Does the organization have a mechanism in place to solicit client feedback on services?  | If a system exists, determine how client feedback is solicited and how this system may be adjusted to support the Group Learning and Counseling model. |       |

## VISIONING TOOL SECTION 2

### Engaging Stakeholders and Building a Supportive Environment

| Key Question  | Key Action   | Tasks |
|---|--|-------|
| <p>What program staff will be involved in preparing for and implementing the Group Learning and Counseling model?</p>   | <p>Determine what staff will participate in adaptation and integration.<br/>If new staff will be hired, determine how many staff, for how long, and describe their specific job roles</p>  |       |
| <p>Does your organization or program have a pre-existing relationship with local government officials? Potential points of contact may be district or sub-county staff.</p> | <p>Identify local officials that will help recruit local community leaders (stakeholders)<br/>Assess officials' willingness to engage in the program through an initial call or meeting<br/>Establish initial planning meeting</p> |       |
| <p>Does your organization or program have a pre-existing relationship with local community leaders? Potential stakeholders may be local religious or civic leaders.</p>     | <p>Compile a list of potential community leaders that may be interesting in supporting the model to be suggested at initial planning meeting</p>   |       |

## Establishing Linkages with the Health Sector

| Key Question  | Key Action  | Tasks |
|---|---|-------|
| <p>Does your organization or program have a pre-existing relationship with the local health system?</p> | <p>If such a relationship already exists with specific facilities or staff within the health system, ensure a system is in place for referrals</p> <p>If no such relationship exists, prepare a list of potential health facilities or workers to be suggested at initial planning meeting.</p> |       |

## Equipping Facilitators to Implement the Intervention

| Key Question  | Key Action  | Tasks |
|---|---|-------|
| <p>The Group Learning and Counseling model is delivered through youth facilitators. From where will youth be recruited to deliver this model, and what qualifications/characteristics are needed for facilitators?</p>                          | <p>Determine what youth groups or organizations your organization or program works with, and assess if members will be able to act as facilitators.</p> <p>If your organization or program does not have a defined relationship with organized local youth, determine any additional actors or organizations that might be able provide an introduction to such groups.</p> |       |
| <p>Does your organization already have a system in place for providing mentorship and support to program facilitators? How are facilitators currently managed and supervised? What is the supervisory framework (i.e. who reports to whom)?</p> | <p>Describe existing systems and how facilitators who are delivering Community Learning and/or Group Counseling may be supervised and supported.</p> <p>Adjust the existing system or establish a mechanism for providing support/mentorship</p>  |       |
| <p>Are there any forms or systems in place used to document performance?</p>  | <p>Describe the system for documenting performance. Include specific tools.</p> <p>Identify the process for providing feedback so that facilitators' may improve their performance.</p> <p>Adapt tools, or create new tools as necessary</p>  |       |



## Building Capacity Through Training

| Key Question   | Key Action  | Tasks |
|--|---|-------|
| Who will train the facilitators and what qualifications/ characteristics are needed for trainers?  | Determine who will act as trainers and establish a set of minimal qualifications required of all trainers.  |       |
| Do members of your organization have the capacity to train facilitators to deliver Community Learning and/or Group Counseling?           | Identify organizational members who are equipped to train facilitators. Determine what additional support and activities are needed to prepare them to deliver facilitator training.  |       |
| Are there other local training organizations or training resources that could support training activities?                               | If additional capacity building is needed to train the trainers, identify potential organizations that could support these activities.  |       |
| What type of training will be most appropriate for learning how to deliver Community Learning and/or Group Counseling?                   | Develop a training plan that determines training activities for facilitators and any other staff that will be involved in program implementation. The training plan should also include duration (e.g. 2-hour training, full-day, phased-in training, etc.).<br>Ensure training exercises comprise use of all job aids and tools. |       |
| Does someone at your organization need to review and/or approve training plans? How does this training fit into other existing training? | Identify the process for implementing a training plan. Describe all organizational actors involved in the development and approval of the plan. Include an estimated timeline.  |       |